

## GENERAL COLLECTION DEVELOPMENT PRINCIPLES

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The Fern Ridge Library District is a public forum; a place where ideas and information are freely communicated, where a broad spectrum of opinion and a variety of viewpoints is presented in its collection, displays, programs and services. All of these reflect both majority and minority cultures, the work of men and women, respect for young and old and the various lifestyles and abilities and diverse aspects of our society. The library strives to present materials representing all sides of an issue in a neutral, unbiased manner, as much as possible. The existence of a particular viewpoint in the collection is an expression of the library's policy of intellectual freedom, not an endorsement of the particular point of view.

The Fern Ridge Library District endorses the Library Bill of Rights of the American Library Association as stated below:

### **Library Bill of Rights**

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

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Adopted June 18, 1948, by the ALA Council; amended February 2, 1961; amended June 28, 1967; amended January 23, 1980; inclusion of "age" reaffirmed January 24, 1996.

For reference, the ALA Library Bill of Rights and Oregon Bill of Rights are included as addendums.

### ***Responsibility for Selection***

Library material selection is vested in the Library Director and such members of the professional staff who are qualified by reason of education and training. Any library material so selected shall be held to be selected by the Fern Ridge Library District Board. Patrons are also an important part of the selection process. Forms by which customers can request material are available at the circulation desk. Patrons may also request purchase of items by telephone or via the library's website or suggestion box.

### ***General Selection Criteria***

These general criteria are taken into account for all materials selected for the Fern Ridge Library District. Additional specific criteria are listed when appropriate for different types of materials. All items selected will meet several of the general or specific criteria.

Current and anticipated needs and interests of the public

Accuracy of content

Timeliness of information

Author's, artist's, or publisher's qualifications and/or reputation

Evaluations in review media

Contribution to diversity or breadth of collections

Inclusion of title in standard bibliographies or indexes

Receipt of or nomination for major awards or prizes

Quality of production

Affordability

Support of library's mission and roles

Multiple copies are not purchased for single titles, however donations or 2<sup>nd</sup> copy may be processed for frequently requested items

### ***Selection Tools***

The library subscribes to several periodicals, which are used as review and evaluation sources for material selection. Among these are:

*Library Journal*

*Booklist*

*Publisher's Weekly*

*School Library Journal*

Other evaluative resources available through major book vendors and other websites.

Amazon.com editorial reviews

### **Adult Materials**

*Fiction* The library provides a collection of standard and contemporary fiction in English as well as genre fiction for the intellectual enrichment, information and entertainment needs and interest of the adult population. Large print, audiocassette and compact disc copies of some title are also available.

Special Criteria (in addition to General Criteria)

Collection's need to reflect minority as well as majority cultures

Literary merit

*Nonfiction* The library maintains a collection of general interest nonfiction titles to provide for the information needs and browsing interests of library patrons. Materials for which there is heavy, temporary demand may be selected with less emphasis on the general criteria and more on the special criteria listed below.

Special Criteria (in addition to General Criteria)

Suitability for intended audience

Ease of use, including index, bibliography and illustrations

Local history

*Periodicals* The library maintains a collection of magazines for informational and recreational reading. Most periodicals are retained for one year.

Special Criteria (in addition to General Criteria)

Available indexing (lack of indexing will not exclude a title if it meets patron needs)

Community interests as measured by circulation, in-house use and purchase requests

Availability of display shelving and storage space

EBSCO online database of magazines and index

Newspapers Newspapers are selected to provide local, state, regional and national coverage. Issues are retained for one to two months. The Fern Ridge Review is retained for 1 year.

Reference Materials Reference Materials provide timely and accurate information on a wide variety of topics. Because of method of use, rarity, or cost, they are maintained for in-library use only.

Special Criteria (in addition to General Criteria)

Currency of material

Thoroughness of coverage

Importance of subject matter to the collection

Ease of use (especially indexing)

Perusal of resources offered by other Oregon libraries

Reference Materials in Electronic Format Some reference tools are purchased in computer-based formats (CD-ROM, on-line, etc.).

Special criteria (in addition to General Criteria)

Ease of use

Timeliness of updates

Licensing restrictions

Technical support

Hardware and software requirements

*Oregon Collection* Nonfiction books about Lane County and the State of Oregon are identified with a large green sticker. Local history materials are housed in the conference room. These materials are selected and retained under the following criteria: The library attempts to be as inclusive as possible in obtaining books pertaining to the history, economic, social and cultural life of Fern Ridge Library District and to a lesser extent those of Lane County. The library makes no attempt to be inclusive in its collection of materials on the State of Oregon. The library does collect some primary resource material of local interest.

*Genealogical Materials* The Fern Ridge Library District purchases a limited amount of specialized genealogical materials and refers patrons to LDS library in Eugene and Lane County Historical Society.

### ***Young Adult Materials***

The Fern Ridge Library District's young adult collection provides educational and recreational materials for young adults ages 12-18. Due to the wide range of tastes and abilities in this age group, there may be some duplication between the young adult collection and both the adult and juvenile collections.

#### *Young Adult Fiction*

Special criteria (in addition to General Criteria)

Reputation and popularity of author or title among young adults

Presentation at a level and in a format that appeals to young adults

Inclusion of material on recommended or curriculum-related reading lists

Subject matter of special interest to young adults

### ***Children's Materials***

Children's materials in English and Spanish are selected to meet the recreational, educational and cultural needs of children from infancy through age 12. Additional materials are selected to assist adult caregivers with the changing needs of children. An additional copy of frequently requested titles may be provided.

*Juvenile Fiction* The library maintains a variety of children's fiction from the most distinguished in children's literature to popular titles and new, enticing titles that will attract readers of many tastes and abilities. Popular series titles may be purchased in response to patron requests.

Special criteria (in addition to General Criteria)

Appropriate reading level and interest level

Appeal of author, genre, series for children

Inclusion of material on recommended reading lists

Awards

*Picture Books* These books, in which illustration is as important as text, serve to introduce children to the world of books. The library includes a wide variety for adults to read to toddlers and preschoolers and for children to look at and use as they begin to read. This collection includes beginning readers, concept books, wordless books and board books as well as picture books.

Special criteria (in addition to General Criteria)

Relationship of illustration to text

Appeal of story and illustration to children

Age appropriateness of art, text, topic

Durability of format

*Juvenile Nonfiction* The juvenile nonfiction collection contains general informational works, browsing items and subject-oriented materials on topics of interest to children preschool age through sixth grade. ( J non-fiction is 2<sup>nd</sup> through 6<sup>th</sup> and E is preschool to 2<sup>nd</sup> grade.) The library does not provide basic texts or materials needed in quantity for schoolwork. It does, however, purchase supplementary materials to enrich the resources available at area schools.

Special criteria (in addition to General Criteria)

Suitability for intended audience

Ease of use, including index, bibliography and illustrations

Quality of illustrations, maps, graphics and photographs

Usefulness of material for research

***Multimedia***

Computer Software The library provides mainstream word processing, spreadsheet, graphic presentation, database and educational software for use in the building on the public personal computers. Additional software is purchased based on the General Criteria.

CD-ROM The library maintains a small circulating collection of educational, reference and entertainment titles on CD-ROM.

Special criteria (in addition to General Criteria)

Ease of use and installation

Availability of technical support

Popularity of platform (IBM, Windows, DOS, etc.)

Proper licensing for circulation

Video Cassettes/DVD The video/DVD collection informs and entertains library users of all ages. The emphasis of new title additions will be informational, instructional and classic titles. Only DVD's will be actively collected and purchased new.

Special criteria (in addition to General Criteria)

Award winners

Production quality

Technical quality (audio and video integrity etc.)

Based on Previously published material

Ratings are G, PG, PG-13, R

Audio/Music The library collects and maintains compact disc collections in a broad range of styles and eras for both recreational and educational use.

Special criteria (in addition to General Criteria)

Excellence of interpretation and technique

Technical quality

Audio/Spoken The spoken audio collection, in cassette and compact disc formats, is intended to fill the recreational and informational needs of adults,

young adults and children. Both abridged and unabridged formats are included but no attempt is made to provide a comprehensive or in-depth collection. Only unabridged formats are purchased.

Special criteria (in addition to General Criteria)

Availability of replacement tapes

Quality of production (especially of the reader)

### ***New Book Requests***

Patrons are encouraged to recommend materials that they think others will enjoy. Requests can be made online at <http://www.fernridgelibrary.org/request.html> or in person at the circulation desk.

### ***Gifts***

Gifts are accepted but must undergo the same scrutiny and meet the same standards as the materials purchased for the collection. The jackets of donated periodical subscriptions are marked "donated" and some back files are kept. The library reserves the right to refuse any donations of materials. Donations not added to the collection are given to the Friends of the Fern Ridge Library for their sales.

### ***Controversial Materials***

The Board of the Fern Ridge Library District endorses the FREEDOM TO READ STATEMENT and its interpretations. Materials selected under the Collection Development Policy are considered protected under the First Amendment of the United States Constitution.

Public libraries preserve and enhance the people's right to a broader range of ideas than those held by any one librarian, publisher or government. On occasion, there can be diverse opinions by individuals or groups as to what is acceptable or appropriate for the collection. Library collections are not limited to only those ideas and information one person or group believes to be true, good and proper.

The Fern Ridge Library District Board believes that anyone is free to reject for himself/herself library materials of which he or she does not approve. However, the individual cannot restrict the freedom of others to read, view or hear. Parents or legal guardians have the responsibility to guide and direct the reading, viewing or listening of their own minor children. The library does not take the place of the parent or guardian. Patrons who initiate comments or complaints will receive copies of the *Library Bill of Rights*, the *Freedom to Read*, and the *Collection Development Policy* and the form, *Statement of Concern about Library Materials*. The Library Director will go over these materials with the patron. It is important to

understand that concerns call into question selection decisions that have been made according to policy. The process of registering complaints is designed to make sure the selection was appropriate and results in informing the patron about the philosophy and criteria used. Patrons whose concerns are not satisfied by staff are invited to the special designated community meeting of the Fern Ridge Library District Board. Their decision will be final.

### ***Request for Material Reconsideration***

If a patron or group expresses a formal interest in having a book removed from the library or its access changed, a Request for Item Consideration Form must be completed. If a formal request is submitted, this form will be reviewed and a decision on the item will be made by the Director, with input from staff. Any decisions by the Director may be appealed to the Fern Ridge Library District Board.