

Ledding Library of Milwaukie Collection Development Policy

Purpose & Objectives

The Ledding Library of Milwaukie empowers the community to learn, connect, and explore. The Library provides access to a collection of materials that supports the community's informational and recreational needs and seeks to authentically reflect the diversity of the community and the wider world.

The Collection Development Policy supports the Library in its mission, provides direction for the growth and development of collections, and communicates these guiding principles to the library staff and the public.

Intellectual Freedom

The Library upholds the principles of intellectual freedom by providing people of all ages with access to information and collections that reflect all points of view. Library users may choose what items they and their children will use based on individual interests and standards. Selections for the Library are made on the merits of the material in relation to building the collection and serving the needs and interests of users. Materials will not be excluded because of the origin, background, or views of the creators.

Diversity

The Library strives for equity in our collection by seeking materials created by and representative of all views, including marginalized and underrepresented groups. Our collection should be reflective and inclusive of our diverse community, and anticipate unexpressed informational and cultural needs.

Collection Management

Ultimate responsibility for material selection rests with the librarians who operate within the framework of policies reviewed and recommended by the Director & Library Board. Collection management decisions reflect the Library's mission.

The collection needs continuous evaluation in order to ensure that the Library is fulfilling its mission and responding to patrons' needs. The Library Board reviews and recommends material selection and retention policies to be utilized by library staff.

Criteria for Selection

Materials are selected on the basis of staff judgment, expertise, knowledge of the existing collection, and by evaluating professional reviews and other library selection tools. The evaluation of materials is characterized by flexibility, open-mindedness, and responsiveness to the changing needs of our community. Materials are evaluated as a whole and not on the basis of a particular passage or passages. A work will not be excluded from the library's collection because it presents an aspect of life honestly or because of frankness of expression.

All acquisitions are considered in terms of the following standards. An item need not meet all of the criteria to be acceptable. In some instances, materials may be judged primarily on artistic merit, or because of scholarship, or as valuable human documents, or as critical to the information needs of the community. In other instances, the criterion may be substantial demand.

Selection criteria include, but are not limited to:

- Community interest, need, or demand, demonstrated or perceived
- Contemporary significance or value
- Relevance to the experience of diverse populations
- Quality, including accuracy, clarity, and authenticity
- Suitability of subject, style, and reading level for the intended audience
- Reflection of varied opinions (minority and majority) on a subject
- Positive professional or expert reviews

- Reputation or significance of the publisher, author or creator
- Relation to existing collection
- Format, durability and ease of use
- Availability from other local libraries

Purchase Suggestions and Gifts

The Library welcomes community involvement in the selection process. Purchase suggestions must meet general selection criteria. Acceptance of gifts and donated items is subject to the discretion of the appropriate staff. Materials not added to the collection are given to the Friends of Ledding Library for use in their book sales. The proceeds from these sales support the Library's programming and collection development.

Collection Maintenance

In order to keep our collection useful and appealing, the Library continuously evaluates materials to ensure their relevance to our community. Items may be removed from the collection due to:

- Damaged or poor condition
- Obsolescent materials that are no longer accurate or relevant
- Space or budget limitations
- Number of copies in the collection or availability in other local libraries
- Availability of newer materials on the subject
- Lack of demand for a specific item

Request for Reconsideration of Materials

The choice of library materials by users is an individual matter. Responsibility for the reading and viewing of children and adolescents rests with their parents and legal guardians. While individuals may reject materials for themselves and for their children, they cannot exercise censorship to restrict access to the materials by others.

The Ledding Library supports the First Amendment, intellectual freedom, and endorses the following intellectual freedom statements: "Freedom to Read" (American Library Association), "Freedom to View" (Educational Film Library Association), and "Library Bill of Rights" (American Library Association).

Library users wishing reconsideration of library materials should complete the "Request for Reconsideration of Library Materials" form. Concerns will be reviewed by the library staff. An appropriate written response will be prepared informing the library user of the librarians' decision which will result in retaining or removing the item from the collection. Any labeling, sequestering, or alteration of materials because of controversy surrounding the material will not be sanctioned.

If the library user is not satisfied with the librarians' response, a written request may be made to the Director & Library Board for further review. This request must be made no later than 14 days after the date of the librarians' decision. The written request must include the reasons the library user believes the material is inappropriate under the adopted selection policy. The Library Board will invite the complainant to the next available board meeting to present evidence that the Collection Development Policy was not followed.