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users, and identifies the goals for maintaining the collection—including guiding decisions about how items are withdrawn from the collection.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 our diverse community and to provide materials that open windows to the broader world.

Sherwood Public Library is committed to providing equal access to a diverse and inclusive collection that serves all people within the community and represents regional, national, and global diversities that may not be present in our current demographics.

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]. The library serves as a limited public forum for access to a full range of information.

Sherwood Public Library is also a member of Washington County Cooperative Library Services (WCCLS). WCCLS is a department of Washington County government that exists to coordinate, contract for, or provide countywide library and information services. The other members of WCCLS are the City of Banks, City of Beaverton, City of Cornelius, City of Forest Grove, City of Hillsboro, City of North Plains, City of Tigard, City of Tualatin, the Aloha Community Library Association, the Cedar Mill Community Library Association, and the Garden Home Community Library Association. Both the City of Sherwood and WCCLS are funded by local taxes.

The WCCLS Information Network includes the shared integrated library system software (including the software that supports circulation, public access catalog, and cataloging); the wccls.org website and its resources; e-books, other databases and e-content provided by WCCLS, and other technology. Collections from all member libraries are shared throughout the county by placing holds in the catalog and routing material via a WCCLS courier system. WCCLS library card holders may check out materials from any member library.

This policy addresses items in the Sherwood Public Library collection only.

SCOPE AND LOCAL DECISIONS

The scope of Sherwood Public Library's collection is to select a broad choice of circulating print and non-print materials to accommodate reading levels, learning styles, languages, and

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[1] Nearly 25,000 people in 2022, per Washington County Cooperative Library Services service area population data provided for fiscal year 2021-2022.

interests of users of all ages from birth through the various stages of adulthood. The library supplements and complements the collections of academic, school, and specialty libraries, does not duplicate the full range of materials these organizations make available, and expands beyond the scope of those collections.

Goals to improve the collection and increase access are developed locally by library staff through strategic planning[2], community input, ongoing learning and professional development, emerging practices, analysis, and data-informed decisions. The City of Sherwood Library Advisory Board regularly reviews this policy and all Sherwood Public Library policies at public meetings, and provides input to planning, goals, and objectives. Policy recommendations are adopted by City Council. A designated team of local Sherwood Public Library librarian staff are selectors for materials in the local collection and follow this policy in that work.

Sherwood Public Library's collection development practices support the library's goals and mission to inspire discovery, enrich lives and build community through equitable access to life-long learning in the following ways:
   A. Provide free and equitable access to the collection.
   B. Encourage and support an informed citizenry and provide community engagement resources.
   C. Provide information and educational materials that are current and relevant.
   D. Provide materials for developing reading habits and skills.
   E. Provide popular materials in print and audio-visual formats.
   F. Provide access to a diverse and inclusive spectrum of viewpoints, ideas, and creative expression.
   G. Provide materials in languages that serve the needs and interests of our community.
   H. Provide STEAM (Science, Technology, Engineering, Arts, and Math) learning materials for at-home and in-library use.
   I. Supplement access to Internet connectivity with hotspots and Internet-enabled devices for checkout.

The library strives to meet the needs of the community for access to informational, educational, cultural, and recreational materials 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 (ILL) services.
   D. Promoting resources available from other agencies.

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[2] Sherwood Public Library (2023). *Library Strategic Planning.* Retrieved from
www.sherwoodoregon.gov/library/strategic-plan

POLICY AND OBJECTIVES

Intellectual Freedom

Sherwood Public Library follows the principles documented in the American Library Association's *Code of Ethics[3], Library Bill of Rights[4], the Freedom to Read Statement[5], The Freedom to View Statement[6],* and the *Access to Library Resources and Services for Minors[7]* in versions below. The library upholds the constitutional right of the individual to access information, even though the content may be controversial or unacceptable to others, and for individuals to make their own judgments about information without restricting the freedom of others to read, view, or inquire.

The library does not stand *in loco parentis*, or in the place of a parent*.* 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 and visitors, regardless of age, have the right to access all materials in the library and library cardholders have the right to borrow any circulating item. While certain library card types may have restrictions on quantity and material types allowed for checkout, this does not eliminate the need for parent and guardian responsibility.

Selection of materials for the library collection does not mean endorsement of any one person or affiliation, perspective, viewpoint, or opinion.

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.

Offsite storage at the WCCLS warehouse is used for seasonal shifts of materials (e.g., holiday books), and not in response to controversy or sensitive subject matter. The library collects and retains a variety of archived local history printed materials, some of which are stored in the City's Records room. Due to the specific and unique nature of archival special collections, access is limited. See library staff for more information about viewing these materials.

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[3] American Library Association (2021). *Code of Ethics.* Retrieved from www.ala.org/tools/ethics
[4] American Library Association (2019). *Library Bill of Rights*. Retrieved from www.ala.org/advocacy/intfreedom/librarybill
[5] American Library Association (2004). *The Freedom to Read Statement.* Retrieved from www.ala.org/advocacy/intfreedom/freedomreadstatement.
[6] American Library Association (1990). *The Freedom to View Statement.* Retrieved from www.ala.org/advocacy/intfreedom/freedomviewstatement
[7] American Library Association (2019). *Access to Library Resources and Services for Minors.* Retrieved from www.ala.org/advocacy/intfreedom/librarybill/interpretations/minors

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 needs, emerging practices, ongoing learning and professional development, publishing trends, and priorities made through strategic planning.

In making any selection decision, selectors employ the standards of professional librarianship below. Factors are not listed by order of importance, nor is the list exhaustive. Not all factors may apply in every situation and factors are weighed to best serve the community.

Factors for selection:
- Demonstrated or perceived interest, need, or demand by library users or potential users of the item.
- Currency and quality of information.
- Relevance to current trends or events.
- Affirmation of the inherent dignity and rights of every person.
- 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 factors unique to the format or target audience age.

PROCEDURES

Purchasing and display

Materials are generally purchased through vendors with which the library has established relationships for purchasing and 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. Vendor contracts and agreements are reviewed periodically for fiscal responsibility and quality of services provided.

The library acquires materials in a variety of formats, including but not limited to hardcover and paperback books, magazines, newspapers, audio and visual media, electronic games, board games, tools, and gadgets (e.g., Library of Things). Formats may change in response to evolving technology and usage patterns and are reviewed regularly. Some physical formats may be replaced with electronic access. The library selects materials in the formats most appropriate for use by the community, while also considering digital equity goals[8].

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[8] Sherwood Public Library participates in national Edge Assessments to guide digital equity goals.

While most materials are acquired in English, Sherwood Public Library purchases some materials in other languages relevant to the community. Spanish language materials are purchased for all ages. Additional languages are purchased for youth materials. These collections are intended to expand as the community changes. In addition, the library collects language instruction materials in languages other than English, as well as dictionaries, phrase books, and bilingual works in representative languages.

The library does not purchase textbooks unless their addition to the collection fills a gap in the collection where other materials are not readily available, or in situations when a textbook is the best source for an overview of a subject.

The library may acquire independently published books with content otherwise not obtainable through major publishers. In this instance, selectors still refer to selection factors for guidance.

Within the constraints of available funds and space, 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.

Decisions to add or change shelving, incorporate finding aides, and help make the collection more browsable are also part of collection development decisions library staff make to encourage usage and invite discovery. Care is taken to have displays throughout the library that reflect a diverse and inclusive collection.

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 factors to withdraw material follows the selection factors above, with the following additional factors:
- 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, revised, or newer item that is preferable.
- Whether the content has been determined to be inaccurate.
- Whether the item may serve a unique community need.
- Whether the item has historical or local value.
- Availability of item elsewhere in the cooperative or through interlibrary loan.

Sherwood Public Library staff refer to professional practice for guidance in weeding collections. These include but are not limited to CREW[9] 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 a benchmark[10] tool for weeding library collections. Selectors also consider that items in the collection that have been acquired specifically to serve a diverse community may need nuanced analysis that consider usage by smaller audiences.

Suggestions and Donations

The library welcomes patron suggestions for additions to the collection. Suggestions may be provided directly to library staff or via a purchase suggestion form on the library website. The decision to purchase is made according to the selection factors. 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 may be accepted and are subject to the same factors 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 sale or giveaways, or donate them to another library or organization. Materials unfit for the above uses may be recycled or disposed. Guidelines for donations of materials are available on the library's website.

Donations of funds for library materials are welcome. Contact the Library Manager to discuss options. Choices of materials added to the collection are subject to this policy.

Requests to Reconsider

Sherwood Public Library recognizes and respects the right to question selection decisions. A person with concerns about the inclusion, categorization, or exclusion of an item from the collection is encouraged to share their concerns with library staff. This procedure applies regardless of the source of the challenge, whether from a library patron, library or city staff member, volunteer, board member, community member, elected official, or another government employee. Requests to remove or reassign materials from the Sherwood Public Library shall be considered within the context of the principles affirmed in this policy and must come from individuals. Requests and concerns about materials available only through WCCLS or another library's collection will be routed to appropriate staff at that agency.

Designated Sherwood Public Library staff will listen to the requester's concerns during

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[9] 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
[10] American Library Association (2015). *Weeding Library Collections: A Selected Annotated Bibliography for Library Collection Evaluation.* Retrieved from http://www.ala.org/tools/libfactsheets/alalibraryfactsheet15.

an informal conversation about the specific item or items and may provide context with this policy and other relevant information. Should the concerns still stand, the Library Manager, or designee, will have a further conversation about the 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, made available by designated library staff.

Communication methods and modalities throughout the process may be modified to best suit the requester's needs (e.g., translation or interpreter services, verbal vs. written). Any changes to the communication to the requester described in the process below still require library staff to create a written record of the process and decisions.

The formal review process includes:
- At the coordination 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 at least two Sherwood Public Library staff, one Library Advisory Board member, and optionally an additional subject matter expert. The panel must have an odd number of members.
- An item under formal review will not be taken out of the collection while under review. Additional copies of the material will be made available for the Selection Review Committee.
- The Library Manager, or designee, will endeavor to respond to the requester within five (5) business days and to provide a Selection Review Committee decision about the title(s) in question within thirty (30) business days per title. The requester will be informed in writing of an expected timeline of the process. Time required will depend upon the volume of requests for reconsideration (including other requests currently being reviewed), the available staff to respond to the request, and the difficulty in reviewing the title(s).
- Each review will include all members of the committee reading, viewing, or listening to the item, as well as research, consideration of reviews, and usage data.
- City of Sherwood stakeholders (Sherwood Public Library staff, the City of Sherwood Library Advisory Board, City of Sherwood Community Services Director, City Manager, and City Council) will be alerted that the library has received a formal request for reconsideration and the expected timeline.
- The State Library of Oregon and the Oregon Library Association Intellectual Freedom Committee will be consulted. Other local libraries and schools may be alerted to the review process.
- The Review Committee will evaluate if the material meets the objectives of this policy using a scoring matrix that mirrors the factors and principles set out in this policy. Example decisions could be to keep the item in the collection as is, to move the item to another public area of the library if it is determined to be

miscategorized, or to remove the item. Any decision must be supported by this policy and the scoring matrix.

- The requester and above-named City stakeholders will be informed in writing of the Selection Review Committee decision by the Library Manager.

Appeal

The requester may appeal the decision of the Selection Review Committee in writing to the City Manager or designee within 10 days of issuance.

The appeal process includes the following steps:

- The Community Services Director, or designee, will confirm receipt of the appeal and schedule a hearing with the requester and Library Manager.
- The above-named City stakeholders, State Library of Oregon, and the Oregon Library Association Intellectual Freedom Committee will be informed in writing of the appeal by the Library Manager.
- The hearing will be informal. At the conclusion of the hearing, the Community Services Director may affirm the decision or recommend further review.
- The Library Manager will document the hearing in writing as an addendum to the scoring matrix.
- If further review is recommended, the Library Manager will coordinate with the Selection Review Committee to reconvene with at least one additional subject matter expert and consultation with the State Library of Oregon and the Oregon Library Association Intellectual Freedom Committee.
- The process and notification will be the same as the original formal review process. All records will be added as addendums to the original request and scoring matrix.

Any item that has been kept in the collection after a formal review process, including after appeal(s) with the same decision to keep the item in the collection, will not be reviewed again through a formal review process for at least three years.

If an item is formally reviewed and removed, it may be added back to the collection if it is later deemed to meet selection factors. The Library Manager will, for a period of three years from the date of removal, make reasonable efforts to alert the original requester in writing of an item being added back to the collection and share the corresponding selection factors.

The original form, written responses, and any additional related records become part of public record. The specific title(s) included in the request are reported to the State Library of Oregon, the Oregon Library Association Intellectual Freedom Committee, and the American Library Association's Office of Intellectual Freedom.

History
Replaces the Materials Selection Policy from 2006.
Approved by the Library Advisory Board February 20, 2019.
Revised by Library Admin 2022-2023. Draft review by the Library Advisory Board 2/2023.
Reviewed by the State Library of Oregon 2/2023. Reviewed by the OLA EDIA Committee 2/2023.
Legal and City Manager review 2023. Reviewed 5/2023 by Library Advisory Board.
Adopted by City Council 10/17/2023.