

Kelso Public Library
Policy No. 401 (Adopted 3/29/2023)
Collection Development Policy

Purpose of the Collection Development Policy

- 401.1 The Collection Development Policy is one of the Library's fundamental policy documents. It outlines the philosophies that create and shape the Kelso Public Library's collection, the practices that maintain it over time, and the guidelines that help the collection respond to community needs while protecting the collection from societal, ideological, and political pressures. The Collection Development Policy ensures that over time, the Kelso Public Library's collection will remain on course, reflecting the needs of its community, while creating unique experiences of meaning and inspiration for individual patrons.
- 401.2 Acquisition does not constitute endorsement of the materials or its, the Library's, or City of Kelso's point of view.
- 401.3 Responsibility for the selection of materials, in accordance with the policy, rests with the Library Director, or the Director's designee.

Philosophy of the Collection

- 401.4 The Kelso Public Library collects materials, in a variety of formats, which support its function as an information source for the needs of population the Library serves. The collection also serves the general educational interest, recreational, and entertainment needs of the public, and reflects the racial, ethnic and cultural diversity of the community.
- 401.5 Widespread interest and usage are the most powerful influence on the Library's collection. The other driving force is the Library's strategic plan.
- 401.6 Inherent in the collection development philosophy is an appreciation for each patron of the Kelso Public Library. The Library provides materials to support each individual's journey, and does not place a value on one customer's needs or preferences over another's. The Library upholds the right of the individual to access information without judgement or prejudice, even though the content may be controversial, unorthodox, or unacceptable to others.
- 401.7 Materials for children and teenagers are intended to broaden their vision, support recreational reading, encourage and facilitate reading skills, supplement their educational needs, stimulate and widen their interests, lead to recognition and appreciation of literature and reflect the diversity of the community and our world. The reading and viewing activity of minors is ultimately the responsibility of parents, who guide and oversee their own children's development. The Kelso Public Library does not intrude on that relationship.

Selection Criteria

- 401.8 The Library's collection development staff use their training, knowledge, and expertise along with the following general criteria to select materials for the collection:

- a) Relevance to interests, demands, and needs of the community.
 - b) Extent of publicity, critical review, and current or anticipated demand.
 - c) Current, historical, or regional significance of the author or subject.
 - d) Relevance to the existing collection's strengths and weaknesses.
 - e) Reputation and qualifications of the author, publisher or producer, with preference generally given to titles vetted in the editing and publishing industry.
 - f) Suitability of format to Library circulation and use.
 - g) Date of publication.
 - h) Price, availability, and Library materials budget.
 - i) Online resources are also evaluated based on accessibility and the availability of library licensing.
- 401.9 Materials shall be selected in accordance with the Library Bill of Rights and the Freedom to Read statement (available within the Appendix).

Patron Recommendations

- 401.10 Patrons of the Library may request items the Library does not own. Each request is reviewed for inclusion in the collection using the selection criteria.

Requests for Reconsideration

- 401.11 Individuals may take exception to specific items in the Library's collection, and may register their thoughts by discussing the material with the Library Director and/or by completing a "Materials Review Request" form.
- a) The Library Director will examine the materials in question and let the individual know the final decision within thirty days of receipt of the request.
- 401.12 If an individual is not satisfied with that decision, they may ask to present their case at the next scheduled Library Advisory Board meeting.
- a) In the event of numerous requests concerning the same title, a special public hearing may be scheduled by the Library Director and Library Advisory Board.
 - b) The Library Director and Library Advisory Board will then make their decision at the subsequent meeting.
 - c) The decision in such matters will be considered final.
- 401.13 Materials will not be removed from public use while they are being reconsidered.
- 401.14 No individual may restrict the freedom of access of others, with exception that the responsibility for what a child reads rests with their parents or legal guardians.

Collection Management

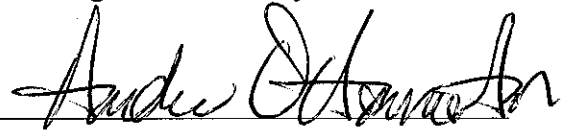
- 401.15 The Library's collection is a living, changing entity. As items are added, others are reviewed for their ongoing value and sometimes withdrawn from the collection. Great care is taken to retain or replace items that have enduring value to the community. Decisions are influenced by patterns of use, and the capacity of the Library. Staff review the collection regularly to maintain its vitality and usefulness to the community.
- 401.16 The Kelso Public Library uses the following criteria for selection of materials for withdrawal:

- a) Damage or poor condition.
- b) No longer relevant to the needs and interest of the community.
- c) Infrequent use and lack of demand.
- d) No longer accurate information.
- e) Availability elsewhere including neighboring libraries and the digital collection.

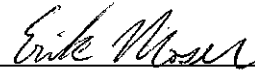
Gifts & Donations

401.17 The Kelso Public Library accepts donations of books and other materials. The Library retains the authority to accept or reject gifts. Library staff make all decisions as to the use, housing, and final disposition of donations. The Library does not evaluate or appraise gift materials for tax purposes.

Signed this 29th day of March, 2023

A handwritten signature in cursive script, appearing to read "Andrew Hamilton", written over a horizontal line.

Andrew Hamilton, City Manager

A handwritten signature in cursive script, appearing to read "Erik Moser", written over a horizontal line.

Erik Moser, Library Director