**Collection Development Policy**

**Sherwood Public Library**

**PURPOSE**

A collection development policy defines a library’s user community, guides the selection of materials pertinent to the needs of the library’s users, and identifies the goals for maintaining the collection—including guiding decisions about how items are deselected from the collection. The purpose of Sherwood Public Library’s collection is to provide materials that meet the informational, educational, cultural and recreational needs of the community.

**BACKGROUND**

Sherwood Public Library operates as a department of the City of Sherwood and serves the residents of the city and adjacent areas within our service area[[1]](#footnote-1). The mission of Sherwood Public Library is to inspire discovery, enrich lives and build community through equitable access to life-long learning.

Sherwood Public Library is also a member of the Washington County Cooperative Library Services (WCCLS) network. The network is a taxpayer-funded consortium of public, academic, special and school libraries in Washington County. The network exists to provide countywide library services, including equal access by all county residents to libraries that are consortium members.

The scope of Sherwood Public Library’s collection is to select a broad choice of circulating print and non-print materials to accommodate a diversity of tastes, reading levels, learning styles, languages and interests of users of all ages from birth through adulthood. The Library supplements and complements the collections of academic and specialty libraries, but does not duplicate the full range of materials these organizations make available to their clienteles. Specific goals and activities to improve the collection and increase access are laid out in the strategic plan[[2]](#footnote-2).

Sherwood Public Library’s collection development practices support the Library’s mission and goals in the following ways:

1. Provide free and equitable access to the collection.
2. Encourage and support an informed citizenry and provide community engagement resources.
3. Provide access to a diverse and inclusive spectrum of viewpoints, ideas and creative expression.
4. Provide information and educational materials that are relevant and timely.
5. Provide materials for developing reading habits and skills.
6. Provide popular materials in print and audio visual formats.
7. Provide materials in languages that serve the needs and interests of our community.
8. Provide technology, science and creative learning materials for at-home and in-library use.

The Library strives to meet the needs of the community for access to informational, educational, cultural and recreational materials in the following ways:

1. Selection of materials for the Library’s collection.
2. Knowledge of materials available through WCCLS and its member libraries.
3. Participation in InterLibrary Loan (ILL) services.
4. Promoting resources available from other agencies.

**POLICY AND OBJECTIVES**

***Intellectual Freedom***

Sherwood Public Library fully endorses the principles documented in the American Library Association’s *Library Bill of Rights[[3]](#footnote-3), the Freedom to Read Statement[[4]](#footnote-4),* and *The Freedom to View Statement[[5]](#footnote-5).* The Library upholds the right of the individual to secure information, even though the content may be controversial, unorthodox, or unacceptable to others, within the framework of our Behavior Policy.

The Library does not stand in *loco parentis.* Parents and guardians, not the Library, have the responsibility to guide and direct the reading, listening, viewing and Internet browsing choices of their minor children. All cardholders, regardless of age, have the right to access all materials in the Library and to borrow any circulating item.

The Library neither encourages nor discourages any particular viewpoint. Selection of materials does not mean endorsement of the contents or the views expressed in those materials.

The Library collection will be organized, marked and maintained in a non-judgmental, objective manner to help people find the materials they want. Materials will not be restricted, sequestered, altered or labeled by the Library because of controversy about the author or the subject matter.

***Selection Policies***

The collection development budget is part of the Library’s adopted budget; it is considered annually and adjusted according to collection usage patterns, circulation trends, community need, and priorities made through strategic planning.

In making any selection decision, selectors are to employ the standards and criteria of professional librarianship. Factors below are not listed by order of importance, nor is the list exhaustive. In general, criteria for selection include:

* Demonstrated or perceived interest, need or demand by Library users or potential users of the item
* Currency and quality of information
* Relevance to the experiences and contributions of diverse populations
* Relevance to current trends or events
* Relation to the existing local and WCCLS collections
* Physical design suitable for library use
* Reputation, qualifications and competence of the author or publisher
* Positive critiques and reviews in professional sources
* Budget, space and staff capacity limitations
* Expected ongoing value to library users
* For various collections there may be additional criteria unique to the format or target audience age.

Materials are generally purchased through vendors with which the Library has established relationships for both purchasing and some processing of materials. These vendor relationships help library staff work efficiently and effectively to manage funds and provide timely service. Alternative vendors will be considered to provide materials otherwise unavailable from our primary sources.

The Library acquires materials in a variety of formats, including but not limited to hardcover and paperback books, magazines, newspapers, DVDs, Blu-Rays, compact discs, books on CD, electronic games, board games, tools and gadgets (Library of Things). WCCLS provides electronic content available to countywide library patrons, including e-books, downloadable audiobooks, streaming video and electronic resources. Formats may change in response to evolving technology and are reviewed regularly. Some physical formats may be replaced with electronic access. The Library selects materials in the mediums most appropriate for efficient and accurate usage.

While most materials are acquired in English, Sherwood Public Library purchases some materials in other languages relevant to the community. Spanish language materials are provided for all ages. Additional languages are provided for youth materials. These collections are intended to expand as the community changes.

The Library does not purchase textbooks unless their addition to the collection is deemed useful, such as when a textbook is the best source for an overview of a subject.

The Library may acquire self-published books when they include unique local content or are by a local author and meet our selection criteria.

Within the constraints of available funds, the Library may acquire multiple copies of popular items. The need to provide duplicate copies is balanced with the Library’s dedication to providing access to a wide array of information.

***Collection Maintenance***

Selectors are responsible for periodic review of the collections they are assigned. As materials become worn, outdated, damaged or lost, selectors will determine whether an item should be withdrawn (a.k.a. “weeded” or “deselected”) or replaced. The process of withdrawing materials is essential for the maintenance of a dynamic, useful, accurate, appealing and accessible collection. At times decisions are driven by space needs to allow for new materials, collections and services. The decision-making process and criteria follows the selection criteria above, with the following additional criteria:

* Whether the item is still available and can be replaced.
* Whether another item or format might better serve the same purpose.
* Whether there remains sufficient need for the item.
* Whether there is an updated, newer or updated item that is preferable.
* Whether the item has historical or local value.
* Whether a networking agency could provide an identical or comparable item.

Sherwood Public Library staff refer to professional practice for guidance in weeding collections. These include, but are not limited to CREW[[6]](#footnote-6) methods (Continuous Review, Evaluation and Weeding) developed by the Texas State Library and Archives Commission. CREW methods are considered by American Library Association to be the benchmark[[7]](#footnote-7) tool for weeding library collections.

***Suggestions and Donations***

The Library welcomes patron suggestions for additions to the collection. The decision to purchase is made according to the general selection criteria. Alternative solutions to answer the patron’s need may be suggested, including InterLibrary Loan from a library outside of WCCLS. InterLibrary Loan is meant to compliment the local collection, not substitute for local collection development.

Donations of materials are accepted and are subject to the same criteria for inclusion in and withdrawal from the collection as purchased materials. Library staff may decide to: add donations to the library’s collection, use them for library programs, give them to the Friends of the Sherwood Library for their ongoing book sale, or donate them to another library or organization.

***Requests to Reconsider***

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 Sherwood Public Library shall be considered within the context of the principles affirmed in this policy. Designated staff will discuss the patron’s concerns and communicate the options available for reconsideration. A formal process may be initiated in writing using the *Requests for Reconsideration of Library Materials* form, included in the appendix.

At the discretion of the Library Manager, a Selection Review Committee will review the request for reconsideration and the material.  The committee, designated by the Library Manager, will include Library staff and a Library Advisory Board member. The Review Committee will determine if the material meets the criteria of this policy and will reply to the individual in writing.  The patron will be informed in writing of the decision. The original form and written response becomes part of the public record. The specific item(s) included in the request are logged with the State Library of Oregon and the American Library Association’s Office of Intellectual Freedom.

**History**

Adopted \_\_\_\_

Revised \_\_\_\_

Adopted \_\_\_\_

**Appendix**

Add form

For reference during draft process:

[Office for Intellectual Freedom of ALA](https://www.oif.ala.org/oif/?p=16681)

[Beaverton’s policy](https://www.beavertonlibrary.org/DocumentCenter/View/308/Beaverton-City-Library-Collection-Development-Policy?bidId=)

[Tualatin’s policy](https://www.tualatinoregon.gov/sites/default/files/fileattachments/library/page/5126/collection_development_policy.pdf)

[Hillsboro’s policy](https://www.hillsboro-oregon.gov/home/showdocument?id=6558) & [reconsideration form](https://www.hillsboro-oregon.gov/home/showdocument?id=8484)

2006 Sherwood Policy

**Materials Selection Policy**

Materials are selected for their appeal to the interests and needs of the individuals in the community.

An effort is made to provide material containing a range of opinions and points of view.  Selection is based on the anticipated value and interest of the materials to all people of the community.  These standards apply equally to materials purchased and to those items received as donations.

The Library seeks to build a collection that will complement material available in schools, academic, special, and other public libraries.  No attempt is made to acquire textbooks or other curriculum-related materials except when such materials also serve the general public.

Requests from patrons to purchase specific materials will be considered according to the criteria described above.

Materials selected for the children's collections include the additional criteria of guiding and developing reading interests and ability.  Parents are encouraged to accompany their children to the Library to guide them in their selections.  The choice and use of library materials by children is the responsibility of the parent or guardian.

The Library endorses the materials selection principles contained in the Library Bill of Rights, the Freedom to Read statement, and the Freedom to View statement adopted by the American Library Association (see attached) and follows the selection principles contained therein.

DONATIONS

The Library will accept donations of materials with the understanding that materials will be added to the collection only if they meet the same standards required of materials purchased by the Library.  Donated materials not needed by the Library may be given to other libraries, to the Friends of the Library, or discarded.

RECONSIDERATION OF LIBRARY MATERIALS

Since the library strives to provide books and other materials for the general interest, information, and entertainment of all people in the community, there may be disagreement on the merit of various items.  The Library staff and the Library Advisory Board recognize the right of individuals to question materials in the Library’s collection.  Individuals are welcome to ask staff about materials they find questionable.  Designated staff members will discuss the matter with the individual and give the patron a copy of this policy.

An individual still questioning library material may state his/her opinion in writing on a form provided by the Library.  The Director will send a written response within 30 days following receipt of the complainant’s completed reconsideration form.  A Selection Review Committee will review the opinion and the material.  The committee, designated by the Director, will include Library staff, a Library Board member, and a member of the community. The Review Committee will determine if the material meets the criteria of this policy and will reply to the individual in writing.  Materials subject to a request for reconsideration shall not be removed pending final action.

WITHDRAWALS OF MATERIALS

The Library maintains an active process of withdrawing material based on the elimination of outdated items, removal of material no longer needed or of interest, unneeded duplicates, and worn or mutilated copies.  Frequency of circulation, community interest, and the availability of new and more valuable materials are prime considerations in making decisions to withdraw materials.  Materials with local interest may be an exception.

Withdrawn materials will be disposed by one of the following means -- donations to other County libraries; donations to book sales sponsored by Friends of the Sherwood Library; recycling, and/or discarding.

*Created March 20, 2006*

1. Over 24,000 people in 2019, per WCCLS. [↑](#footnote-ref-1)
2. Sherwood Public Library (2017). *Library Strategic Plan, 2017-2019.* Retrieved from <http://www.sherwoodoregon.gov/library/strategic-plan> [↑](#footnote-ref-2)
3. American Library Association (1996). *Library Bill of Rights*. Retrieved from <http://www.ala.org/advocacy/intfreedom/librarybill>. [↑](#footnote-ref-3)
4. American Library Association (2004). *The Freedom to Read Statement.* Retrieved from <http://www.ala.org/advocacy/intfreedom/freedomreadstatement>. [↑](#footnote-ref-4)
5. American Library Association (1989). *The Freedom to View Statement.* Retrieved from <http://www.ala.org/rt/vrt/professionalresources/vrtresources/freedomtoview>. [↑](#footnote-ref-5)
6. Texas State Library and Archives Commission (2012). *CREW: A Weeding Manual for Modern Libraries.* Retrieved from <https://www.tsl.texas.gov/sites/default/files/public/tslac/ld/ld/pubs/crew/crewmethod12.pdf> [↑](#footnote-ref-6)
7. American Library Association (2015). *Weeding Library Collections: A Selected Annotated Bibliography for Library Collection Evaluation.* Retrieved from <http://www.ala.org/tools/libfactsheets/alalibraryfactsheet15>. [↑](#footnote-ref-7)