



## **Collection Development Policy**

*Prairie River Library District*

### **Mission Statement**

To enrich lives and strengthen communities through universal access to information and services.

### **Purpose**

Per Idaho Code 33-2720, the ultimate authority for collection development rests with the Prairie River Library District Board of Trustees through its role in setting and interpreting policy. The responsibility for materials selection and de-selection lies with the professional staff of the district. Local needs and interests are considered. Multiple copies of popular items are purchased to fulfill demand. Reference materials are housed primarily at the headquarters library.

### **Responsibility for Materials Selection**

The final selection of materials is the responsibility of the Prairie River Library District Director who oversees the process of collection development regardless of the mode of acquisition. It is the Director's responsibility to provide materials that are of both current interest and permanent value, that are up-to-date, that are responsive to the interests and needs of every segment of the community, and that do not discriminate against any political, religious, economic, or social view or group through the deliberate exclusion of their views. Delegation of others to participate in the selection of materials is based on education, training, and expertise. All staff members, as well as members of the general public, are encouraged to suggest and recommend materials to be considered for purchase.

### **Selection Criteria**

Reviews in professional journals are used in the selection process and sought whenever possible. As a guide to selecting quality material, reputable lists, such as those sponsored by the American Library Association, are periodically checked to determine whether the material in question is appropriate for the collection. However, a lack of a review or an unfavorable review is not a sufficient reason for rejecting a title which is in demand. Materials purchased for the collection are not an endorsement by the Prairie River Library District of either the content or viewpoint presented in them.

The following general criteria are used to evaluate potential purchases and gifts: 2

1. Authority and reliability:

- a) The author's qualifications and other published works;
- b) Reliability and reputation of the publisher.

2. Opinions of critics, reviewers, staff members, and the public:

- a) Relevance to district/community needs and interests;
- b) Local/State Interest:
  - i. Authors;
  - ii. History;
  - iii. Geography/travel.

3. Cost to acquire and maintain the material.

4. Date of publication; permanence and timeliness.

5. Availability of information regionally (Valnet) or electronically.

6. Special features:

- a) Indexes, bibliographies;
- b) Illustrations;
- c) Charts, maps, diagrams, photographic material.

7. Artistic merit, literary value, or recognized award recipient.

8. Representing various viewpoints, cultures, and interests.

9. Value in relation to current holdings; available shelving.

10. The basic principles of the Library Bill of Rights, Freedom to Read, and Freedom to View statements adopted by the American Library Association shall be applied.

11. Patron/staff suggestions for materials selection will be taken into consideration within the parameters of the Collection Development Policy, budget, and physical space.

**Maintenance of Collection**

The de-selection and replacement of materials is an ongoing process and decisions are based on keeping the collection viable and useful.

De-selection criteria include:

- a) Condition;
- b) Space limitations;

- c) Accuracy;
- d) Relevance;
- e) Popularity.

Historical collections will be housed in the branch to which they appropriately pertain.

### **Reconsideration of Materials**

The selection of materials will not be based upon any anticipated approval or disapproval of any one individual, but rather on the merits of the material and its value to the collection.

The use of library materials by patrons is an individual matter. Responsibility for children's and teens' use of library materials rests with their parents or legal guardians.

A patron can object to any material by doing so in writing to the Reconsideration Committee using the Request for Reconsideration Form. To submit a material reconsideration form the patron must reside in the taxing district for Prairie River Library.

### **Review of Reconsideration Requests**

The Reconsideration Committee shall consider the following:

- The work as a whole and individual passages will not be treated out of context.
- The literary merit of works recognized as classics, even though classic works may contain words or sentiments which, today, are unacceptable.

No materials shall be excluded from the library's collection solely because of coarse language or implicit or explicit treatment of certain situations if a reasonably accurate picture of human experience is portrayed, if the work is deemed a significant artistic endeavor, or if the work meets the criteria outlined in the selection criteria of this policy.

Once a completed, signed form is received by the Reconsideration Committee, the thoughtful, deliberative process for reconsideration of the library materials identified by the library patron will begin. The patron will be notified in writing by the Director of the decision within 30 days of receipt of a completed form.

### **Reconsideration Committee**

The Director, Circulation Manager, and Collection Development Librarian will be responsible for the reconsideration of material requests.

**Appeals Process**

If a patron does not agree with the Reconsideration Committees' determination, then the patron can appeal that determination to the Board of Trustees using the Request for Reconsideration Form within 15 days of receiving notice from the Director. The standard of review exercised by the Board is based upon substantial evidence or support and the Reconsideration Committee's decision complied with the library's policy and selection criteria. The Board will determine whether the staff's decision should be upheld, modified, or overturned at the next regularly scheduled board meeting. The decision of the Board is final. The Board will provide written notice of its decision to the patron.

The Reconsideration Committee and Board reserve the right to compile multiple reconsideration requests regarding the same item and administer them collectively.

Adoption date: January 30, 2018

First review date: March 26, 2019, August 30, 2022