

St. Helens Public Library Collection Development Policy

Library Mission:

The St. Helens Public Library is dedicated to providing optimal access to the best vocational, educational and recreational information to the people of the Greater St. Helens area in order to promote and encourage lifelong learning, self-development and life enhancement.

Purpose:

This policy is to guide collection development of the St. Helens Public Library by:

- Outlining procedures for procuring items
- Creating parameters for the types of items held by the Library to ensure that our collections remain current and responsive to the needs of our community
- Ensuring that materials are easily accessible through appropriate formats and technologies

Procurement of Materials:

Library staff select materials for the collection based on the needs and interests of the community. The Library welcomes input from the community concerning the collection. Patron suggestions will be evaluated based on:

- Community needs and interests
- Item cost and availability
- Ease of cataloging and circulation
- Potential for an item to complement or support library offerings
- The balance of the overall collection

Selection Criteria:

Materials are selected by staff members for their:

- Literary or artistic merit
- Accuracy
- Utility
- Recreational and entertainment value
- Current or historical interest
- Scholarship

Item selection is guided by but not limited to:

- Industry reviews
- Best-seller lists
- Staff or patron recommendations

SHPL strives to maintain a collection that includes materials on a variety of subjects and points of view, in keeping with the community's interests and needs. Each item must be considered with appropriate standards for its type and audience and the suitability of its format for a library collection.

SHPL emphasizes quality rather than quantity, balancing the value of and demand for materials. Final decisions are based on the value and interest of the item to the public, regardless of selectors' personal values, opinions, or biases. These standards apply equally to purchased and donated materials.

Guidelines for Following Selection Criteria:

SHPL is responsible for ensuring a robust collection that must include materials that serve a wide range of ages, reading skills, and educational backgrounds.

- Staff will endeavor to select materials in languages commonly spoken at home by SHPL patrons
- SHPL will be attentive to special commercial, industrial, cultural, and civic enterprises of the area
- SHPL will acquire state and local historical materials
- While SHPL strives to meet the needs of all its patrons, some special interest items may not be purchased and instead may be borrowed through interlibrary loan
- SHPL does not acquire textbooks or other curriculum-based materials unless such materials also serve a broader interest
- Purchase requests from patrons will be assessed according to the general selection policies

Access:

Items are cataloged and organized in the collection according to common library standards:

- Type of material
- Target audience
- Dewey classification
- Alphabetically

Items frequently subject to damage or theft or of high value may be controlled to protect materials for future patrons.

Children are not limited to the juvenile collections; rather juvenile materials are kept together to facilitate ease of use. Responsibility for a child's selections lies solely with the parent/guardian. The parent/guardian who chooses to limit their child's access to certain materials should so advise their child.

Proposed
10/14/2020

Donations:

SHPL accepts most donations of materials as outright gifts, reserving the right to evaluate and dispose of such donations in accordance with our donation policy.

Donations may be tax-deductible; SHPL will issue a receipt upon request but will not assign value.

Donations not added to the collection may be given to the Friends of the St. Helens Public Library, used to support library programming, or in any other way the library deems reasonable.

Evaluation of Collection and Weeding:

The Library will evaluate the continued circulation of materials based on:

- Circulation data
- Physical condition
- Currency
- Accuracy of information presented in material
- Staff input

Items that do not check out often, are in poor condition, prove too difficult or costly to maintain, or no longer support the mission of the Library will be withdrawn from the collection.

Request for Reconsideration of Library Material:

The St. Helens Public Library recognizes that some materials may be controversial and that any given item may offend some patrons.

Selection of materials will not be made based on anticipated approval or disapproval, but solely based on the principles stated in this policy.

Library materials will not be marked or identified to show approval or disapproval of their contents, and no library material will be sequestered except to protect it from damage or theft.

Although materials are carefully selected, differences of opinion can arise regarding suitable materials. If a patron desires that an item be withdrawn from or restricted within the collection, they may complete a "Resource Reconsideration Request" form which is available in the library.

The Library Director will decide what, if any, action is appropriate for the item in question, and will notify the patron, explaining the decision.

If the patron is not satisfied with the Library Director's decision, the item will be referred to the St. Helens Public Library Board for further review.

Materials under review shall not be removed from use during the reconsideration process.

Proposed
10/14/2020