



Libraries

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Owner:	<i>Betsey</i>
Area:	<i>Public Services</i>
References:	
Applicability:	<i>North Central Regional Library</i>

Collection Development Policy

Policy:

It is the policy of NCW Libraries to develop a collection, in a variety of popular formats, that represents the diverse views, interests, ideas, and cultures of the people we serve and creates opportunities for individual growth and strengthens communities.

Applicable RCWs:

RCW 27.23.210

Purpose:

The purpose of this policy is to define North Central Washington Libraries' responsibility to establish and maintain a collection of materials that meet the cultural, informational, educational and recreational needs of the District residents.

Statement of Policy:

North Central Washington Libraries' Board of Trustees recognizes that within the District's service area there are individuals and groups with diverse interests, backgrounds, ages, and needs, and that the District was created to serve all of the people within the communities that it serves. The District fully endorses the principles documented in the [Library Bill of Rights](#) and the [Freedom to Read Statement](#) of the American Library Association.

The Collection Development Policy is based on and reflects the District's mission, vision, and strategic goals.

Library materials, including digital content, will be selected and retained in a variety of formats and comprehension levels, to serve cultural, informational, educational, and recreational interests.

Some of the factors which will be considered in adding to or removing materials from the library collection shall include: present collection composition, current and anticipated community needs, public interest, demand, timeliness, accuracy, audience, current or historical significance of author or subject, diversity of viewpoint, community relevance, effective expression, cost and funding, and shelf space.

The District neither encourages or discourages any particular viewpoint. No library materials that meet the District's selection criteria shall be excluded because of the origin, background, or views of the author or those contributing to its creation. Selection of materials by the District does not mean endorsement of the contents

or the views expressed in those materials. Not all materials will be suitable for all members of the community.

The District shall be responsive to public suggestion of titles and subjects to be included in the library collection when these requests meet selection criteria. Remaining requests may be met through resource sharing with other library systems (interlibrary loan), electronic retrieval, or other means when feasible. Patrons may make purchase suggestions by logging into their library account.

Gifts of materials may be accepted with the understanding that the same standards of selection are applied to gifts as to materials acquired by purchase, and that any gifts may be discarded at the District's discretion.

The systematic removal of materials is a crucial part of maintaining a collection that has continuing value to the community. An item will be transferred or removed from the collection for any of the following reasons: poor physical condition, obsolete or inaccurate information, insufficient public use, number of copies exceeds demand, availability of similar or more recently published materials in the subject area, and the prohibitive cost of maintaining the material.

The library collection shall be organized and maintained to facilitate access. There shall be no prejudicial labeling, sequestering, or alteration of materials because of controversy surrounding the author or the subject matter.

The Board of Trustees delegates its authority to purchase library materials to the District's Executive Director and his/her designees.

The Board believes that reading, listening to, and viewing library materials are individual, private matters. Individuals are free to select or reject materials based on personal values; however, they cannot restrict the freedom of others to read, view, or inquire. Only parents or guardians have the right and responsibility to guide and direct the reading, listening, and viewing of their own minor children. While available to provide guidance, library staff members are not responsible for monitoring a child's use of and selection from library collections.

Material Review

Persons from the community wishing to request a review of a particular item in the District's collection may submit a Material Selection Review Form. The request will be reviewed by the Executive Director and staff, bearing in mind the Library's mission statement and the selection criteria of this collection development policy. The Executive Director, or the Collection Development Manager as his/her designee, will respond within 30 days of receiving the completed review form.

The Executive Director will establish administrative procedures necessary to implement this policy. Any appeal of an administrative action under this policy will first be made in writing to the Executive Director and then to the Board of Trustees. The District will make a good faith effort to implement this policy in a fair and consistent manner.

By the enactment of this policy the Board of Trustees of North Central Washington Libraries is concurrently rescinding any prior policy or procedure within NCW Libraries that is either in conflict with or expansive of the matters addressed in this policy.

Attachments

[Material Selection Review Form](#)

Approval Signatures

Step Description	Approver	Date
	Barbara Walters	08/2020
	Michael Macy	08/2020
	Angela Morris	07/2020
	Tim Dillman	07/2020
	Betsey Stahler	07/2020

Applicability

North Central Regional Library

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