



Library Administrative Rules: Collection Development

Purpose

It is the intent of these rules to provide for public understanding of the purpose and nature of the library's collection and to give guidance and direction to library staff for collection development and maintenance.

The Collection Development rules will be periodically reviewed by the Library Director and the Hillsboro Library Board to ensure that they are responsive to the changing goals and objectives of the Hillsboro Public Library and the changing nature of the community.

Collection Goals

Hillsboro Public Library provides a dynamic collection which reflects the community's needs, interests, local standards, and diversity, and is available in formats appropriate for all users. Emphasis is placed on obtaining current, popular materials, providing information in a cost-efficient manner, stimulating children's interest in and appreciation for reading, and supporting students. Textbooks and materials of a highly technical or specialized nature, more appropriate for research or special libraries, are generally excluded from the collection. The library will strive to meet or exceed the Oregon Library Association criteria for "enhanced" standards for materials.

Scope of Brookwood Library Collection

The Brookwood Library provides popular materials for all ages, supplements curriculum needs for grades K-12, and supports lifelong learning. Small collections in various world languages spoken in the community are provided. The Brookwood Library will house a broad selection of titles that remain relevant and in demand.

Scope of Shute Park Library Collection

The Shute Park Library houses current popular materials and maintains a core children's collection, as well as a robust collection of materials in Spanish.

Spanish Language Collection

A significant and growing portion of Hillsboro's population speaks Spanish at home. As such, Spanish materials will be treated as our collection of English language materials is treated, rather than as a smaller "world languages" collection. As with our English language collection, the Spanish language collection will have a scope and scale that meets community needs.

Responsibility for Selection

Collection development is the responsibility of the Materials Services Manager. Appropriate staff members are assigned to review sources of purchasing information, monitor collection usage and make selections based on accepted professional practice and an assigned budget.

Materials Selection Guidelines

Any materials selection procedure must be fairly general, and librarians should always exercise their knowledge and experience of all library materials and of the community served. Librarians have a professional responsibility to be inclusive, not exclusive in developing materials collections and to comply with the tenets of the American Library Association's Library Bill of Rights and Freedom to Read Statement.

It is the Library's responsibility to protect the rights of all readers. Materials which, taken as a whole, lack literary, artistic, political, or scientific value may be excluded, but no material will be eliminated because of coarse language, or violence, or frank discussion of sexual episodes, any one of which may be objectionable to some people.

All cardholders, regardless of age, have the right to access all materials in the Library and to borrow any circulating item. Parents and legal guardians are responsible for monitoring the use of library materials by their children. Selection of library materials for adults is not limited by the possibility that children may come in contact with them. The Library does not act *in loco parentis* and is not responsible for inadvertent viewing at the library.

Criteria to be considered in adding specific materials (including gifts) to the collection include, but are not limited to:

- collection objectives
- existing subject coverage
- community needs, interest, and demand
- timeliness of topic
- current or historical significance of author or subject
- diversity of viewpoint
- creativity
- entertainment or enjoyment.

Items selected must meet one or more of these criteria, but not every item that meets one or more of them will be selected. Reviews in professionally recognized periodicals are a primary source for materials selection. Standard bibliographies, book lists by recognized authorities, and the advice of competent staff and other people in specific subject areas will also be used.

The Library's relationship with other members of Washington County Cooperative Library Services makes the collections of those libraries conveniently available to Hillsboro Public Library patrons through inter-library borrowing and daily courier service. Those resources should also be taken into consideration when selecting and deselecting materials for Hillsboro.

Self-published materials which meet the Materials Selection Guidelines will be considered for inclusion. However, due to the increased staff time required to process these materials, only those with local interest or demand are likely to be added.

Replacement of Materials

There are times when library materials may need to be replaced. When materials are lost, missing, worn, mutilated, or otherwise defective, they are withdrawn from the library catalog and the selector is informed. It is the responsibility of the selector to decide, within the guidelines of the Collection Development Policy, whether to replace such materials and in what format.

Deselection of Materials

The process of deselection, or weeding, is essential for the maintenance of a dynamic and useful collection. At times this is dictated by space constraints. Deselection provides quality control for the

collection by elimination of outdated, worn-out, and inaccurate materials. Periodic evaluations of subject areas are the responsibility of the collection development staff and ensure that the collection stays up-to-date with the changing and growing needs of the community. Hillsboro Public Library is guided by the CREW method (<https://www.tsl.texas.gov/sites/default/files/public/tslac/ld/ld/pubs/crew/crewmethod12.pdf>) when analyzing the collection.

Request for Addition of Material

Members of the community are encouraged to suggest items for inclusion in the collection. Purchase Request forms are available at the libraries and once submitted are given to the appropriate selector for consideration. Requested materials are evaluated using the criteria listed under Materials Selection Guidelines. Requests may be met through resource sharing with other libraries, electronic delivery or other means.

Gifts

Gifts of library materials are accepted by the library with the understanding that they will be evaluated and treated using the same criteria as purchased materials. Donors may not place any special conditions upon the loan, handling, or disposition of the items. For more information see the full gift policy at <http://www.hillsboro-oregon.gov/departments/library/about-the-library/library-policies>.

Request for Reconsideration of Materials

If a patron objects to the presence of any library material, the complaint will be referred immediately to the Materials Services Manager, who will discuss the matter with the complainant. Notification will be given to the Library Director and the Assistant Library Director.

If the patron wishes, s/he will be supplied with these Collection Development rules, including the "Request for Reconsideration of Library Materials" form. The Materials Services Manager will examine the item in question, check reviews, and determine if it conforms to the standards of the materials selection procedure. The Library Director will be consulted about the decision. The Materials Services Manager and Director will decide whether to keep the item in question in the collection, move the item, or withdraw the item, and will write to the complainant giving the reasons for the decision. The Hillsboro Library Board will also be notified of the complaint and the decision. Materials subject to a request for reconsideration shall not be removed pending final action.

If the complainant wishes to appeal the decision, s/he may present the complaint to the Hillsboro Library Board by letter for final review or by making prior arrangements to be on the agenda of a Board meeting. The Board will consider the complaint and the staff recommendation and will make the final decision on the appeal. Each "Request for Reconsideration of Library Materials" will be limited to one challenge per title per family every five years.