



OREGON PUBLIC LIBRARY

COLLECTION DEVELOPMENT POLICY

I. Purpose

This is the policy used for the development of the collection of the Oregon Public Library. It defines the nature of the collection, specifies what types of library materials are included in the collection and explains the basis for making collection management decisions. The purpose of this policy is to inform the public about the library's collection development process and to give guidance and direction to the library staff on issues relating to the selection of library materials and maintenance of the library collection.

II. Library Mission Statement

- A. The Oregon Public Library is a welcoming and safe gathering place that meets the information, leisure, civic, and cultural needs of a diverse community. The library's mission is to foster lifelong learning and support the educational, civic and cultural activities of the greater Oregon community.
- B. The library develops collections that are inclusive of the needs of all persons in the community.
 1. The library provides materials created by people with diverse experiences including but not limited to race, gender identity, sexual orientation, age, physical ability, immigration status, social identity, including materials not originally written in English.
 2. The library provides and recommends materials that reflect the historic and modern lives of Black, Indigenous, and People of Color (BIPOC) characters from varied backgrounds.
 3. The library provides and recommends materials that reflect the historic and modern lives of LGBTQIA+ characters from varied backgrounds.
 4. Library staff regularly assess existing collections and evaluate how well they represent the library's service population and the larger global community.
 5. The library takes special care to consider the needs of historically oppressed, underrepresented, and underserved groups.

III. Scope and Philosophy

A. Responsibility for Collection Development

1. The professional staff of the Oregon Public Library (selectors) are responsible for the selection of library materials and resources chosen to fulfill the above goals.
2. While the Director delegates to professional staff to interpret the policy in day to day decisions, the ultimate responsibility for

collection development rests with the Library Director who operates within the framework of policies determined by the Library Board of Trustees. The Director has the authority to reject or select items contrary to staff recommendations.

3. The exceptions are digital materials, which are provided through a statewide buying pool, to which the library contributes funds. These materials include audio, video, magazine, and electronic books, and are selected for Overdrive through the Wisconsin Public Library Consortium. The Oregon Public Library has no direct control over this selection, other than to recommend titles for license. Selection Committee and WPLC Collection Development Policy can be found here: <http://www.wplc.info/committees/selection-committee>.

B. General Collection Development Objectives

1. **Fiction** – Fiction materials are selected to satisfy the recreational reading interests of persons of differing tastes and reading skills and to serve as educational tools that enrich human understanding. In addition to popular materials, a collection of standard and classic novels will be maintained as determined by long standing community needs and/or listing in an authoritative bibliography.
2. **Nonfiction** – The library’s nonfiction collection supports general community and educational interests in broad subject areas that provide library users with the opportunity to learn, develop skills, improve their daily lives, and broaden their perspectives.
 1. The focus of the non-fiction collection is on the general interests of all library users including students, rather than provide in-depth support for specialized subtopics.
 2. The library acquires materials on a wide range of subjects based on the merits of the works as they relate to community needs.
 3. Non-fiction is selected for utility and the ability to enrich and entertain.
 4. Each non-fiction item is evaluated in its entirety and not on the basis of a particular section of the book or chapter.
3. **Reference materials** – Reference materials are resources that are designed to be consulted for specific items of information rather than to be read cover to cover (encyclopedias, dictionaries etc.) as well as assistive devices. The reference collection is designated for in-library use only.
4. **Audio visual materials** – The library’s goal is to provide a collection of music, video, and audiobook materials with enduring popularity in the format most useful to library users. This collection will include content for the purpose of entertainment and education that parallels most areas of the print collection in response to the needs of the

community. Formats will include CDs, DVD, BluRay, audio enabled books, and digital audio players.

5. **Serials** – Serials are publications issued in successive parts and intended to be continued indefinitely. Serials include magazines, journals, newspapers, annuals, and other continuations in any format. Titles are purchased for their entertainment value and as an important source of information.
6. **Computer based resources** – Computer based resources include information resources available via the internet. Internet based resources are responsive to the growing desire for remote access on a 24 hour per day, 7 day a week basis. These resources should meet the same general selection criteria as print materials with special consideration given to technical quality and ease of use.
7. **Video games** – The library’s goal is to provide popular, entertaining, educational, or family friendly games available on current consoles. To be included in our collection, games must have a rating of Teen, E for Everyone, or E10+.
8. **Youth collections** – The general collection development objectives, descriptions and criteria for selection also apply to the children’s and Teen collections. The resources of the entire library are available to children and teens. It is the responsibility of the parent/guardian to determine the appropriateness of the materials for their child.
 1. **Children’s** - Children’s materials include a variety of collections that are intended to meet the recreational, emotional, and educational needs of children from birth through age 12 including fiction and nonfiction in the formats of board books, picture books, early readers, magazines, and graphic novels. These materials are selected for their role in developing literacy skills in children and for their popularity with children.
 2. **Teen** - Teen materials are intended to meet the recreational, emotional, and educational needs of young people age 12-18. This area includes fiction, non-fiction, graphic novels, audio books, and magazines.

C. **Guidelines and Criteria for Selection**

1. The library provides a diverse Oregon community with library materials that reflect a wide range of views, expressions, opinions, and interests.
2. The library’s collection development efforts focus on current (rather than archival) and popular materials relevant to community interests.

3. When staff review and select materials for purchase, they consider the needs of the community including materials of varying complexity and format.
4. The selectors must consider each type of material in terms of its own merits and the audience for whom it is intended. No single standard can apply to all acquisition decisions.
5. Materials with local connections must meet the objectives of this collection development policy to be added to the collection.
6. In addition, as the social and intellectual climate of the community changes, materials not originally recommended for purchase may become of interest. Such materials will be reevaluated as the need arises.
7. Selectors evaluate acquisitions, purchased and donated, by considering
 1. Present and potential relevance to the community
 2. Artistic merit, scholarship, or value to humanity
 3. Recreational and entertainment needs of the community
 4. Demonstrated or perceived patron interest; an item in great demand may be purchased despite negative reviews
 5. Potential harm the content of an item may cause to people who are historically oppressed, underrepresented, or part of an underserved group
 6. Reviews in professional and popular publications and sources
 7. Reputation of the author, performer, publisher, or work
 8. Value of item to the collection in proportion to its cost
 9. Format, including those that reflect changes in technology and availability
 10. Physical quality and durability of formats
 11. Space limitations of the allocated shelving area for a collection
8. The library maintains a website in order to meet the information needs of library users.
 1. The website provides access to Internet resources. When possible, the website will point to existing reliable sources that provide topical information. Professional librarians use the general criteria outlined in the policy for selecting Internet sites to be included on the library's website.
 2. The website also markets the library to a range of users beyond the immediate service area of the library.
 3. A separate Internet Policy covers patrons' use of the Internet.
9. The library is a member of the South Central Library System and provides materials and services to all residents within the system who have library cards.

1. The Oregon Public Library collections are part of the greater LINKcat catalog.
2. The library may decide to not purchase an item instead using the Library system to provide materials to its users.

IV. Outerlibrary Loan and Suggestions for Purchase

- A. Library users who want materials that are not available in the library's collection or the South Central Library System may request that the materials be purchased or borrowed through Outerlibrary loan.
- B. A separate Outerlibrary Loan policy covers patrons' use of Outerlibrary Loan.
- C. Materials that are suggested for purchase are evaluated by a librarian for inclusion in the collection.

V. Materials Not Collected

- A. **Rare books** - The library does not collect rare or unusual materials that require special handling. This does not preclude the library's acceptance of donated materials that might be valuable or rare if they fit into appropriate selection criteria.
- B. **Genealogy materials** - The library collects basic materials on genealogical research but does not collect more specialized publications such as family histories unless they are donated and are of local interest. Library staff will assist in locating desired genealogical information via Outerlibrary loan and computer databases.
- C. **Text books** - The library does not purchase textbooks unless they provide the best material available on a given subject. Specialized technical works will be acquired only to the extent they are useful to a lay person.

VI. Special Collections

Special collections are created to make materials of a certain type or on a specific topic easier to find and browse. Materials are provided in special collections in quantities to meet demand and as the budget allows.

- A. **Large Print** - The library will provide a variety of titles in this format, particularly fiction, to meet the demand of users with sight impairments.
- B. **World Languages** - The library provides materials in a variety of formats to meet the needs of English language learners, English speakers studying another language, and bilingual readers.
- C. **Consumer Collection** - The library will provide periodicals, buying guides, and price guides to assist library users in making informed consumer choices. Online information sources may be provided in favor of print.
- D. **Local Interest** - Selected publications and documents of the Village of Oregon and other local government agencies are included in the collection. Local history information is collected in the form of yearbooks, local

obituaries, Oregon Observer newspaper (print and microfilm), and published local histories.

- E. **Parenting Collection** -The Parenting collection, housed in the Children's area includes resources in all formats to assist parents and patrons who work with children in fostering the social, emotional, physical, and intellectual development of children from birth through adolescence.
- F. **Eureka! Collection** - The Eureka! Collection includes non-traditional library materials that inspire exploration through hands-on activities. This growing collection includes arts and craft kits, cake pans, games, music and musical instruments, nature kits, seeds, STEM kits, tools, and memory kits.
- G. **Care Packs** - This collection includes activities, games, books, and other materials to build early literacy skills in ages 0-5. The packs are created in partnership with the Oregon School District.

VII. Collection Maintenance, Replacement, and Weeding

- A. The library collection will be kept current and attractive by a continual process of repairing, replacing, and weeding materials.
- B. Professional library staff regularly review items in the collection to ensure that they continue to meet library users' needs.
 - 1. Materials that are worn, obsolete, unused, old editions or duplicated may be removed.
 - 2. It is the responsibility of the professional staff to assess the need for replacing materials that are damaged, destroyed, or lost.
 - 3. Items are not automatically replaced. Decisions are based on need, demand, availability, and budget.
- C. Collections may not outgrow their designated shelving area and items may be discarded due to limited space.
- D. Old formats may be discarded when replaced by a new or more popular format.
- E. The library will dispose of discarded materials in a manner appropriate for their condition; they may be offered to the Friends of the Oregon Library book sale or other organizations or institutions in need of materials, recycled, or disposed of as the library sees fit.

VIII. Intellectual Freedom

- A. Materials will not be selected on the basis of any assumed approval or disapproval, but solely on the merit of the work as it relates to the library's mission and the expressed or anticipated needs and interests of the community.
- B. Library materials will not be marked or identified to show approval or disapproval of the contents and nothing will be sequestered except to protect it from theft or damage.

IX. Reconsideration of Library Materials

- A. The library welcomes feedback about its collection, and will consider requests from any person residing in the South Central Library System (hereafter "Patron") that an item in the collection be reconsidered.
- B. A Patron may submit a "Request for Reconsideration" form which is available at all public service desks and on the library's website.
- C. Any Patron requesting that an item be removed from the collection must complete a "Request for Reconsideration" form.
- D. The request for reconsideration will be acknowledged in writing by the Library Director as soon as reasonably practicable after.
- E. The Library Director will assign a panel of staff members to evaluate the item in question. This will be completed as soon as reasonably practicable after the initial request for reconsideration. The panel's recommendations will be considered, and the Library Director's decision will be mailed to the Patron.
- F. If a Patron is dissatisfied with the Library Director's decision, the Patron may submit a written request to the Library Director that the decision be reviewed by the Library Board. Discussion of such an appeal will be placed on the agenda of the next regular meeting of the Oregon Public Library Board of Trustees, except when received less than 1 week prior to the meeting, in which case it will be considered at the following meeting. The decision of the Library Board is final.

X. Disclaimer

- A. This policy does not replace the judgment of library professionals instead, this policy assists library staff in their selection of available materials.
- B. The library does not endorse particular beliefs or viewpoints represented in the materials purchased and selection of an item does not imply an endorsement of the viewpoint expressed.
- C. The library recognizes that some materials are controversial and that there may be occasions when a library user is concerned about a particular item in the collection.
- D. All library users make their own choices as to what they will use based on their individual interests and concerns.
- E. Responsibility for children's use of library materials and resources lies with their parents, legal guardians, or caretakers. Selection decisions are not influenced by the possibility that material may be accessible to children.
- F. This policy has been adopted by the Library Board of Trustees. The library endorses the American Library Association's "Library Bill of Rights," "Freedom to Read," "Freedom to View" and "Statement on Professional Ethics" presented in Appendix A.

Adopted: August 8, 2007

Amended: September 22, 2008, August 11, 2010, July 8, 2015, April 11, 2018, May 11, 2022

Appendix A

Oregon Public Library's Anti-Racist Statement:

<https://www.oregonpublicLibrary.org/about-Library/Library-policies/anti-racism-statement>

Library Bill of Rights:

<http://www.ala.org/advocacy/intfreedom/Librarybill>

ALA Freedom to Read Statement:

<http://www.ala.org/advocacy/intfreedom/statementspols/freedomreadstatement>

ALA Freedom to View Statement:

<http://www.ala.org/vrt/professionalresources/vrtresources/freedomtoview>

ALA Statement on Professional Ethics:

<http://www.ala.org/advocacy/proethics>

**Oregon Public Library
Request for Reconsideration Form**

A copy of this request form (without identifying patron information) will be mailed to the American Library Association Intellectual Freedom Committee.

Name _____ Date _____

Address _____

City _____ State _____ Zip _____

Phone _____ Email _____

Do you represent a group? Yes / No If yes, please identify: _____

Do you live within the South Central Library System? Yes / No If yes, which county? _____

Item Barcode Number:

Title / Author of Item:

What concerns you about this item?

Have you read or listened or viewed the entire contents of this item? If not, what parts?

What action would you like the library to take?

Additional comments:

Patron Signature _____ Date _____

Please return this signed form to the Oregon Public Library, Attn: Library Director