

Collection Development Policy Sweet Home Public Library

Purpose

The Collection Development Policy supports the Library in its mission by defining collection development principles. It provides direction for the growth, maintenance and development of collections and communicates these guiding principles to library staff, the Library Advisory Board and to the public.

General Principles

Intellectual Freedom

Library users make choices as to what they and their children will use based on individual interests and standards. The Sweet Home Public Library supports the right of each family to decide which items are appropriate for use by their children and at which age they the items are appropriate. The Library adheres to the principles of intellectual freedom adopted by the American Library Association (ALA) as expressed in their Library Bill of Rights, the Freedom to Read and Freedom to View statements (available on their website at ala.org). The Library, the Library Advisory Board and Library staff will not, either directly or indirectly, ban or censor any material. The presence of an item in the Library does not indicate any endorsement of its contents by the Library.

Diversity

The SHPL's goal is to collection materials that reflect a wide range of views, expressions, opinions and interests. Specific items acquired for the collection may include those that are unorthodox, unpopular with the majority or controversial in nature. The Library's acquisition of such material does not constitute endorsement of the material's content.

Selection Procedure

Responsibility

Final selection of library materials lies with the Library Director or Library staff designated by the Library Director.

Collections

The Children's Collection generally contains materials specifically written for children from birth to age 12.

The Young Adult Collection generally contains materials specifically written for youth ages 13-17.

The Adult collection generally contains all other materials.

Criteria

General selection criteria includes, but is not limited to the following:

- Budget and space limitations
- Public demand, interest or need

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- Popular interest, significance or permanent value
- Timeliness of information contained within the item
- Relation to existing collection
- Authenticity of historical, regional or social setting
- Suitability of subject and style for the intended audience
- Local emphasis or relation (including local authors)
- Relevancy of format of the item
- Availability from Linn Consortium Libraries
- Availability from approved vendors
- Compatibility with the Library's computer platforms
- Ease of access

Purchase suggestions

Purchase suggestions must meet the general selection criteria for consideration and must be made by a SHPL card holder.

Request for Reconsideration of Materials

The Library Director is available to discuss your comments and suggestions about an item the Library already owns. If the reconsideration needs to be formalized, then the request for reconsideration must follow a process.

The Request for Reconsideration form must be completed and returned to the Library Director. The Library Advisory Board will be notified of the filled out form and a discussion will take place at the following Library Advisory Board meeting provided the form is returned at least seven (7) days prior to the next meeting. If the deadline is not met, then the discussion will take place at the next months Library Advisory Board meeting. This allows time for all Library Advisory Board members to fully consider the material in question. The Library Advisory Board and the Library Director together will make the final decision on the item in question.

Gifts, donations and memorials

The Library welcomes donations of books and other materials as well as financial contributions to purchase library materials. Any donated items that the SHPL does not add to the collection will be given to the Friends of the Sweet Home Public Library for sale at their Community Bookstore. All proceeds from the Friends of the Library Community Bookstore support SHPL's mission and programs, including funding of our Summer Reading Program.

Replacement and withdrawal of materials

SHPL continuously evaluates the collection to ensure its usefulness, relevance and quality for the community. The evaluation relies on staff's professional expertise to assess the collection and the ever changing needs of the community. Items may be removed or replaced if item is:

- Contains dated or obsolete information, even if some of the information is useful
- Newer editions available

- Unused duplicates
- Damaged and/or poor condition
- Space and/or budget constraints
- Additional copies are available in the Linn Library Consortium
- Insufficient use of item
- Online copy availability
- No longer available from publisher or vendors