



LIBRARY POLICY

CITY OF TUALATIN

COLLECTION DEVELOPMENT

INTRODUCTION

A library collection development policy defines a library's user community, guides the selection of materials pertinent to the needs of the library's users, and codifies the procedures for maintaining the collection. Materials available in the library represent a variety of viewpoints, enabling citizens to make the informed choices necessary in a democracy. The purpose of the Tualatin Public Library collection is to provide popular materials for and to provide for the informational, educational and recreational needs of adults, teens, and children.

The Library's collection is a key part of service to the community, consisting of approximately 29,000 residents of the City of Tualatin and adjacent areas. As part of the Washington County Cooperative Library Services, the Library serves patrons through our local collection and through shared resources in the county.

Tualatin Public Library's mission is to empower and enrich our community through learning, discovery, and interaction.

Tualatin Library's collection development practices support the Library's mission and goals in the following ways:

- A. Provide materials that support the cultural, informational, recreational, and educational needs of the community.
- B. Provide access to an inclusive spectrum of viewpoints, ideas and creative expression. Provide informational and educational materials that are relevant and timely.
- C. Provide materials for developing reading habits and skills.
- D. Provide materials in Spanish that serve the needs and interests of Latino residents.
- E. Provide technology and science learning materials for at-home and in-library use.

The Library strives to meet these needs in the following ways:

- A. Selection of materials for the Library's collection.
- B. Knowledge of materials available through WCCLS and its member libraries.
- C. Participation in Interlibrary loan services.

SELECTION POLICIES

The collection development budget is considered annually and adjusted according to collection usage patterns and circulation trends.

In general, criteria for selection include:

- contemporary significance or popular interest
- public demand, topics of local interest
- relevance to current trends or events
- relation to the existing local and WCCLS collections
- physical design suitable for library use
- reputation and qualifications of author or publisher
- currency of information
- budget and space limitations
- positive critiques and reviews in professional sources.

For various collection areas, criteria may be unique to the format and/or intended age of the intended patron. While most materials are acquired in English, Tualatin Library purchases some items in Spanish to serve the local community.

Materials are generally purchased through vendors with which the Library has established relationships for both purchasing and some processing of materials. These relationships are made with the intention of maintaining good management of city funds and efficient use of staff time. Lack of availability from preferred vendors does not automatically exclude an item from selection; alternatives will be considered during the selection process.

The Library welcomes patron suggestions for additions to the collection. Purchase suggestions must meet general selection criteria.

Donations to the library may or may not be added to the collection at Library staff discretion. Donations will be considered for inclusion due to high demand, local relevance, physical condition, and other factors, including general selection criteria. Donated items not added to the collection will be given to the Friends of the Tualatin Library unless other arrangements have been made in advance.

INTELLECTUAL FREEDOM

Tualatin Library upholds the ideals of intellectual freedom, including the *Library Bill of Rights*, and the American Library Association's *Freedom to Read Statement* and *Freedom to View Statement*. These documents are appended to this policy.

All cardholders, regardless of age, have the right to access all materials in the Library and to borrow any circulating item. The Library does not act *in loco parentis*. Parents and legal guardians are responsible for monitoring the use of library materials by their children.

Patrons with concerns about the inclusion, categorization, or exclusion of an item from the collection are encouraged to discuss their concerns with library staff. Requests to remove or

reassign materials from the Tualatin Public Library collection shall be considered within the context of the principles affirmed in this policy. A formal process of objection may be handled through completing a Patron Opinion of Library Materials Form, which will be reviewed and responded to by the Library Manager and/or designees within 30 days. Upon receipt of the library's response, patrons may appeal to the Tualatin Library Advisory Council for further review.

MAINTENANCE AND RETENTION OF MATERIALS

The collection is reviewed and evaluated on an ongoing basis in order to maintain its usefulness, currency, and relevance. Items may be kept, repurchased, or withdrawn from the collection at the discretion of library staff.

Criteria for withdrawing an item include:

- physical condition or format is no longer suitable for library use
- insufficient use or lack of patron demand
- information that is no longer timely, accurate, or relevant
- duplicate copies are available locally or throughout WCCLS
- little or no relevance to current trends and events
- space limitations.

Withdrawn materials may be donated to the Friends of the Tualatin Library or other community partners, used for outreach purposes, destroyed, or recycled.

STAFF RESPONSIBILITIES

Designated library staff, under the guidance of the Public Services Supervisor, participate in collection development, access, and maintenance in the following ways:

- Engaging in open communication with patrons and colleagues.
- Continuously maintaining and improving competencies in providing accurate reference and reader's advisory services.
- Handling all requests equitably.
- Working in partnership with one another and colleagues to anticipate, understand, and respond to patron needs.
- Seeking to understand and respond to changes in the community, as well as societal and technological changes.
- Striving to balance individual and community needs.
- Seeking continuous improvement through ongoing measurement and assessment.

Authority and responsibility for selection of library materials rests with the Library Director.

Appendix:

[The Library Bill of Rights.](#)

[The Freedom to Read statement.](#)

[The Freedom to View statement.](#)

Patron Opinion of Library Materials form

APPROVAL: This policy is approved by Tualatin Library Advisory Committee May 1, 2018.