

Astoria Public Library **Collection Development Policy**

Purpose

This policy statement has been developed to promote public understanding of the purpose and nature of the Astoria Public Library collection development practices and to give guidance and direction to library staff.

Collection Development Goals

The Astoria Public Library will obtain, organize, and make conveniently available to members of the community educational, recreational, and informational materials in print, non-print and electronic form. Materials will be selected based on reviews in professional journals or actual examination and evaluation of materials. Items of popular demand, such as bestsellers, school bibliographies, requests from patrons for specific titles or subjects, and local interests, will also be considered.

On May 21, 2007, the Astoria City Council approved the *Astoria Public Library Strategic Plan 2007-2011*. This strategic plan is a living and flexible blueprint that speaks to broad community needs and gives the Library focus and direction. Goals and objectives of the plan will be considered in the development of the Library collection and will determine priorities in the allocation of resources and funds.

Responsibility for collection

Responsibility for the selection and purchase of library materials rests with the Library Director who may delegate some responsibilities to other staff members. Staff will adhere to accepted professional practices when making selection decisions.

General Principles of Materials Selection

Each type of material must be considered in terms of its own merit and intended audience. All selected materials must meet some of the following criteria:

- Appeal to the general and overall interests and needs of individuals in the community
- Be of widespread popularity of an author or series.
- Be of contemporary significance
- Be of artistic excellence
- Be of entertaining presentation
- Be accurate and objective
- Be appropriate to the interests and skills of the intended audience
- Reflect skill, competence, and purpose of the author
- Be considered in relation to other materials and existing areas of coverage in order to maintain a diverse collection
- Be of technical quality and durability of physical form for library use
- Be considered in relation to price, budget and shelf space constraints
- Be considered in relation to the availability of cataloging records

Donations

The Library welcomes donations of books and other materials and accepts monetary contributions toward the purchase of materials. All donated materials are subject to the selection criteria stated in this policy. Gifts accepted for addition to the Library's collection become the property of the Astoria Public Library and will be placed where most appropriate.

Material not added to the Library's collection may be given to a local nonprofit organization or transferred to the Astor Library Friends Association, a non-profit organization, for use in book sales. The proceeds from such sales are donated to the Library to support the Library mission, programs, and collection development. Astoria Public Library employees will not appraise donations for tax purposes.

Online Resources

Selected online resources accessed from the Library's web pages are subject to the same selection criteria as other materials. Internet access expands the Library's ability to offer a wealth of informational, educational, and recreational resources and the Library is pleased to make this resource available to the public. Patrons should note, however, that the Internet is an open, unregulated forum and that the Library cannot control, select, or monitor the constantly changing material accessible through it. Some information on the Internet may be inaccurate, incomplete, dated, or offensive to some individuals. Patrons should also note that Internet transmissions might not be secure or confidential. Library users access the Internet at their own discretion. Individuals are responsible for determining what is appropriate for themselves and their families. The Library assumes that parents and legal guardians of minor children will monitor and set guidelines for Internet use.

Collection Maintenance and Evaluation

The Library keeps its collection vital and useful by retaining or replacing essential material, and removing on a systematic and continuous basis those materials which are worn, outdated, of little historical significance, or no longer in demand.

Access

The Astoria Public Library is responsible for providing materials to patrons of all ages, backgrounds, and opinions. Any Library patron is free to select or reject materials for themselves or their own minor children. The Library would never presume to usurp the role of the parent. Only parents and guardians have the right and responsibility to guide the reading, viewing and listening choices of their own minor children. The Library does not stand in the place of parents (*in loco parentis*.)

The Library collection taken as a whole is an unbiased and diverse source of materials, representing as many viewpoints as possible. Processing and shelving materials shall in no way reflect a value judgment of the material content. All materials will be shelved in order on open shelves, freely and easily accessible to the public. Those items in fragile condition and/or of irreplaceable value may be shelved in restricted areas to protect them from theft or damage. The library subscribes to the principle that the freedom to read is essential to

our democracy, and that free communication is essential to the preservation of a free society. To insure free communication and the rights of the community to a broad range of ideas and concepts, the Library endorses the American Library Association's Library Bill of Rights, the Freedom To Read Statement and the Freedom to View Statement.

Request for Reconsideration

The Astoria Public Library recognizes the right of individuals to question the inclusion of materials in the library collection and gives serious consideration to each patron's opinion. A staff member will discuss such concerns and provide the patron with a copy of this policy. Patrons questioning the inclusion of library materials may also state their opinion in writing on a Request for Reconsideration form provided by the Library. The form will be sent to the Library Director who will refer it to the Astoria Public Library Advisory Board. The Library Advisory Board will review if the material was appropriately selected and made accessible under this policy. The board will make a decision about how the material is to be treated. The Library Advisory Board Chair will communicate this decision to the patron in writing. Materials that are the subject of a Request for Reconsideration shall not be removed pending the final Library Advisory Board decision. If the patron wishes to appeal the board's decision, they will do so to the City Council.

The library reports all challenges to materials to the Oregon Intellectual Freedom Clearinghouse, a project of the Center for the Book at the Oregon State Library. The Clearinghouse collects reports about challenges against all types of library materials in all types of Oregon libraries in an attempt to document the level of censorship attempts in Oregon. An Annual Report of the Oregon Intellectual Freedom Clearinghouse is produced and released during September of each year. While the Oregon Intellectual Freedom Clearinghouse cooperates with other persons and groups concerned with intellectual freedom or related issues, it is intended that the Clearinghouse be an unbiased information resource.

This policy will be reviewed biennially.