

## Administrative Rules

### Rule 1.3 – Collection Development

Created: 3-26-2001

Edited: 9-17-2020

Approved: 9-18-2020

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### Overview and General Rules

#### I. DESCHUTES PUBLIC LIBRARY MISSION

Residents of Deschutes County freely access ideas and information to enrich their lives and build community through life-long learning opportunities consistent with the responsible application of district resources.

#### II. PURPOSE

A collection development plan – as set forth in this Administrative Rule and which includes materials selection and retention criteria – aids library staff in selecting, acquiring, and maintaining, within a limited budget, a well-rounded collection of materials that contribute to the informational, recreational, and cultural enrichment of our diverse community and to provide a foundation to achieve the results directed by Library District board policies.

A collection development plan also informs the public about the principles and processes upon which material selections and de-selections are made.

#### III. OBJECTIVE

A function of the Deschutes Public Library is to obtain, organize and make conveniently available to Deschutes County residents educational, informational, and recreational materials in a variety of formats. All collections are reviewed and revised on an ongoing basis to further the mission and results policies of the Library and to meet contemporary and future community needs. Library materials may supplement the educational interests of those found in school and academic libraries, but will not replace them.

#### IV. INTELLECTUAL FREEDOM

The Library District Board and Library Director believe that the right to freely access information is an important part of the intellectual freedom that is basic to democracy, and hereby subscribe to the *Library Bill of Rights*, the *Freedom To Read Statement*, and the *Freedom to View Statement* (Appendices A, B & C) as adopted by the American Library Association.

The Library strives to present materials in a neutral, unbiased manner and selection and retention decisions are based on the merit of the work as it relates to the Library's mission and its ability to meet the anticipated or future needs of a diverse community. The inclusion of a title in the Library collection is not an endorsement of content or a particular point of view.

## V. RESPONSIBILITY FOR SELECTION

Ultimate responsibility for materials selection rests with the Library Director, who administers procedures designed to achieve the results directed by the Library Board's policies. The Library Director may delegate authority to interpret and guide the application of this administrative rule in making decisions relevant to managing the collections.

## VI. METHOD OF MATERIALS SELECTION

A materials selection policy consists of general guidelines that must be used in conjunction with a Librarian's own knowledge and experience with library materials and of the community served. The following methods and criteria should be followed as closely as possible to maintain broad, current, and popular collections. They apply, in general, to the entire library collection. Special considerations are noted in Section IX "Statement of Specific Practice in Selected Formats".

### A. CRITERIA

Each type of material and/or format will be considered in terms of its own merit and intended audience. Individual items shall be judged as whole works and not solely based on random or selected parts. All selections, whether purchases, monetary donations, or physical gifts, must meet applicable criteria from the following:

1. Relationship to interests of the community.
2. Lasting value.
3. Vitality and originality of thought.
4. Contemporary significance.
5. Artistic excellence.
6. Entertaining presentation.
7. Accuracy and objectivity.
8. Suitability and currency of format for library use.
9. Relationship to existing library materials to maintain balanced collections.
10. Value for the expenditure.
11. Availability of space.

### B. REVIEWS & SELECTION TOOLS

Librarians use their professional judgment and experience in applying selection criteria to all materials and formats. Reviews in recognized publications are a primary source for materials selection decisions. These include reviews in professional library journals or in periodicals that specialize in a particular subject or medium. Standard bibliographies, lists of recommendations by recognized authorities and the advice of competent people in specific subject areas may be used. Additional sources for materials selection can include but are not limited to peer libraries, local bookstores, newspapers and magazines, digital advertisements, social media platforms, or advertisements in publishers' catalogs.

### C. REQUESTS

Requests from customers for specific titles or subject matter will be considered. Those titles that sufficiently meet applicable criteria as outlined in Section VI, Part A "Criteria" and Part B "Reviews and Selection Tools" will be purchased.

### D. SPECIALIZED MATERIALS

Specialized materials of limited community interest will not ordinarily be purchased. The Library is a popular lending library and does not serve an archival purpose nor does it retain materials for special collections. Materials that fall outside the scope of Part A-8 "suitability and currency of format for library use" will not be purchased. Referral to other organization, library collections and interlibrary loan will be used to supply customers with these materials. Materials or information for specialists are generally not provided and will

only be purchased on a select basis. The library avoids unnecessary duplication in subject areas that are the special prerogative of other community organization. Textbooks, study outlines, synopses of books and abridged books are not purchased unless under exceptional circumstances.

## **VII. REPLACEMENT AND MAINTENANCE**

Collections are broad, current and popular, not archival nor comprehensive. All collections are reviewed and revised on an ongoing basis to meet contemporary and future community needs. Materials are withdrawn from the collection to maintain usefulness, currency, and relevance. Evaluation criteria for de-selection is based on, but not limited to, number of checkouts, duplication, relevancy, currency, condition, community interest, and usability of format.

## **VIII. ACCESS**

The library assures unrestricted access to its collections for all residents. Adults and children are free to select or reject for themselves any item in the collection. Parents or legal guardians have the responsibility to guide and direct the reading, viewing and listening of their own minor children. The library does not take the place of the parent or guardian. Individual or group prejudice about a particular item, subject, or type of material in the collection may not preclude its use by others. Access to individual titles is not restricted except for the express purpose of protecting rare or irreplaceable items from damage or theft.

## **IX. STATEMENT OF SPECIFIC PRACTICE IN SELECTED FORMATS**

### **1. DISC FORMATS**

Selection of disc formats includes audio and visual disc materials. Selection criteria for disc formats include but are not limited to award winners, alternative access to content, production quality, series maintenance, digital availability, and durability. Considerations also include library building space and budget constraints, and will be at the discretion of the Librarian based on criteria in Section VI, Part A. Disc formats produced specifically for instructional use in a classroom or program are not purchased unless necessary for a library event or program.

### **2. ELECTRONIC RESOURCES**

Selection of electronic resources including digital content and media, learning platforms, databases and other digital services shall follow criteria referenced in Section VI, Part A. Access to these resources will be provided when availability is consistent with current technological and budgetary constraints. Other criteria include search interface, ease of connection, system compatibility, frequency of updates, user license terms, and adherence to current privacy and online accessibility standards. Public Internet access is not part of this policy and can be found in Administrative Rule 1.3.2.

### **3. NON-TRADITIONAL LIBRARY MATERIALS**

Selection criteria for non-traditional library collections may fall outside the scope of Section IV, Part A and will be purchased under the professional discretion of the Librarians with the intention of supporting the library mission by supporting the cultural, informational, educational and recreational needs of library customers. Additional selection criteria may include but are not limited to: size, affordability, durability, space considerations, consumable and replacement costs. Not all library materials may be suitable for all ages and responsibility for a child's use of library materials, regardless of format or content, lies with the parent or guardian, not with the library.

### **4. PILOT PROGRAMS**

The library regularly investigates new library collections to offer to our community. While piloting new collections, the selection criteria may fall outside the scope of Section IV, Part A and will be purchased under the professional discretion of the Librarians as well as the pilot project scope and parameters. No donation of library materials for a pilot will be accepted. The library will use statistical data and community feedback to guide future viability and/or distribution of the pilot collection. Items that are not popular and do not circulate will be withdrawn from library collections according to Section VII.

**X. GIFTS**

The library does not accept donated materials and requests the physical donations be directed to other community non-profit groups. The library reserves the right to accept or refuse gifts of materials or funds and any conditions placed upon accepted gifts of materials or funds. Materials or funds donated to the library are subject to the same selection, evaluation, and de-selection criteria as purchased materials. Because of wear, damage, or theft the library cannot guarantee the permanence of any gift in the library collection.

Unsolicited donated materials not added to the collection are not returned to the donor(s). The library makes every effort to dispose of donated materials it cannot use through partnerships and other established outlets.

**XI. REQUEST FOR WITHDRAWAL OR ADDITION OF MATERIAL:**

Customer objections to any library material will be addressed using the process set forth in the separate Administrative Rule, "*Reconsideration of Library Materials, 1.3.1*".

## 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, age, 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.

VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019.

Inclusion of "age" reaffirmed January 23, 1996.

## 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 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 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.

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This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.

*A Joint Statement by:*

American Library Association  
Association of American Publishers



## FREEDOM TO VIEW STATEMENT

The Freedom to View, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore these principles are affirmed:

1. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantees of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

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This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989.

Endorsed by the ALA Council January 10, 1990