

## **Collection Development Policy**

The Board of Trustees of Ritzville Library District #2 recognizes that within the District there are individuals and groups with diverse interests, backgrounds, and needs and that the Library was created to serve all of the people within the District's service area regardless of age, race, creed, national origin or political or social view. To fulfill this purpose, the Library Board adopts the following policy to be used by library staff in the selection of materials.

### **1. Materials Selection**

The Collection Development Policy is based on and reflects the District's stated mission, vision, and goals.

Library materials, in a variety of formats, including licensed electronic resources and online databases, shall be selected and retained on the basis of their value for the interest, information, and enlightenment of all the people in the community in conformance with the District's mission.

Selection is vested in the Library Director and, under his or her direction, in members of the staff. Library materials selected in accordance with this policy shall be held to be selected by the Library Board.

Some of the factors which will be considered in adding or removing materials from the library collection shall include:

- Popular appeal/demand
- Authority and competence of the author
- Significance of subject
- Accuracy
- Importance in comparison with other works on the subject
- Local/regional interest
- Diversity of viewpoint
- Evaluations in professional review guides
- Suitability of the format of the material for library purposes
- Budgetary and space considerations

All criteria used in the selection of materials in traditional formats will apply to the selection of new technologies and emerging formats. Due to the unique nature of emerging technology, additional criteria may also be used:

- Durability of format
- Technical quality of format
- Compliance with industry standards
- Suitability for circulation, access, and maintenance
- Library network capability
- Availability of funds for initiation and annual sustainability

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The Library welcomes public suggestion of items and subjects not included in the collection.

No library materials that meet the District's selection criteria shall be excluded because of the origin, background, or views of the author or those contributing to its creation. Not all materials will be suitable for all members of the community.

### **2. Collection Maintenance**

An up-to-date, attractive, and useful collection is maintained through a continual withdrawal and replacement process. Replacement of worn volumes is dependent upon current demand, usefulness, more recent acquisitions, and availability of newer editions. This ongoing process of weeding is the responsibility of the Library Director and is authorized by the Board of Trustees.

Materials shall be continuously reviewed, evaluated, and removed from the collection according to the following criteria:

- Content is misleading, factually inaccurate, and/or not current
- Material is worn or damaged beyond mending or rebinding
- Material is superseded by a revised or updated edition or by a better source on the subject
- Material is ephemeral
- Material is no longer being used

Exceptions may be made in cases where an item is deemed to have enduring value from the standpoint of local history or antiquarian significance. The policy applies equally to gifts and library-procured materials.

Materials withdrawn from the collection may be given to other groups or individuals in the following descending order of priority:

- Friends of the Ritzville Library (per current agreement)
- Other libraries
- Charitable organizations

See RCW 39.33.070 "School Districts and Libraries – Disposal of obsolete or surplus reading materials – Procedures" for more information.

Withdrawn items that are not selected for donation to one of the groups listed above may be discarded or recycled in accordance with city waste disposal procedures.

Withdrawal of materials shall be left to the discretion of the Library Director who may assign staff members who are qualified by training or education to assist in the process.

Final decisions about the disposal of withdrawn materials shall be left to the discretion of the Library Director.

### **3. Gifts and Donations**

The Library District welcomes donations of books and other materials, and accepts monetary contributions toward the purchase of materials.

The Library District will make every effort to respect donors' wishes regarding the purchase and assignment of gift materials. The Library reserves the right to decide the disposition of all gifts received. Gifts of books or other library materials may be added to the collection if they are in excellent condition and meet the criteria for selection above.

Donations not used by the Library will be transferred to the Friends of the Ritzville Library to be sold at their book sales with proceeds directly benefitting the library.

Gifts and donations accepted for the collection became the property of Ritzville Library District #2 and will be placed where most appropriate.

Gifts and donations to the library may not serve as compensation in lieu of payment for fines and charges.

The library cannot assign a dollar value to donated materials for tax purposes. If a donor provides a specific list of items, the library will sign a statement acknowledging receipt.

### **4. Interlibrary Loan**

Because of limited budget and space, the Library cannot provide all materials that are requested. Therefore, interlibrary loan is used to obtain from other libraries those materials that are beyond the scope of this library's collection. Please refer to the Interlibrary Loan Policy for more information.

### **5. Censorship**

The Board of Trustees recognizes that some materials are controversial and that any given item may offend some patrons. Selection of materials will not be made on the basis of any anticipated approval or disapproval, but solely on the basis of the principles stated in this policy.

The Board believes that reading, listening to, and viewing library materials are individual, private matters. While one is free to select or to reject materials for oneself, one cannot restrict the freedom of others to read, view, or inquire. The Board adopts and declares that it will adhere to and support:

- The Library Bill of Rights, adopted by the American Library Association
- The Freedom to Read and the Freedom to View Statements, adopted by the American Library Association
- The Washington Library Association's Intellectual Freedom Statement

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The library collection shall be organized and maintained to facilitate access. There shall be no prejudicial labeling or alteration of materials and no materials will be sequestered except to protect it from damage or theft.

Parents and/or guardians have the primary responsibility to guide and direct the reading of their minor child. The District does not stand *in loco parentis* (in the place of parents). Selection of materials will not be inhibited by the possibility that materials may come into possession of children.

### **6. Reconsideration of Library Materials**

The Library Board recognizes the right of individuals to question materials in the District collection.

Patrons who request the reconsideration of library materials will be asked to put their request in writing by completing and signing the “Request for Reconsideration of Library Material” (see attached).

Upon receipt of a formal written request, the Library Director will make a decision regarding disposition of the material. The Library Director will communicate this decision in writing to the person at the earliest possible date. The Library Director will inform the Board of Trustees of all requests for reconsideration of library materials and their disposition.

In the event that the person who submitted the request is not satisfied with the decision of the Library Director, they may appeal for a hearing before the Board of Trustees by making a written request to the Board Chair. The Board will determine whether the request for reconsideration has been handled in accordance with stated policies and procedures of the library. On the basis of this determination, the Board may vote to uphold or override the decision of the Library Director.

Material that has been questioned will remain in the active collection until a decision has been made determining its status.