

## **6. Materials Selection and Collection Development**

### **6.1 Overview and Purpose**

The Boundary County Library provides an extensive collection of print, non-print, and digital content to meet the informational, educational, and leisure-time interests of the community and includes items for all ages, interests, education and reading levels, and cultural backgrounds.

The purpose of this policy is to provide guidance and establish the process to add items to the collection and evaluate its content and mix over time.

### **6.2 Collection Scope**

The Boundary County Library provides a balanced, broadly based collection of print, non-print, and digital resources across a wide spectrum of subjects, enabling the community to explore diverse points of view on issues of interest.

The Boundary County Library is responsive to the demand for contemporary materials of interest and significance but attempts to balance this demand with the need to preserve materials of permanent value. The library's collection development objectives are:

- To provide resources that inform, educate, empower, entertain, and enrich people as individuals, as families, and as a community.
- To include works of enduring value as well as timely material on current issues.
- To provide a balanced collection that represents a variety of viewpoints and opinions.
- To select materials based on community needs, both those expressed and those inferred from user demographics and other evidence of areas of interest.

### **6.3 Responsibility for Materials Selection**

The Boundary County Library Board of Trustees act as representatives of the community, setting policies and approving services for the institution. (*Idaho Code Title 33, Chapter 26*). Based on these policies, the Boundary County Library administration then develops procedures.

Ultimate responsibility for the purpose, direction, and scope of the collection development rests with the Boundary County Library Board of Trustees through policy. Materials selection and access rests with the Boundary County Library Director, who operates within the framework of this policy.

It is the Boundary County Library Director who has the authority to administer the selection process, provide, and track collection expenditures by selector and selection area to ensure the even flow of new resources to the library throughout the year. All staff may participate in the selection of library resources for review by the Boundary County Library Director.

Because it is not practical to expect that the Boundary County Library Director or staff read every book added to the collection, critical reviews and other appropriate selection tools, which include but are not limited to, the American Library Association's *Booklist*, Library Journal,

Kirkus Reviews, H.W. Willsons Fiction Catalog, Public Library Catalog, Children's Catalog, and various online resources are used in the selection process.

#### **6.4 Freedom to Read, View and Listen**

The Boundary County Library Board of Trustees recognizes that given the increasing emphasis on frankness and realism of materials including those that explore social, sexual and ethical issues, some members of the community may consider some materials to be controversial and/or offensive.

Selection of materials will not be affected by any such potential disapproval, and the Boundary County Library will not place materials on "closed shelves" or label items to protect the public from their content.

In the case of controversial issues or views, the Boundary County Library will not advance one perspective without regard for the other(s). Within the constraints of budget and space, the Boundary County Library will provide, to the extent practical, materials that present varied perspectives. Materials that are written in a sensational or inflammatory manner or that do not meet other selection criteria, especially with regard to accuracy of factual content, will typically not be selected.

In support of these principles, the Boundary County Library incorporates as part of this policy the following statements and/or policies of the American Library Association: (1) Library Bill of Rights and all subsequent official interpretations; (2) Freedom to Read; (3) Freedom to View; and (4) Statement on Labeling (see Appendix).

#### **6.5 Selection Criteria**

The objective of the Boundary County Library is to provide a full range of library services and to serve as an unbiased source of information and protect the individual's right to full access to that information.

The Boundary County Library acts to fulfill its mission by selecting, acquiring, organizing, preserving, maintaining, and providing access to a collection of materials and electronic resources that reflect the interests and needs of a diverse community.

Relying on the principles of intellectual freedom and equal access for all, the Boundary County Library makes available a diversity of ideas and information to support an informed citizenry and a democratic society. The Boundary County Library upholds the right of the individual to access information, even though the content may be controversial, unorthodox, or unacceptable to others.

Within budget constraints, the Boundary County Library strives to provide a collection in formats suitable to a variety of learning and recreational interests and skills.

Using selection practices that are flexible and responsive to the changing needs of the community, the Boundary County Library builds and maintains collections for the general public while recognizing the needs of special population groups.

The Boundary County Library provides materials to support the information needs and interests of each individual, and does not place a value on one individual's needs or preferences over another's.

Materials for children, young people, and young adults 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.

Materials for minors under the age of eighteen (18) that violate Idaho Codes (*18-1513, 18-1514, and 18-1515*) will be excluded from the children's, young people, and young adult collections.

Adult materials which come within the Supreme Court of the United States' definition of obscenity (see below) should be excluded, but no item should be eliminated because of coarse language, violence, or frank discussion of sexual episodes, when such are pertinent to the plot or character delineation.

Supreme Court definition of obscenity: *The average person, applying contemporary community standards, must find that the work, taken as a whole, appeals to prurient interest; the work depicts or describes, in a patently offensive way, sexual conduct or excretory functions specifically defined by applicable state law; and the work, taken as a whole, lacks serious literary, artistic, political, or scientific value.*

## **6.6 The Selection Process**

Materials selection is a discerning and deliberative process, involving general knowledge of the subject and its important literature, familiarity with the Boundary County Library's collection, an awareness of bibliographies on the subject, and understanding of the community's needs and interests.

There is no single standard that can be used to evaluate the numerous and varied types of materials included in the collection. However, there are some general criteria that selectors use to evaluate regardless of format, including:

- The authority, reputation or significance of the author and/or publisher of the work
- Content of the work including objectivity, accuracy and timeliness of the information
- Social significance
- Suitability of the subject format and style for the intended audience
- Clarity, readability and manner of presentation
- Overall value to the collection
- Suitability for library use

- Evaluation by critics and reviewers
- Public demand for the title
- Scarcity of resources on a particular subject, the importance of the subject to the overall collection, and availability elsewhere
- Potential local use
- Cost
- Local emphasis or local authorship
- Compliance with current U.S. Copyright Law tools provided to make decisions about selection, including but not limited to professional and trade journals, reviews from other reputable sources, subject bibliographies, publishers' promotional materials, online title databases, and current media reviews and promotions.

In addition, data about the collection is used to make determinations about the need and demand for materials in specific subject areas as well as the number of individual titles and formats that will be purchased for a balanced collection.

### **6.7 Materials and Resources**

The Boundary County Library purchases materials for adults, children, young people, and young adults. Based on the selection criteria outlined in the Collection Development Policy, the Boundary County Library collects and maintains a wide variety of materials to meet the needs of the community as a whole. These materials vary by format, use, and intended audience.

The Boundary County Library collection provides a broad range of materials to stimulate interest and satisfy curiosity across the spectrum of age, interests, and ability. A variety of viewpoints and treatments are sought. The collection supplements but is not intended to support any specific educational curriculum.

The Boundary County Library does not purchase any school curriculum.

Material is selected from respected review sources on the basis of excellence among various factors, including text, illustrations, information content, format, and interest to and suitability for the targeted age group. While physical format is not a barrier to inclusion in the collection, some formats are avoided for practical reasons. These include pop-up and mechanical books, spiral bound volumes and books, or periodicals designed to be written in, cut apart, or otherwise altered by the reader.

Books in series are evaluated in terms of their own merit as individual titles and may be acquired without the inclusion of other titles in the same series. Popular paperback series are included as demand and quality warrant.

Titles that promote a product and are used primarily as promotional or advertising vehicles are generally not purchased.

The selection criteria for the children's, young people, and young adult collection are consistent with those for adult materials.

### **New Formats**

New formats will be added to the Boundary County Library's collection when industry reports and public library practice and evidence of community interest warrant material published in such a way. The Boundary County Library will keep abreast of new formats and, when possible, will acquire and make new ways of delivering content readily available to the community.

### **Fiction**

Works of fiction are the major component of the Boundary County Library's collection. Fiction is purchased on the basis of positive reviews, anticipated demand, or cardholder request. The collection includes novels of the past and present, notable for literary merit, cultural value and popularity. Multiple copies in multiple formats may be purchased to meet demand.

### **Nonfiction**

The Boundary County Library purchases nonfiction on a wide variety of subjects and eras and to provide in-depth information on a topic. Nonfiction is purchased on the basis of reviews, anticipated demand, and/or cardholder request.

### **Large Print Collection**

A large print book collection is maintained to meet the leisure reading needs for anyone who has difficulty reading conventional type size. This collection is chiefly composed of classic and contemporary fiction, emphasizing bestsellers and mysteries.

Some high-interest nonfiction, such as biographies and health-related materials, may be included.

### **Reference Collection**

The Boundary County Library maintains a print and digital collection of non-circulating reference materials to meet the informational needs of the community. Reference materials are characterized by their ability to provide information and to summarize, condense or provide a comprehensive overview of a topic.

Selection criteria of particular importance for reference sources are: accuracy, currency, arrangement, ease-of-use, uniqueness of information, authority, documentation, and indexing or access.

The Boundary County Library also selects and makes available a small collection of genealogical reference materials to aid in tracing family relationships.

### **Electronic Databases**

The Boundary County Library subscribes to databases that supplement and expand the reference, periodical, and circulating collections. Electronic subscriptions are selected and evaluated yearly based on the same content policies of the rest of the collections, paying special attention to usage, accessibility, ease of use, and cost.

### **Historical Materials**

The Boundary County Library collects and makes available to the public for research a small collection of resources pertaining to Boundary County, North Idaho, and regional history. The collection serves as an entry point for those interested in learning more about the history and development of the area. It also preserves materials of local interest including works by local authors, works dealing with local subjects, and locally published works.

### **Rare and Expensive Books**

The Boundary County Library does not maintain a rare book collection. The library does not add rare or unusual books requiring special handling to the collection.

If it comes to staff attention that a book that is already owned has become rare or expensive, decisions will be made on a case-by-case basis as to whether to retain the item or transfer it to an appropriate archive.

If a specific item under consideration is costly, the selector will give careful consideration to other materials on the subject in the collection, how this item compares, and the importance of the title to the development of the collection. If the costly item is purchased, it will be added to the collection and treated like any other item.

### **Local, State and Federal Documents**

The Boundary County Library collects some local documents pertaining to Boundary County and makes them available to the community; however, the library does not maintain a local, state or federal document depository. An increasing number of government documents are available on the internet or may be consulted in person at a coinciding agency.

### **Spanish Materials**

A small collection of Spanish-language materials is maintained to address the informational and leisure reading needs of Boundary County's Spanish-speaking residents. The selection criteria are consistent with that used for the selection of all library materials.

### **Media Collection**

The Boundary County Library purchases a variety of media including movies, audiobooks, and software. The collection does not include materials produced specifically for classroom use. The selection criteria for adult, children's, young people and young adult media are the same as those applied to print material. Special consideration is given to the purchase of items that have received awards or other special recognition by organizations, institutes, or associations.

## **Visual Materials**

The Boundary County Library purchases series, feature films, educational, and documentary films.

Visual materials are evaluated as a whole and not on the basis of particular scenes or segments. In some instances, materials may be judged primarily on artistic merit, scholarship, historic record or importance in meeting the informational needs of the community.

Items are considered for purchase in response to demand for a specific title or topic.

Titles in the collection are selected in part on their merit and are neither purchased nor excluded because of their MPAA rating. Any rating information included on the packaging is left as is.

Titles are not acquired with public performance rights.

## **Audiobooks / Ebooks**

The adult collection features popular fiction and nonfiction as well as literary classics, language instruction, business, poetry, plays, lectures, speeches and materials that promote and facilitate lifelong learning.

The children's, young people, and young adult collection includes but is not limited to adaptations of children's literature, folk and fairy tales, poetry, ethnic literature and nonfiction with an emphasis on out-of-school programming.

The Boundary County Library purchases both abridged and unabridged audiobooks in CD, eAudiobook, and other electronic formats.

## **6.8 Reconsideration of Boundary County Library Materials**

Groups or individuals may find Boundary County Library materials that do not support their opinions, beliefs, or views. Staff is available to discuss concerns and identify alternate materials that may be available. If a concern is not satisfied through discussion with staff, a formal, written request for reconsideration of materials may be submitted to the Boundary County Library Director by filling out a *Boundary County Library Material Reconsideration* form.

The Boundary County Library is not a judicial body. Laws governing obscenity, subversive materials and other questionable matters are subject to interpretation by the courts. Therefore, no challenged material will be removed solely for the complaint of obscenity or any other category covered by law until a court of competent jurisdiction has ruled to exclude the material.

*Boundary County Library Material Reconsideration* forms are available at the Circulation Desk.

This procedure will be followed:

1. Patron fills out and signs the *Boundary County Library Material Reconsideration* form and gives or sends it to the Boundary County Library Director for evaluation.

2. The Boundary County Library Director will review the material and respond in writing to the patron within seven (7) calendar days.
3. If further action is required, a Material Review Committee (which will include professional library staff, a library board member and a community member) will review the materials and consider each request in terms of the criteria outlined in the Materials Selection and Collection Development Policy (view above), the principles of the ALA Library Bill of Rights (see Appendix), the challenged materials interpretation of the Library Bill of Rights, the Boundary County Library Policy Manual, reviews of the material by reputable critics, and community needs and standards, as well as the objections of the complainant. The Material Review Committee will issue its decision to the patron.
4. The Material Review Committee's decision may be appealed to the Boundary County Library Board of Trustees, who will consider all documentation collected from the material review and action to make a final decision.

The copy or copies of the challenged materials will remain available to the public until disposition is determined.

### **6.9 Community Input**

The Boundary County Library staff welcomes and encourages input from the community concerning the collection. The Boundary County Library Director welcomes suggestions for purchase to shape collections that serve the interests and needs of the community.

Suggestions for purchase are subject to the same selection criteria as other materials and are not automatically added to the collection.

Cardholders may make suggestions for purchase using the *Materials Request* form available at the Circulation Desk.

### **6.10 Gifts**

Gifts of books and other Boundary County Library materials in good condition are gratefully accepted with the understanding that they will not necessarily be added to the collection. The same selection criteria used for the purchase of materials are applied to gifts.

The Boundary County Library assumes ownership of all donated materials and reserves the right to sell or otherwise dispose of gift materials not added to the collection.

The Boundary County Library reserves the right to refuse conditional donations.

Receipts are limited to acknowledgement of the quantity and format of materials donated. Assignment of value for income tax or other purposes is the responsibility of the donor. The Boundary County Library will not appraise gifts or endorse appraisals obtained by donors.



Monetary gifts may be designated as memorials or given in honor of individuals or special occasions. Subject or title preferences of donors will be honored insofar as possible, but the Boundary County Library reserves the right of final selection. An appropriate acknowledgement will be placed on items acquired with gift funds.

No guarantee is made that gift materials selected for inclusion in the collection or materials acquired with gift funds will be kept permanently or will continue to be replaced indefinitely, if worn, damaged or lost.

### **6.11 Collection Maintenance**

To maintain an up-to-date and useful collection, ongoing evaluation and judicious weeding of the collection is necessary. Materials are withdrawn if they have little or no use or have been superseded by a more recent edition or better work on the same subject.

Replacement decisions about material withdrawn because of loss or physical damage will be based upon:

- The number of copies of the title already owned and continued demand.
- Continued value of the title and significance as identified in standard bibliographies.
- Local relevance of the title, author, illustrator or producer.
- Uniqueness to the collection.
- Alternative coverage of the subject or genre in the collection.
- Availability of newer or better materials on the subject.
- Number of copies owned. Information used to make decisions about removing a title from the collection includes:
  - Review of statistical information such as circulation reports, collection turnover rates and electronic resource use statistics.
  - Visual inspection of materials to determine poor condition.
  - Boundary County Library holdings compared to standard bibliographies and recommended purchase lists.

### **6.12 Inventory**

Materials inventory will be conducted in even-numbered years (i.e. 2022, 2024, etc) unless it is otherwise deemed necessary by the Boundary County Library Director or requested for insurance purposes.

Weeding is carried out in an ongoing manner. Materials that have not circulated within a 5 year period or circulate sporadically and are not evaluated to be central to the core collection, will be removed from the collection.

### **6.13 Annual Review**

This policy will be reviewed annually by the Boundary County Library Director and the Policy Committee. Recommendations for revision will be sent to the Boundary County Board of Trustees for review and approval.