



Coos Bay Public Library

525 Anderson Avenue,

Coos Bay, OR 97420

(541) 269-1101 | coosbaylibrary.org

COLLECTION MANAGEMENT POLICY

PURPOSE

The Collection Management Policy supports the library in its mission by defining collection development principles. It provides direction for the growth and development of collections and communicates these guiding principles to library staff and the Coos Bay community.

LIBRARY MISSION

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 reflect the community's informational and recreational needs, interests, and diversity.

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.



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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 upholds individuals' right to access information that may be controversial in nature and supports the right of each family to decide which items are appropriate for use by their children. The library and library employees 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 Bill of Rights](#), [Freedom to Read Statement](#), and [Access to Library Resources and Services for Minors](#).

SELECTION RESPONSIBILITY

The library collection is managed by professional staff with oversight by the Library Director. 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.

SELECTION GUIDELINES AND CRITERIA

General criteria for selecting library materials include, but are not limited to, the following:

- Appropriateness to interest and skills of intended audience
- Authenticity of historical, regional, or social setting
- Availability from other libraries and interlibrary loan
- Budget and space limitations
- Contemporary significance, popular interest, or permanent value
- Local emphasis



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- An original or alternative point of view
- Professional, high-quality content that has been independently and positively reviewed in a major review journal; paid or amateur reviews are not considered
- Prominence, authority, and/or competence of author or creator
- Public demand, interest, or need
- Relation to existing collection
- Suitability of subject and style for the intended audience
- Timeliness of information

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.

DIVERSITY

Our goal is to collect 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.

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. While the library prefers that no constraints be placed on monetary gifts, 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.



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COLLECTION MAINTENANCE

The library staff continuously evaluates the collection to ensure its usefulness and relevance to the community and creates the necessary space for newer materials to be added to the collection. Damaged, destroyed, or lost items may not be replaced due to:

- Availability in other local collections
- Damaged or poor condition
- Insufficient use
- Number of copies in the collection
- Obsolescence: No longer timely, accurate, or relevant
- Space or budget limitations

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.

Read and Return Collections

The library maintains uncatalogued read and return collections for patrons who are unable to check out materials with a library card. The collection is comprised of materials donated to the library in good condition and may not be subjected to the criteria for selection and retention of materials detailed elsewhere in this policy.

Oregon Collection

The library collects and archives materials pertaining to the state of Oregon with an emphasis on Coos County. This collection is available for in-library use only.