



Policy 5-3	Collection Development Policy	Created: 4/13/2017 Revised: 5/19/2023 Approved: 06/21/2023
-------------------	--------------------------------------	---

I. PURPOSE

This policy explains the scope and objectives of the collection, collection maintenance, Intellectual Freedom, and the Request for Reconsideration Process.

II. INTRODUCTION

The Jackson County Library Services (JCLS) Collection Development Policy supports the overall goals and objectives of the Library as expressed in the organization’s mission, vision, values, and strategic initiatives. The Collection Development Policy is grounded in the principles of Intellectual Freedom and equal access for all. The policy outlines the practices and guidelines to create a dynamic, popular collection and uphold professional standards. The JCLS collection is one of the most visible services the Library provides to the community and this policy informs the public on how the collection is created and maintained. The Policy ensures that over time the Library’s collection will continue to best serve and enrich the community.

III. SCOPE

The Library selects materials in a variety of formats and languages to meet the needs and interests of Jackson County residents. Selections are made by library staff to provide a balanced collection of educational, recreational, informational, and cultural materials appealing to the interests of a diverse population. Materials will be provided in convenient and cost-effective formats. The collection emphasizes current, popular materials, while maintaining a core collection of enduring works and local history. It is not archival or comprehensive. The Library does not aim to duplicate materials available elsewhere in the community, such as school and academic libraries, research institutions, and other community organizations.

The Library participates in cooperative resource sharing networks. These institutions select and maintain materials consistent with their individual collection development policies. Materials available through these networks do not fall under the jurisdiction of JCLS’s collection development policy.

The collection is shared system-wide and distributed among the 15 branch locations.

IV. INTELLECTUAL FREEDOM

The Library will uphold Intellectual Freedom 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. Intellectual Freedom is the right of every individual to both seek and receive information from all points of view without restriction. It provides for free access to all expressions of ideas through which any and all sides of a question, cause or movement may be explored.

The Library's varied collection is available to all; however, it is not expected that all of the collection will appeal to everyone. Individual or group views about a particular item, subject, or type of material in the collection may not prevent its use by others. No item shall be removed because of partisan or doctrinal disapproval. The Library upholds the right of the individual to secure these resources, even though the content may be controversial, unorthodox, or unacceptable to some.

Parents and guardians, not JCLS or library staff members, have the responsibility to guide and direct the reading, listening and viewing choices of their own minor children. This responsibility does not extend to the minor children of other parents or guardians.

V. OBJECTIVES OF THE COLLECTION

A. 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 residents of Jackson County are welcome to recommend materials for consideration. The library collection shall be a diverse source of information, representing as many viewpoints as possible.

B. Selection Criteria

Jackson County Library Services selects materials for all ages 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. The location of an item within the collection is determined by the intended audience. Selection decisions for the collection are not influenced by the possibility that the materials may be accessible to minors. 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.

General criteria for selecting all formats of material include, but are not limited to:

- Reputation and qualifications of the author, creator, or publisher of the work
- Patron interest and demand
- Timeliness of material
- Literary and artistic merit
- Local emphasis
- Cultural influence
- Diversity of viewpoint
- Historical significance of author or subject
- Availability in other formats
- Budgetary and space considerations
- Suitability of format for library circulation and use

C. Languages

In order to be reflective of and responsive to the community which JCLS serves, the Library collects informational, recreational and educational material for all ages in languages other than English. The specific languages and allocated amounts are based on community demographics and patron interests.

VI. PATRON SUGGESTIONS

JCLS accepts suggestions from the community for possible purchase of materials. Limits may be placed on the number of suggestions individual patrons may submit within a set period. All suggestions are given serious consideration and are considered by the same criteria as all other materials purchased for the Library.

A. Local Authors

Authors who live or have lived within the boundaries of Jackson County may donate copies of their book to be added to the collection, but the Library does not guarantee inclusion in the collection. Items donated to the Library become the property of the Library and will not be returned to the donating party.

B. Library of Things

JCLS provides a Library of Things collection of non-traditional library materials that patrons have occasional use for, would like to try out prior to purchasing, or may not otherwise have access to. Overall selection guidelines apply to this collection as well as specific criteria such as:

- Usability
- Quality of construction
- Recurring maintenance requirements
- Longevity and durability
- Storage space and portability
- Cost
- Safety

C. Digital Resources

Digital resources are materials provided in electronic formats that are accessible through electronic devices. They are delivered in a variety of ways and extend the reach of the Library because they are available remotely and when libraries are closed. Digital resources are subject to the same general selection criteria as other materials. The duplication of titles among different online delivery formats is minimized.

D. Gifts – Donation of Books Policy

JCLS accepts 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. Donations are not added to the general collection unless under exceptional circumstances.

VII. COLLECTION MAINTENANCE

JCLS's collection is dynamic and in order to maintain a current, accurate and appealing collection, continuous evaluation is necessary. Materials are regularly added and removed. An item may be withdrawn for a variety of reasons, including, but not limited to:

- Insufficient use or lack of demand
- No longer responds to current needs or interests
- Format no longer collected

- Amount exceeds level of demand and/or space limitations
- Out-of-date information
- Availability of updated information and/or newer edition
- Aged, worn, or damaged condition

At the discretion of the Library, items that are removed from the collection may be given to the Friends of the Library, other appropriate organizations, or be disposed of.

VIII. REQUEST FOR RECONSIDERATION OF MATERIALS

JCLS recognizes the right of an individual, residing in Jackson County, to question materials in the library collection and has developed a process to address concerns. Groups or organizations may not submit a Request for Reconsideration of Materials. Limits may be placed on the number of requests individual patrons may submit within a set period.

The process includes completing a written Request for Reconsideration of Library Materials form for the specific item and submitting it to the Library Director. Only one item may be requested per form. The initial request is confidential unless the individual reveals themselves to the public, though if a decision is appealed it is considered to be part of the public record.

The Library Director will reply in writing to the individual within 30 days of receiving the completed form.

The decision of the Library Director may be appealed to the Library District Board within 30 days of receiving the response. The Board reserves the right to deny consideration of an appeal if it creates an unreasonable workload, or when the Board determines that a request lacks sufficient merit. The decision of the Board is final.

The item 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. Reconsideration requests for a specific title can only be submitted once every year. The Request for Reconsideration of Library Materials is attached to the policy (Attachment A).



Request for Reconsideration of Library Materials

Date of Submission: _____

If you have concerns about library materials or resources, please complete all sections of this form to ensure prompt consideration by library staff. You may attach additional documentation to support your request.

MATERIAL FOR RECONSIDERATION

Author/Creator: _____

Title: _____

Date/Edition: _____

Format:

_____ Book _____ Magazine/Newspaper _____ Video/Music
_____ Electronic Database _____ Audiobook Other: _____

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

What aspect of the material do you object to? Please be as specific as possible:

What specific pages/sections illustrate your concerns?

What action would you recommend 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