



<b>Policy 5-3</b>	<b>Collection Development Policy</b>	<b>Created: 4/13/2017</b> <b>Revised: 8/25/2020</b> <b>Approved: 9/10/2020</b>
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**I. Purpose**

This policy explains the scope of collection development, the objective of the collection, deselection and collection maintenance, and Intellectual Freedom.

**II. Introduction**

The mission of the Jackson County Library District is to connect everyone to information, ideas and each other. The Jackson County Library Services Collection Development Policy supports the strategic direction, goals and objectives of the Library as expressed in the Jackson County Library Services Strategic Plan. Jackson County Library Services is the third largest public library jurisdiction by population in Oregon, serving a population of over 200,000 through fifteen branch libraries located throughout the county. The collection consists of printed materials, audiobooks, magazines, newspapers, DVDs, databases, and digital materials.

**III. Scope**

The Library selects materials in a variety of formats and languages to best serve the needs of the community. Selections are made by library staff to provide a balanced collection of educational, recreational, and cultural materials appealing to the interests of a diverse population. Materials will be provided in convenient and cost-effective formats. The collection will emphasize current, popular materials and stimulating individuals' interest in and appreciation for reading, while maintaining a core collection of classic works and local history. The greatest value is received by focusing on the most popular and wide- spread formats and by not duplicating the comprehensive collection efforts of college and research institutions. Material selection is based on awareness of community interests and concerns, national and international issues and events, publishing trends, new insights, societal trends, and the professional judgment of selectors regarding the material's value to the Library's collection. It is the Library's intention that the collection addresses the needs and interests of its communities and reflects the diversity of the entire library service area.

#### **IV. Intellectual Freedom**

The Library will uphold the freedom to read as expressed in the Library Bill of Rights, the Freedom to Read Statement and the Freedom to View Statement adopted by the American Library Association.

While anyone is free to select or reject materials for themselves or their own minor children, the freedom of others to read or inquire will not be restricted. The Library does not stand in loco parentis (in the place of parents). Parents and guardians, not the Library or staff, have the responsibility to guide and direct the reading, listening and viewing choices of their own minor children.

#### **V. Objectives of the Collection**

##### Responsibility for Selection

The responsibility for the selection of library materials rests ultimately with the Library Director. Under the Director's guidance, staff has responsibility for the selection of materials. All staff members and the general public are encouraged to recommend materials for consideration. The library collection shall be an unbiased and diverse source of information, representing as many viewpoints as possible.

##### Selection Criteria

Jackson County Library Services selects materials for all ages and relies extensively on professional review sources. Material is not excluded because of the race, nationality, religion, gender, sexual orientation, or political and social views of the author. Inclusion of materials does not imply agreement with or endorsement of content.

- A. General criteria for selecting all formats of material include, but are not limited to:
- Patron interest and demand
  - Historical significance of author or subject
  - Timeliness of material
  - Local emphasis
  - Diversity of viewpoint
  - Budgetary considerations
  - Authority and accuracy
  - Literary and artistic merit
  - Cultural influence

These criteria apply to both purchased and donated materials.

##### B. Languages

The Library collects recreational and educational material in languages other than English for adults and juveniles to meet the needs of a diverse population, focusing on Spanish, which is spoken by a significant minority of residents in Jackson County.

### C. Patron Driven Acquisitions

Jackson County Library Services welcomes suggestions from the community for possible purchase of materials. All suggestions are given serious consideration. Titles are considered by the same criteria as all other materials purchased for the Library.

### D. Local Authors and Self-Publishing

Authors who live within the boundaries of Jackson County may donate copies of their book to be added to the collection. The Library accepts donated copies of self-published books but does not guarantee inclusion in the collection. Items donated to the Library become the property of the Library and may not be returned to the donating party.

### E. DVD and Music Collection Guidelines

Jackson County libraries maintain a broad selection of entertainment, informational, and instructional DVDs. The emphasis is on popular materials and is balanced with classic films, independent films, foreign films and documentaries. Music CDs are collected across all styles and genres.

### F. Digital Resources

Digital resources, including eBooks, eAudiobooks, streaming video, government documents and databases are subject to the same general selection criteria as other materials. Digital resources extend the reach of the Library because they are available remotely and when libraries are closed.

### G. Gifts - Donation of Books Policy

Jackson County libraries accept donations of books and other material in good condition, through each location's Friends of the Library group. Donations are accepted at all locations and an acknowledgment form is provided upon request by the Friends.

## **VI. Deselection and Collection Maintenance**

Withdrawal of material from the circulating collections is a vital part of successful collection maintenance. Continuous evaluation is necessary and materials are regularly removed to maintain a current, accurate and appealing collection. An item may be deselected for several reasons, including:

- Out-of-date information
- Wear or damage
- Item no longer responds to current needs or interests
- Materials in the format are no longer collected
- Insufficient use or lack of customer demand

Deselected items may be given to the Friends of the Library to sell or may be recycled at the discretion of the Library.

## **VII. Request for Reconsideration of Materials**

Individual items, which in and of themselves may be controversial or offensive to some patrons or staff, may be selected if their inclusion will contribute to the range of viewpoints in the collection as a whole and the effectiveness of the Library's ability to serve its community.

The Library recognizes the right of individuals to question materials in the library collection and has developed a process to address concerns. The process includes the opportunity for an individual to discuss his or her opinion with a librarian, to complete a written Request for Reconsideration of Library Materials form, and to request a review of the material by librarians responsible for materials selection and the Library Director. The Library Director will reply in writing to the individual. The decision of the Library Director may be appealed to the Library District Board. The Request for Reconsideration of Library Materials is attached to the policy (Attachment A).

The material in question, except for a copy the staff uses for the review process, will remain in the collection pending the Library Director's written decision.



# Request for Reconsideration of Library Materials

Date: \_\_\_\_\_

If you have concerns about library materials or resources, please complete all sections of this form to ensure prompt consideration by library staff.

## MATERIAL FOR CONSIDERATION

Author/Producer: \_\_\_\_\_ Publisher: \_\_\_\_\_

Title: \_\_\_\_\_

Date/Edition: \_\_\_\_\_

### Type of Material:

\_\_\_\_\_ Book                      \_\_\_\_\_ Magazine/Newspaper                      \_\_\_\_\_ Video/DVD/CD

\_\_\_\_\_ Electronic Database                      \_\_\_\_\_ Audio/CD                      Other \_\_\_\_\_

Did you read, review or listen to the entire work or a portion of the work? \_\_\_\_\_ All \_\_\_\_\_ Part

Please describe your concerns regarding this material:

What specific pages/sections illustrate your concerns?

What action would you like the Library to take?

## CONTACT INFORMATION

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

Please send completed form to: Library Director, Jackson County Library Services 205 S. Central Ave, Medford, OR 97504