

PUYALLUP PUBLIC LIBRARY COLLECTION DEVELOPMENT POLICY

Mission statement

The Puyallup Public Library (PPL) creates an open environment that brings the power of information, literacy, imagination and inspiration to all the people of our community.

Vision

At the heart of community services, the Puyallup Public Library contributes to a high quality of life by progressively promoting literacy, responding to diverse needs, and providing rich collections and technology, while preparing for future generations.

Purpose of the Collection Development Policy

The purpose of this policy is to provide guidance for the selection and evaluation of materials, both physical and electronic, which meets the needs of the Puyallup community, a community with diverse interests, backgrounds, cultural heritages, and social values. The policy directly relates to the mission and vision statement. Our Library collection needs to continually change in order to remain viable. The Library has limited means and must make choices to serve the range of interests in our community. This policy will be revised as needed and evaluated as part of the strategic plan.

This policy will:

- guide staff in selection and collection maintenance;
- educate the public about the principles of collection development;
- provide a framework for staff and public when questions arise about the selection of a wide range of materials, including electronic resources and information, web sites, and web links on the city's website.

While access to the Internet is not part of selection, internet use does provide users with a wide range of information. Selecting and acquiring database products and placing web site links on the Puyallup Library's web pages is also part of the selection process.

The Library

The Puyallup Public Library is an independent stand alone library primarily serving the citizens of Puyallup. While the library is a department within city government, the Library Board sets library policy concerning the collection and Internet access. The Library Board is ultimately responsible for the selection of all materials in the collection and has chosen to delegate full responsibility for the selection to the City Librarian. Under the authority of the City Librarian, the professional Librarians and other staff will select and deselect library materials.

The Library seeks to meet the needs of the total community, recognizing that some materials may be controversial. The Board supports the privacy of each individual to read, listen to, and view library materials. While one is free to select or reject materials for oneself, it is up to each individual to make that decision. Parents have the primary responsibility to guide and direct the reading and viewing of their own minor children.

Labels such as ratings supplied with new items will not be removed, nor will they be used as a method to shelve items. Library materials will not be sequestered except for the purpose of protecting them from theft or damage.

The Board considers materials selected under this policy to be constitutionally protected under the First Amendment of the United States Constitution and the Washington State Constitution. If a person claims that a particular item is not constitutionally protected, the burden of proof rests with that person.

The Board adopts the American Library Association Library Bill of Rights, Freedom to Read and Freedom to View Statements, and the Washington Library Association's Intellectual Freedom Statement.

COLLECTION DEVELOPMENT PLAN

Collection Priorities and Objectives

Each type of library has a unique role in their community, based on the library's mission. The Puyallup Public Library's role is to:

- Provide popular and factual materials and reference tools that assist in life-long learning. Materials will be purchased in multiple formats, based on community need
- Establish a balanced collection that reflects varied viewpoints
- Meet rising demands with new innovations that build on established library traditions

Selection:

PPL provides materials in print, audio-visual and electronic formats. The choice of format is governed by type of information, how patrons will best be able to access it, timeliness, necessity and availability of equipment to access material and cost.

Selection Criteria:

1. Quality of the work as assessed by one or more reliable reviewers: accuracy, lucidity, quality of argument, and quality of prose, or literary merit
2. Author and/or publisher credentials (broadly conceived—and assessed in different ways according to the nature of the work)
3. Currency of material
4. Appropriateness of the work to the level of the collection in which it is to be placed
5. Suitability of the work's organization and format to its purpose
6. Contribution to diversity or breadth of collection (Relationship of the work to other works in the collection. Will it provide additional information or a new interpretation of events or data? Will it contribute to ideological balance in the collection?)
7. Relationship of the work to other recently published works covering the same ground (are both needed or is one to be preferred?)
8. Likelihood of enduring value
9. Public demand or interest (based on prevalence of public interest in the work's subject matter or on the extent to which it has been advertised)
10. Timeliness of information or significance of the subject (relevance of the work's subject to current affairs or controversies - local, national, or global)
11. Receipt of or nominations for major awards or prizes; or inclusion of title in standard bibliographies or indexes
12. Value of the work in relation to cost
13. Special local interest, community relevance or historical value
14. Support of the Library's mission and goals
15. The physical condition and ability of the Library to deal with the circulation and use of the materials.

Selectors decide how many copies to purchase based on anticipated demand, the interests of library users, physical space available and total cost of the materials.

Materials in Languages other than English

As community demographics change the Library will be responsive to the needs for materials in languages other than English. Population statistics will guide languages added. The Library will continue to maintain materials in these collections for all ages.

Materials in New or Emerging Formats

All criteria utilized in selection of materials in traditional formats for the Library will apply to selection of new technologies and emerging formats. Due to the unique nature of emerging technology additional criteria for selection may also be used. These criteria may include:

- Durability of format
- Technical quality of format
- Compliance with industry standards
- Suitability for circulation, access and maintenance
- Library network capability
- Availability of funds for set-up and annual sustainability

Gifts

Donations of materials will be assessed by the same criteria as purchased materials. Gifts will not be accepted under any conditions limiting their processing, cataloging or placement in the collection. Gifts that are not added to the collection will be given to the Friends of the Library group. The Friends will sell materials or dispose of materials as they see fit. The library accepts gifts of books if they are needed and in excellent condition with the understanding that they will be added to the collection only if they have been published within the last three years or needed to fill gaps in the collection. .

The same criteria of selection which are applied to purchased materials are applied to monetary gifts. Any specific request for a title will be approved by a librarian.

Upon request, the Library will give a donor an acknowledgment of receipt, which may be used for income tax purposes, stating the number and type of materials donated. The library does not assign a value to the materials.

Internet

Electronic information, services, and networks are provided by the Library and are accessible to all library users. The Library does not monitor and has no control over the information accessed from Internet. It is up to the user to determine the reliability of the content, accuracy, or quality of the information retrieved.

Requests for Materials

The library strives to supply items requested by the public, but given the limited budget, staff will determine if an item should be purchased or borrowed from another library. The Library endorses the Interlibrary Loan Code of the United States. If there are charges for the lending or photocopying of any materials, the Puyallup Library will assume the cost as part of its normal service but may limit the amount of charges if there is excessive use by any one user during a year.

Collection Maintenance

A vital, up-to-date, attractive and useful collection is maintained through a continual withdrawal and replacement process. This involves removing, on a systematic basis, those works that are worn, outdated, of little historical significance, or no longer in demand. Professional staff will review the collection on an ongoing basis with the goal of maintaining the quality and vitality of PPL resources. This process of collection management incorporates the use of output measures, circulation reports, database use statistics and other statistical information for continuous collection evaluation.

When discarding materials, the library will consider the same criteria used for selecting materials, as well as physical condition and demand when multiple copies have been purchased. Materials will not be removed simply because of controversy, but there is a process to request reconsideration of an item. Replacement of materials will be based on collection objectives.

Replacement of worn volumes is dependent upon current demand, accuracy of information, usefulness, more recent acquisitions, and availability of newer editions.

The Library is not a library of historical record. To ensure a vital collection of continuing value to the community we serve, except in the area of local history, materials that are not well used may be withdrawn.

The Board recognizes that discarding materials is an important part of maintaining the collection in order to keep the collection fresh and free of outdated and worn/damaged materials. This ongoing process of weeding and discarding materials is vested in the Director of the library, who may authorize qualified staff to assist. Materials discarded will be deemed to have been discarded by the Board. Withdrawn material will be handled in a similar manner and under the same authority as donated materials and may or may not be made available for public purchase through Friends of the Library book sales. The proceeds from such sales are used for the benefit of the Library. Books that are not sold will be disposed of at the discretion of the Friends of the Library

History Room

Given the unique nature of the history room, the selection criteria reflected above does not apply to the collection in the History Room. Library staff, in consultation with community input, will be developing that portion of the Collection Development Plan at a later date.

PPL Request for Reconsideration Policy

The Library believes in the freedom of information and will not restrict a user's right to read, listen to, or view library materials. The Library strives to provide access to a wide range of materials representing varying points of view, without promoting a single perspective. We uphold the American Library Association's Library Bill of Rights, the Freedom to Read, and the Freedom to View statements

In some cases, patrons may take issue with specific library materials they find offensive or inappropriate for the collection. Should a patron feel that an item should be removed or reclassified, the following steps may be taken, though we encourage the public to first talk to a librarian about their concerns.

1. The patron should complete a Request for Reconsideration form and turn it in to the Library. The completed form will go to the Library Director and selecting librarian responsible for the development and selection of the item's area of the collection.
2. The Director will send acknowledgement of receipt of the Request for Reconsideration form to the patron within seven days of its receipt. Staff will evaluate journal reviews, selection criteria used to purchase the item, and materials submitted by the patron and staff. A written response will be made by the Library Director within 30 days of receiving the formal objection.
3. If the librarian's response does not satisfactorily resolve the issue, the patron may request, in writing, that the matter be presented and reviewed by the Library Board. The patron should provide written and/or verbal arguments as to why the material in question should be removed or reclassified. A decision will be made by the Library Board at a regularly-scheduled meeting and, once a decision has been rendered, the patron will receive written notification from the Board.

The material in question will remain active in the collection during the review process.

Policy Adopted: December 15, 2008

Request for Reconsideration of Library Materials

If you have found library materials about which you have concerns, please complete this form and return it to a Puyallup Public Library staff member. You will receive acknowledgement of receipt of this form from a Librarian within seven days of its receipt.

Material for reconsideration

Title:

Author/Producer:

Type of Material:

Book Magazine/Newspaper Video/DVD Audio CD

Electronic Database Other: _____

Did you read, view, or listen to the entire work or a portion of the work? All Part

Please describe your concerns regarding this material (use other side or additional pages if needed):

Are there any specific pages/sections that illustrate your concerns:

How did this material come to your attention?

What other materials of quality or relevance on this subject would you recommend?

Have you read the Library's criteria for selection, as stated in the PPL Collection Development Policy?

What action do you recommend that the Library consider (i.e. should the material be removed or reclassified?):

Contact Information

Your name: _____

Address: _____

City: _____ Zip: _____

Telephone: _____

Organization represented (if any): _____

