

# Wilsonville Public Library Collection Development Policy – February 2024

## Mission Statement

Wilsonville Public Library strives to provide equitable access to information to the diverse Wilsonville community, supporting civic engagement, lifelong learning, and intellectual freedom, with the goal of enlightening, empowering and enriching the lives of Wilsonville's community members.

## Purpose

The Wilsonville Public Library (WPL) Collection Development policy provides a framework for the growth and development of collections in support of the mission of the Wilsonville Public Library. The Library seeks to provide a collection that balances viewpoints across a broad spectrum of opinion and subject matter in formats suitable to a variety of learning and recreational interests.

Collection development at WPL is founded on the principles of intellectual freedom and equal access for all. The Wilsonville Public Library has adopted the American Library Association's [Library Bill of Rights](#), [Freedom to Read](#), and [Freedom to View](#) statements as part of its selection policy. The library maintains that only parents and guardians have the right and responsibility to determine their minor children's access to library resources.

This policy is intended to inform library users, as well as the community at large, of the guidelines used for the development and maintenance of the materials collection offered by the Wilsonville Public Library. In addition, the policy serves as a guide for library staff assigned to collection development in the selection, retention and maintenance of library materials by establishing roles, responsibilities and a process for addressing library user concerns.

## Revisions

The Library Board will review this policy at least every three years in conjunction with the Library Director.

## Access

The library makes its collections available to all. Selectors decide how many copies to buy and where to locate them by considering anticipated demand, the interests of local library users, physical space limitations and available budget.

As part of the LINCC (Libraries in Clackamas County) consortium, LINCC card holders have access to WPL library materials as well as library materials in all LINCC member libraries. Budget and space limitations, as well as local needs, preclude the library from duplicating the specialized and comprehensive collections that exist elsewhere in the greater Portland area. In addition to participating in the LINCC consortium, Wilsonville Public Library participates in a cooperative interlibrary loan network in order to expand the

range of materials available to library users, while minimizing duplication of lesser-used materials owned by other area libraries.

### **Collection Formats**

WPL maintains collections in varied formats to best meet the diverse needs, interests, and abilities of its residents. Frequent changes in electronic and digital resources necessitate continual evaluation of online resources for currency, cost, value and usage. While new formats can lessen the value of existing formats for some users, the library will consider how economic and technological inequities might limit access to new formats for portions of the community.

### **Collections**

Descriptions of the content and purpose of collections and sub-collections can be found in [Appendix B: Collection Profiles](#).

### **Budgets**

Collection budgets are established by the Library Director annually, with approval of the City Council, as part of the City of Wilsonville budget. Within the overall budget, the Library Director, with input from staff, establishes budget amounts for sub-collections based on a variety of factors, including:

- Popularity and usage
- Costs of materials or subscriptions
- Anticipated growth or decrease of collections
- Anticipated changes in use of various formats
- Collection size goals

### **Selection and Maintenance Guidelines**

Materials within our collection are selected to support the mission of the library and its strategic goals as outlined in the Wilsonville Library Strategic Plan. The library's collection is a vital and dynamic entity. New resources are continually added to the collection and existing items are systematically reviewed for their ongoing relevance and value to the community.

### **Selection**

Ultimate responsibility for materials selection for the Wilsonville Public Library rests with the Library Director, who entrusts to professional staff the responsibilities of selecting and deselecting materials. Selection is jointly coordinated by the Adult Services Librarian and the Youth Services Librarian, supported by several selectors with primary responsibility for specific collection areas.

WPL strongly encourages the input of community requests and recommendations which are subject to the same selection criteria as any other item added to the collection. Highly specialized materials of limited community interest will not generally be selected. Addition of any material to the Library's collection does not represent an endorsement of any theory, idea, or policy contained therein. When developing the library collection, staff use their training, knowledge and expertise along with the following general consideration for selecting materials for all the Library's collections:

- Current and potential relevance to community needs
- Current or anticipated demand
- Positive professional review or awards
- Local significance of the subject or author
- Relevance to the existing collection's strengths and weaknesses
- Reflection of all reading levels
- Reputation and/or significance of author, publisher or producer
- Suitability of format to library circulation and use
- Price and availability within the scope of the overall budget
- Availability at other LINCC consortium member libraries
- Digital licensing requirements
- Ease of use
- Accessibility to users of various abilities and resources
- Speed, flexibility and layout/appearance of electronic resources

Items generally excluded from selection include:

- Textbooks, workbooks and other curriculum-related work, unless they are considered useful to the general reader as an introduction to a subject and their presentation is superior to other sources
- Abridged materials
- Academic, scholarly or technical materials that are traditionally carried by academic and special libraries
- Self-published materials, unless they meet the selection criteria
- Used materials, unless they are in very good physical condition

### **Requests for Reconsideration of Materials**

If local residents have concerns about materials in the library collection, they are welcome to share those with the library. They are invited to fill out a "Library Service or Material Statement of Concern" form. The Library Director and appropriate staff will review the concern, and with the advice of the Library Board, take appropriate action.

## **Equity, Diversity, and Inclusion**

The library collection should reflect the diversity (racial, ethnic, religious, cultural, and economic) of the country and the world, as well as of our community. Library users of all abilities should have full access to the library collection. When selecting materials, staff recognize the need for items that expand the inclusiveness of the collection, providing materials that reflect the reader's own worlds ("mirrors"), provide insight into less familiar experiences ("windows"), and invite readers to immerse themselves in new environments ("doors"). In evaluating content that reflects the lives of marginalized groups, selectors will pay particular attention to materials created by members of those groups.

## **Marketing and Promotion of the Collection**

The library places a high value on the effective marketing and promotion of materials. Promotion in this context does not necessarily endorse particular viewpoints or subjects by the library, but is rather based on visual appeal to enhance circulation and call attention to noteworthy materials or topical issues. Methods of promotion could include:

- Rotating displays
- Shelving of targeted collections in highly visible areas
- Face out display
- Creation of special collections

In addition to designated areas of display, general collections throughout the building are maximized for materials display. Collection sizes are maintained at levels which provide enough space so that items may be highlighted throughout the area. Examples of displays within the regular collections could include:

- One face out item at the end of each shelf
- Face out items alternating with spine out ranges on a single shelf
- Slanted display shelves mixed in with flat shelves

Each collection will be assigned a target size, based on shelf space and display potential. Selectors in each area are responsible for maintaining the collection sizes through weeding.

## **Maintenance**

Staff reviews various collections regularly. Withdrawal decisions are influenced by many factors including:

- Physical condition
  - See [Appendix C: Weeding and Repair Guidelines](#)
- Patterns of use
- Holdings of other LINCC libraries
- Number of copies in the collection
- Relevance to the needs and interests of the community
- Current demand and frequency of use
- Accuracy and timeliness

- Local interest
- Availability elsewhere including other libraries and online resources
- Space constraints

### **Priority Goals**

Under direction of the Library Director, professional staff will develop a list of prioritized collection goals with clear objectives and annually work to complete them by the end of each year. See Appendix B: Priority Goals.

### **Disposal of Withdrawn Materials**

Materials that have been withdrawn from the collection may be sold, discarded, or given away to the public or local organizations, as approved by library management.

### **Gifts and Donations**

All items donated (or presumed to be donated) to the Wilsonville Public Library become the property of the library. 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. The Library will provide a donation receipt upon request for all donations in cash or kind, but will not determine the value of such donations for the donor. Donated materials are subject to the library selection and deselection criteria. Donated items not added to the collection will not be returned to the donor(s).

The Library makes every effort to dispose of donated materials it cannot use through partnerships such as the partnership with the Friends of Wilsonville Public Library and other established outlets. The Friends of Wilsonville Public Library sell selected donated materials through various venues. Revenues raised by the Friends of Wilsonville Library through the sale of donated items support WPL services and programs.