

COLLECTION DEVELOPMENT POLICY

MT. ANGEL PUBLIC LIBRARY

LIBRARY MISSION

The mission of Mt. Angel Public Library is: Empowering our community to learn, explore, create, and connect.

Mt. Angel Public Library's collection development policy reflects the mission of public libraries to provide access to information and support diversity, democracy and intellectual freedom.

It is the goal of the library to provide free, equal, and equitable access to a high quality collection of information resources in a variety of formats, reflective of the diversity of the community. Materials available in the library present a diversity of viewpoints, enabling the community to make the informed choices necessary in a democracy.

INTELLECTUAL FREEDOM

The library fully endorses the principles documented in the American Library Association's [*Library Bill of Rights*](#), the [*Freedom to Read Statement*](#), and the [*Freedom to View Statement*](#).

The library selects a wide variety of library materials that satisfy the diverse interests of our community. The library upholds the right of the individual to secure these resources, even though the content may be controversial, unorthodox, or unacceptable to some. The library's varied collection is available to all; however, it is not expected that all of the collection will appeal to everyone.

OBJECTIVES

Mt. Angel Public Library's vision is to provide materials, programs, and services to help community residents of all ages and cultural backgrounds meet their informational, educational, professional, and recreational needs. The library supports:

- Inquisitive preschoolers
- Successful Students
- Skilled Workers and Entrepreneurs
- Engaged Citizens and Critical Thinkers
- Lifelong Learners and Creators

The collection supports the core library services that include creative programming for all ages, reference services, reader's advisory assistance, outreach activities, and technology/computer/Wi-Fi access. The collection includes materials for patrons to check out including children's, large print, nonfiction, music, DVDs, popular fiction, graphic novels, magazines, Spanish language materials, toddler totes, audiobooks, graphic novels, and eBooks.

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The Library has joined with surrounding libraries by participating in the Chemeketa Cooperative Regional Library Service [CCRLS] to share resources. Our patrons have access to over 1 million items through our partner libraries in CCRLS, as well as 24-hour online access to digital downloads, databases, videos, and other electronic resources.

The Mt. Angel Public Library is a “popular materials” library and maintains a varied and current collection covering a wide range of subjects and containing multiple points of view. The library's collection is dynamic, with an emphasis on up-to-date and in-demand materials. The library provides information resources in physical and electronic formats in an effort to deliver the broadest possible access to content both within and beyond the library’s walls.

The majority of the library's collection development activities will be conducted to create a collection of popular and informational works that is evaluated continually. The collection embraces broad fields of knowledge with basic, representative works in many subject areas, emphasizing materials that are useful for the general public. Textbooks and materials of a highly technical or specialized nature of limited community interest will generally not be collected. Access to other specialized and comprehensive collections that exist elsewhere in CCRLS or in the state of Oregon is provided through cooperative networking, interlibrary loan via Worldcat, and direct referral.

RESPONSIBILITY FOR SELECTION

Selection and collection maintenance of library materials is under the authority and at the discretion of the Library Director, with input from staff and patrons.

SELECTION CRITERIA

In selecting materials and developing collections for adults, children and teens, library staff includes materials that represent the broad range of human experience, reflecting the ethnic, religious, racial and socio-economic diversity not only of the region it serves, but also the larger global perspective. Library collections will provide a broad range of opinion on current issues.

Collections contain popular works, classic works that have withstood the test of time, and other materials of general interest. Works are not excluded or included in the collection based solely on subject matter or on political, religious, or ideological grounds. In building collections, library staff is guided by the principle of selection rather than censorship. Furthermore, the selection of a given item for a library’s collection should not be interpreted as an endorsement of a particular viewpoint.

To build a collection of merit, materials are evaluated according to one or more of the following standards. An item need not meet all of these criteria in order to be acceptable, nor is this an exhaustive list.

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- Subject
- Popular Demand/Usage Potential
- Quality/Accuracy
- Core Collections
- Balance within the collection of diverse viewpoints
- Author or Publisher
- Format and ease of use
- Cost/Value & availability
- Appropriateness and readability for intended audience
- Date of publication
- Local interest/historical value
- Contemporary significance
- Timeliness of information
- Creative, literary or technical quality
- Relationship to other materials and adequacy of coverage in a subject area
- Professional reviews from a variety of sources
- Physical appearance and condition
- Space limitations

SUGGESTIONS FOR PURCHASE

The library encourages input from its community concerning the collection. A “Suggest A Purchase” form (See APPENDIX A) enables the community to request that a particular item or material on a certain subject be purchased by the library. All suggestions for purchase are subject to the same selection criteria as other materials and are not automatically added to the collection. It is the library’s intent that suggestions for purchase be used to help the library in developing collections which serve the interests and needs of the community.

SELECTION OF CONTROVERSIAL MATERIALS

A balanced collection attempts to represent all sides of controversial issues as far as availability of materials, space, and budget allow. Selection is based upon criteria stated in this policy. The race, religion, nationality, or political views of an author or creator; offensive language; depictions or descriptions of violence or sexually explicit activity; controversial content of an item; or endorsement or disapproval by an individual or group in the community does not cause an item automatically to be included or excluded from the library’s collection.

All public libraries contain materials that some patrons may find objectionable. Likewise, library collections might lack materials that some patrons feel are important. In either case, the library has procedures that patrons may use in requesting the reconsideration of materials.

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SPECIAL COLLECTIONS

Mt. Angel Public Library has one Special Collection made up of well-loved classic titles that are not in pristine condition. They remain in the collection because they are beloved by certain patrons. This collection may be weeded annually based on lack of circulation.

GIFTS AND DONATIONS

Accepting gifts and donations is an important way for the public library to benefit from the generosity of the community it serves. Gifts and donations of materials are reviewed using the same criteria as purchases. The library reserves the right to dispose of any gifts that are given to the library. The library will determine whether and how best to incorporate such materials into the existing collections. Donations that do not meet selection criteria will be donated to the Friends of the Library for sale, or donated or disposed of at the discretion of the Library Director.

COLLECTION MAINTENANCE AND WEEDING

In an effort to maintain a relevant, popular, and appealing collection, the library engages in ongoing evaluation of owned materials. This policy's selection criteria, the [CREW method](#), and other best practices are used when evaluating collections.

DISPOSITION OF WITHDRAWN MATERIALS

Materials that have been withdrawn may be first offered to local schools. Items withdrawn from the collection will be donated or disposed of at the discretion of the Library Director.

POLICY REVISION

The Collection Development Policy should be evaluated and approved by Mt. Angel City Council at least every three years.

RECONSIDERATION

The library fully endorses the principles documented in the [American Library Association's Library Bill of Rights](#), the [Freedom to Read Statement](#), and the [Freedom to View Statement](#).

Materials available in the library present a diversity of viewpoints, enabling citizens to make the informed choices necessary in a democracy. The library also selects a wide variety of library materials that satisfy the diverse interests of our community. The library upholds the right of the individual to secure these resources, even though the content may be controversial, unorthodox, or unacceptable to some. The library's varied collection is available to all; however, it is not expected that all of the collection will appeal to everyone.

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Patrons who wish to request the withdrawal or reclassification of materials currently owned by the library are encouraged to discuss their concerns with the Library Director. If the patron is not satisfied with the response to their request, the Director will provide the patron with information and a form to request formal reconsideration of the library resource. Withdrawn materials are donated to the Friends of the Library for book sales. The proceeds from such sales are used for the benefit of the library. Materials that are not sold will be disposed of at the discretion of the Friends of the Library.

Mt. Angel Public Library Procedures for Handling Formal Complaints

The following steps will be used when an individual feels that further action is necessary to address concerns about a library resource. For the duration of this process, the material in question will remain in circulation in the library collection.

1. A concerned patron who is dissatisfied with earlier informal discussions will be offered a packet of materials that includes the library's mission statement, selection policy, reconsideration form, and the Library Bill of Rights.
2. Patrons are required to complete and submit a reconsideration form to the Library Director.
3. The Director, with appropriate professional staff, will review the reconsideration form and the material in question, to consider whether its selection follows the criteria stated in the collection policy.
4. Within 21 calendar days, the Director will make a decision and send a letter to the concerned person who requested the reconsideration, stating the reasons for the decision.
5. If the individual is not satisfied with the decision, a written appeal may be submitted within 14 calendar days to the Library Advisory Board via the Library Director or City Manager.
6. The Board may address the appeal at their regularly scheduled Board meeting or schedule a special meeting, providing 7 calendar days' notice. The individual will be notified of when and where the meeting will be held as an invitation to attend.
7. Public comments will be limited to 3 minutes per person.
8. When addressing the appeal, the Board will follow an amended version of the "Guidelines for Reconsideration Committees" and "Conducting a Challenge Hearing" published by the American Library Association as outlined below.
9. The decision of the Board will be determined by a majority vote. A tie results in the resource remaining in the collection. The decision of the Board is final.

NOTE: The Library Advisory Board usually functions exactly as that, an advisory board. In this specific role only, the Library Advisory Board acts on the behalf of and with the authority of the Mt. Angel City Council. See Appendixes B-E for guidelines governing Reconsideration Committees, Conducting a Challenge Hearing, and Intellectual Freedom Core Documents.

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Mt. Angel Public Library
Reconsideration of Materials Form

The Mt. Angel City Council has established a Collection Development Policy and a procedure for gathering input about particular items. Completion of this form is the first step in that procedure. If you wish to request reconsideration of a resource, please return the completed form to the Library Director.

Date _____
Name _____
Address _____
City _____ State/Zip _____
Phone _____ Email _____

Do you represent self? _____ Or an organization? _____
Name of Organization _____

1. Resource on which you are commenting:
___ Book (e-book) ___ Movie ___ Magazine ___ Audio Recording
___ Digital Resource ___ Game ___ Newspaper ___ Other

Title _____
Author/Producer _____

2. What brought this resource to your attention?

3. Have you examined the entire resource? If not, what sections did you review?

4. What concerns you about the resource?

5. Are there resource(s) you suggest to provide additional information and/or other viewpoints on this topic?

6. What action are you requesting the committee to consider?

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APPENDIX A

Suggest a Purchase

Date _____

What format would you like purchased (circle one)?

Book Audio DVD Large print Other _____

Title: _____

Author's Name: _____

Publisher (optional): _____ ISBN (optional): _____

Copyright year: _____ How did you become aware of this item? _____

Do you wish to be notified if the Library purchases this item (circle one)? Yes No

Name _____ Phone _____

Email address _____ Library card number _____



APPENDIX B

Guidelines for Reconsideration Committees

- Bear in mind the principles of the freedom to read and base your decision on these broad principles rather than on defense of individual materials. The freedom to read is essential to our democracy.
- Read all materials referred to you including the full text of the material in question and read available reviews.
- Review library mission statement, policies, and professional guides.
- The general acceptance of the materials should be checked by consulting standard evaluation aids and selection policies.
- Challenged materials should not be removed from the collection while under reconsideration.

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- Passages or parts should not be pulled out of context. The values and faults should be weighed against each other and the opinions based on the materials as a whole.
- While there may be a need for public comments to be heard, the reconsideration committee meeting should be closed.
- The committee's recommendation is to be an objective evaluation of the material within the scope of a library's collection policy.
- The Reconsideration Committee Report (see below), presenting both majority and minority opinions, should be completed and presented to the Library Director with a determination to retain the material in its original location, to relocate the material to an advisory location, or to remove the material.
- Establish a procedure for communicating the committee's determination to the Library Director and to the person who made the formal reconsideration request.

Reconsideration Committee Report (add space as needed)

Title: _____ Author: _____

Has every member of the committee read the material entirely? If not, why?

Resources consulted: (include policies, articles, reviews etc.)

Reconsideration committee recommends:

Justification and comments: (include majority and minority positions)

Signatures of Reconsideration Committee Members:

Date:

Source: <http://www.ala.org/tools/challengesupport/reconsiderationcommittees>

Magi, Trina J., Martin Garnar, and American Library Association. 2015. *Intellectual Freedom Manual*. Ninth Edition. Chicago: ALA Editions, An imprint of the American Library Association.

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APPENDIX C

Guidelines for Conducting a Challenge Hearing

Before the Hearing:

Each member of the Library Advisory Board should review:

- The library collection development policy
- How the library has responded to the challenge and the decision made
- Policies and procedures (including open meeting laws) that should be followed

Have all members of the Library Advisory Board read, view, or listen to the challenged resource in its entirety.

Decide ahead of time on the length of the hearing and set definite beginning and ending times.

Announce the hearing at least 7 calendar days before the event.

Prepare a news release covering the facts, and make it available to media representatives who attend or ask questions, along with a copy of the Library Bill of Rights and your library's collection development policy. It is important that the media and the public understand that the library's decisions are not arbitrary, but based on a great deal of work, thought, and consultation.

If desired, seek support from groups and individuals who can speak in support of the freedom to read, view, and listen, or who can send written expressions of support (e.g., attorneys, educators, students, librarians, ministers, people from the media, your state intellectual freedom committee, local colleges and universities, educational groups).

At the Hearing:

Distribute copies of the Library Bill of Rights and your library's collection development policy.

Ask people who wish to speak to sign in.

Have the Chair of the Library Advisory Board preside. At the beginning of the hearing, she/he should explain the process the Library Advisory Board will follow and when it will issue its decision.

Have individuals speak in the order they signed in, and appoint a timekeeper to limit each speaker to 3 minutes.

Once everyone who wishes to speak has done so, close the meeting for deliberations.

Sources:

<http://www.ala.org/tools/challengesupport/hearing>

Magi, Trina J., Martin Garnar, and American Library Association. 2015. *Intellectual Freedom Manual*. Ninth Edition. Chicago: ALA Editions, An imprint of the American Library Association.

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APPENDIX D

Intellectual Freedom Core Documents

Selection & Reconsideration Policy Toolkit for Public, School, & Academic Libraries –American Library Association

First Amendment

Congress shall make no law respecting an establishment of religion, or prohibiting the free exercise thereof; or abridging the freedom of speech, or of the press; or the right of the people peaceably to assemble, and to petition the Government for a redress of grievances.

Library Bill of Rights and Interpretations

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

1. 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.
2. 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.
3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
5. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
6. 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.

Code of Ethics of the American Library Association

As members of the American Library Association, we recognize the importance of codifying and making known to the profession and to the general public the ethical principles that guide the work of librarians, other professionals providing information services, library trustees and library staffs.

Ethical dilemmas occur when values are in conflict. The American Library Association Code of Ethics states the values to which we are committed, and embodies the ethical responsibilities of the profession in this changing information environment.

We significantly influence or control the selection, organization, preservation, and dissemination of information. In a political system grounded in an informed citizenry, we are members of a profession explicitly committed to intellectual freedom and the freedom of access to information. We have a special obligation to ensure the free flow of information and ideas to present and future generations. The principles of this Code are expressed in broad statements to guide ethical decision making. These statements provide a framework; they cannot and do not dictate conduct to cover particular situations.

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1. We provide the highest level of service to all library users through appropriate and usefully organized resources; equitable service policies; equitable access; and accurate, unbiased, and courteous responses to all requests.
2. We uphold the principles of intellectual freedom and resist all efforts to censor library resources.
3. We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted.
4. We respect intellectual property rights and advocate balance between the interests of information users and rights holders.
5. We treat co-workers and other colleagues with respect, fairness, and good faith, and advocate conditions of employment that safeguard the rights and welfare of all employees of our institutions.
6. We do not advance private interests at the expense of library users, colleagues, or our employing institutions.
7. We distinguish between our personal convictions and professional duties and do not allow our personal beliefs to interfere with fair representation of the aims of our institutions or the provision of access to their information resources.
8. We strive for excellence in the profession by maintaining and enhancing our own knowledge and skills, by encouraging the professional development of co-workers, and by fostering the aspirations of potential members of the profession.

Freedom to Read Statement

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the

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original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

4. There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters

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values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

5. It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

7. It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.