

Coos Bay Public Library Collection Management Policy

Purpose

The purpose of this policy is to guide Coos Bay Public Library staff in the development and management of library collections that meet the needs of the Coos Bay community as well as to inform the public and other interested parties about the means by which the library makes decisions about the selection and retention of materials.

Library Mission

The Coos Bay Public Library connects our community to information in various forms, ensures equitable access to information and technology and provides opportunities for learning, cultural enrichment and improved quality of life.

Collection Scope

The Coos Bay Public Library provides materials in a broad range of subjects and formats to serve the community's informational and recreational needs. The library selects materials to accommodate the diverse ages, reading and understanding levels, abilities, tastes, viewpoints, and interests of the community.

The library collection emphasizes breadth over depth, and while the library may provide supplemental materials to persons pursuing educational programs, due to budgetary and space constraints the library will not normally collect textbooks or materials on specialized academic subjects that would not also be appropriate for and useful to the general public. The library also relies upon the Coastline cooperative to obtain materials from other Coos County libraries and will not necessarily purchase materials that can be obtained from other Coastline libraries, unless demand is high.

The library strives to collect materials in the formats that are most relevant to the Coos Bay community, and the formats collected may change in response to evolving technology. Considerations for adding formats to or removing formats from the library's collection include demand, cost, and the ability to house and maintain collected items.

Guiding Principles

The Coos Bay Public Library adheres to the principles of intellectual freedom as expressed in the American Library Association's Bill of Rights, Freedom to Read Statement, and Freedom to View Statement (appended to this policy). The library upholds individuals' right to access information that may be controversial in nature, and supports the right of parents and guardians to make decisions regarding the reading and viewing of their children. The library strives to collect materials representing a wide variety of viewpoints, and will not identify materials in any way that implies approval or

disapproval of the item's contents, or sequester any materials from the rest of the collection except to prevent theft or damage. An item's inclusion in the library's collection does not imply endorsement of its contents by the library.

Selection Responsibility

Responsibility for the library collection and the implementation of the Collection Management Policy is delegated to the Library Director by the Coos Bay Library Board of Trustees. The Director in turn delegates selection responsibilities to library staff with the appropriate training and expertise to select materials in their assigned areas.

Selection Guidelines and Criteria

In selecting materials for the library, staff take into account the diverse needs and interests of the community as well as knowledge of the existing collection. Selectors are trained librarians who utilize the standards and criteria of professional librarianship in their selection decisions. Criteria include but are not limited to the following (in no particular order):

- Popular demand
- Literary or artistic merit
- Contemporary significance or permanent value
- Favorable attention from critics, reviewers, or the public
- Relation to existing collection
- Availability of information in alternative sources
- Ease of use and accessibility
- Accuracy
- Cost
- Suitability for intended audience

The library welcomes suggestions from the general public and all library staff. Selectors give high priority to requests from patrons, though requests for items that do not meet the guidelines explained in this policy may be declined.

The library may acquire self-published items if they are created by a local resident, have special local or regional significance, or otherwise comply with the selection criteria detailed in this policy.

Gifts and Donations

The Coos Bay Public Library welcomes gifts of materials. Donated items will be added to the collection only if they meet the selection guidelines expressed in this policy. By donating an item to the library, the donor acknowledges that if the library chooses not to add the item to the collection, it will be given to the Friends of the Library to be sold in the Friends Bookstore or at a book sale, or otherwise disposed of as the library staff and/or the Friends of the Library see fit.

The library also encourages monetary donations to be used in the acquisition of new materials for the collection. The library prefers that no constraints be placed on monetary gifts, but a donor may identify a general subject area or format if they so choose. All specific item selections will be made by trained library staff.

Collection Maintenance

Systematic and continuous evaluation and weeding of the collection ensures that the collection remains relevant and useful to the community, helps the staff identify areas where additional or updated materials are desirable, and creates the necessary space for newer materials to be added to the collection. Trained library staff identify items to withdraw that are damaged, out-of-date, superseded, or no longer of interest to the community. The decision of whether to replace a withdrawn item with an identical or similar item is based on the selection guidelines laid out in this policy. Withdrawn items in good condition are given to the Friends of the Library to be sold, donated, or disposed of as the Friends see fit.

Special Collections

The following library collections may utilize different guidelines for selection, retention, and use than the rest of the library:

Oregon Collection

The library collects and archives materials pertaining to the state of Oregon with an emphasis on Coos and neighboring counties. Selection of materials for this collection follows the general criteria stated elsewhere in this policy, with the added criteria of historical value and interest. This collection is kept in a protected area and is available for in-library use only during open business hours in order to preserve these materials and guarantee their availability.

“Read and Return” Collections

The library maintains uncataloged “read and return” collections for patrons who are unable to check out materials with a library card. The collections are comprised of materials donated to the library in good condition, and are not subject to the criteria for selection and retention of materials detailed elsewhere in this policy.

Request for Reconsideration of Library Materials

The library welcomes feedback on the collection from the public. Any Coos Bay resident with a concern about an item in the library's collection will be immediately referred to the Library Director or, in the absence of the Library Director, to the Assistant Director. If, after speaking with the Director or Assistant Director about their concerns, the patron wishes to formally request the removal of the material in question, the following process will be followed:

- Only one item at a time will be considered per patron.
- The patron must have read/viewed/listened to the item in question in its entirety, absent extraordinary circumstances.

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- The patron will be provided with a copy of the Coos Bay Library's Collection Management Policy, including the Request for Reconsideration of Library Materials form (appended).
- If the patron wishes to pursue the matter, the completed reconsideration form must be submitted.
- The Library Director will review the form and make a decision regarding the inclusion or removal of the material within four weeks of receipt of the form. The Director will provide the patron with a written explanation of their decision.
- The patron may appeal the Library Director's decision to the Library Board within two months of receiving the Director's reply. The Board will reconsider the decision based on whether the item in question conforms to the selection guidelines outlined in the Board-approved Collection Management Policy.