



# OCEAN SHORES PUBLIC LIBRARY

## Policy: 3.0 Collection Development

Adopted Library Board of Trustees January 2021

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The purpose of materials selection is to support the Library's mission, vision, and Strategic Plan. As the heart of the Ocean Shores community, the library provides access to the world through reading, learning, and connecting.

Through its strategic goals, the Library will:

Provide materials to enhance patron's leisure time

Provide the resources needed for patrons to explore topics of personal interest and continue learning throughout their lives.

### **3.1 Collection Philosophy**

The Library provides materials for all ages in a variety of formats, including but not limited to print, audio, visual, and electronic formats. The Library collects materials to represent the diversity of the community inclusive of its interests, perspectives, and experiences. The Library Director is responsible for the selection of materials.

The use of library materials is an individual choice. Adults may reject any material for their own use but may not restrict the use and access of others. Freedom of access for a minor is the responsibility of the parent or guardian.

The Board of Trustees supports the American Library Association principles:

Library Bill of Rights

Freedom to Read

Freedom to View.

## **3.2 Materials Selection and Maintenance**

### **Selection**

Materials are selected according to one or more of the following criteria:

- Fulfills current and anticipated needs
- Provides accurate and timely content
- Receives coverage in library and popular media
- Provides works by best-selling and well-known authors and artists
- Receives recognition for major awards or prizes
- Stimulates imagination
- Promotes lifelong learning
- Offers diversity of viewpoints
- Adds to the breadth and/or depth of the collection

The Library does not endorse the contents or views expressed in the materials that it selects.

### **Maintenance**

The Library continually withdraws items from the collection to maintain a relevant, accurate, and timely collection. Maintenance is critical to make shelf space available for new materials. Items that were popular once or had multiple copies may no longer hold community interest.

Decisions to remove items are based on a number of factors, including:

- Poor physical condition
- Obsolete information
- Insufficient public use
- Availability of newer, updated, or more comprehensive materials
- Lack of shelf space

Withdrawn books and multi-media materials are donated to the Friends of the Library for sale. The proceeds from such sales are used for the benefit of the Library. Items that are not sold are disposed of at the discretion of the Friends of the Library.

### **3. 3 Citizen Input**

The Library welcomes input from its patrons whether it be to consider the purchase of a title, its reconsideration, or a gift for the collection.

#### **Purchase Suggestions**

The Library will be responsive to patron suggestion of titles and subjects if the request falls within the collection's scope, budget, and available space. Otherwise, the Library will work with the patron to check availability of the item through electronic delivery or interlibrary loan.

#### **Reconsideration of Library Materials**

The Library upholds a varied collection and the Freedom to Read and View. While the diverse collection is available to all, it is not expected that all of the collection will appeal to everyone. Patrons who wish to question, withdraw, or reclassify an item are encouraged to discuss their concerns with the Library Director. If the patron is not satisfied, the patron may complete the Request for Reconsideration form. The Library will respond in writing for any reconsideration with notification to the Board of Trustees.

#### **Gifts**

The Library welcomes gifts of books and other materials with the understanding that such gifts will be accepted or rejected in accordance with the Library's selection criteria and gift policy. Gifts become the property of the Library. Accepted items may be added to the Library's collection, inventory, or sold to become cash assets.

The Library accepts donations of money for its general collection, specific subjects, or specific titles. Donations may be used to acknowledge the donor or honor another. Donor confidentiality is maintained unless otherwise specified by the donor's permission.