

3.01 COLLECTION DEVELOPMENT POLICY

Scope

This policy applies to the Asotin County Library, Asotin County, Washington.

Policy/Conditions

Library collections meet the diverse needs of the community.

The mission of the Asotin County Library is:

The Asotin County Rural Library District was created by and belongs to the people it serves. The Library exists to advance intellectual curiosity, promote lifelong learning, provide recreational materials, and enrich environments in which minds can grow. It supports an active, informed community by providing all people with access to materials in various formats representing diverse points of view.

Library collections are developed using the principles of intellectual freedom.

The Library Board of Trustees supports an individual's right to read, listen, view, or otherwise experience a wide and varied expression of ideas and thoughts. Furthermore, the Library Board endorses the First Amendment of the United States Constitution, Article I of the Washington State Constitution, and the American Library Association's Bill of Rights and its Interpretations.

Library encourages parental participation in materials access for their children.

Individuals are free to select or reject materials for themselves or their minor children but may not restrict the freedom of others to use or access materials or information. Parents and guardians are responsible for guiding and directing the reading, listening and viewing choices of their minor children. The Library does not stand *in loco parentis* (in the place of a parent).

Library sets these collection priorities:

- Children’s materials and materials for people who work with children. Emphasis is on reading readiness, early learning, and promoting the joy of reading and learning.
- Lifelong learning for adults.
- Popular recreational reading, listening, and viewing for all ages.
- General research, information, and fact finding sources.
- Occupational and vocational guidance materials.
- Supplemental educational materials for students.
- World languages and English language learning materials for existing and emerging populations of non-native English speakers in the Asotin County community.
- Genealogical research.
- Local and regional history, government documents, and the literature of the Cities of Clarkston, Asotin, and Lewiston, Idaho as well as Asotin and Nez Perce Counties.

General subjects will be collected broadly to meet anticipated and expressed individual and community needs. Collections of local relevance to the citizens of Asotin County, specifically history, literature, and government documents will be collected in greater depth.

Criteria considered when selecting library materials are:

- Community relevance.
- Timeliness.
- Diversity of viewpoint.
- Authenticity and accuracy of factual material.
- Level of demand.
- Audience for material.
- Current or historical significance of the author or subject.
- Local significance of the author or subject.
- Existing subject coverage.
- Aesthetic considerations: literary, artistic, or social value; appeal to the imagination, senses, or intellect.
- Quality of writing and its readability.
- Popular appeal: reading, listening or viewing enjoyment.

- Favorable critical reviews.

Electronic collections have additional considerations for selection:

- Usability: the product is user-friendly, well indexed, and offers numerous points of access.
- Availability: to multiple simultaneous users 24 hours a day, 7 days a week.
- Accessibility: to retrospective information when necessary or desirable.

Collections are selected and maintained by qualified library staff.

Selection and maintenance of library materials is guided by the Head of Information and Reader Services and will be assigned to qualified library staff based on their experience, training, expertise and interest. Final responsibility for the collection rests with the Library Director, under the authority of the Library Board.

Library collections are continually evaluated and maintained.

Withdrawing materials is a vital part of collection maintenance and ensures attractive, relevant, current, and responsive collections. The Library follows these withdrawal guidelines:

- This library is not a historical repository for last copies, hard-to-find materials or materials that have had limited use or checkouts
- Condition, currency, content, usage, and consistency with the library's mission are the primary criteria for determining retention in the library collections.
- Collection evaluation and maintenance is an ongoing process.

Withdrawn library materials or donated materials that are not added to the library's collection are given to the Friends of the Asotin County Library. The proceeds raised by the Friends from the sale of withdrawn or donated items are used to enhance library programs, services and collections.

Library welcomes collection suggestions and comments from the community.

Individuals are encouraged to submit suggestions for purchase of individual titles, the development of subject areas, and the addition of new formats.

If an individual objects to a title in the library collections, they are asked to complete a "Request for Reconsideration of Library Materials" form. Refer to the "Library Materials Challenge Policy" for procedure.

Library accepts materials donations for the library or its collections.

Donated materials in good condition and of value to library collections are gratefully accepted

The Library follows these donation guidelines:

- Library reserves the right to make final disposition of all donations received.
- Donations may be added to the collection or rejected at the Library's discretion.
- Donations not added to Library collections are not returned to the donor.
- Unused donations may be given to the Friends of the Library for public sale.
- Monetary donations are accepted when the donors' intentions and the library collections objectives are consistent.

This policy is periodically reviewed, revised, or reaffirmed by the Library Board.

Approved by the Asotin County Rural Library District Board of Trustees, April 20, 2023.