



Collection Development Policy

Policy Statement of Purpose

The Milton-Freewater Public Library strives to inform, enlighten, and empower all of our community members. The library upholds the right of all Americans to freely express their thoughts and ideas, both popular and unpopular. We support the right of each individual to read, listen, and view the full range of published thoughts and ideas.

In support of these ideals, the Milton-Freewater Public Library offers a collection of materials that is diverse, inclusive, and protected by the First Amendment of the United States Constitution and Article I of the Oregon State Constitution.

I. Objectives of the Collection:

The library is responsible for providing materials to residents and taxpayers of all ages, backgrounds, and opinions. The library collection taken as a whole will be an unbiased and diverse source of information, representing as many viewpoints as possible. Subjects will be covered in sufficient depth and breadth within existing financial resources to meet anticipated and expressed individual and community needs.

The collection is presented to provide individual access to information and materials in various formats that serve a wide variety of needs:

- To provide opportunity for the pursuit of happiness, education, entertainment, and enjoyment of life according to the full exercise of free choice
- To assist in developing the skills and abilities needed for economic success
- To develop the social awareness and knowledge needed for self-government and successful participation in a diverse community
- To encourage and enhance personal, artistic and intellectual growth

The library neither encourages nor discourages any particular viewpoint. No material will be excluded because of the race, nationality, religion, gender identity, sexual orientation, political, or social views of the author. Selection of materials by the library does not mean endorsement of the contents or the views expressed in those materials.

The library recognizes that financial resources are not unlimited. Selection of materials must be consistent with budget allocations. The library has entered into an agreement with the SAGE library system which gives library patrons access to over one million items to borrow from in Eastern Oregon free of charge. Selection or deselection of materials may be determined by availability of item in the SAGE system.



2. Responsibility for Collection Development:

Responsibility for selection of materials within Collection Development Policy guidelines is vested in the Library Director. The Director may authorize members of the staff who are qualified by reason of education, training, judgment, and experience to assist with selection. Suggestions from the public are welcomed and are given serious consideration within policy guidelines. Final decision for selection rests with the Library Director. The goal will be the development of collections that maintain a balance between diverse points of view and reflect the interest and cultural values of the community.

3. Selection Criteria and Protocols

Staff members that select materials may consult a variety of resources including but not limited to professional and amateur publications, websites, blogs, reviews, bestseller lists, current media, and local sources. Items will be selected considering the following criteria:

- Local demand
- Community needs and interests
- Popularity
- Artistic, literary, historic, and/or scientific merit
- Clarity and accuracy
- Ease of use
- Availability, format, and durability
- Budget and space considerations

The Library will provide a current collection with sufficient copies of titles in high demand to ensure customer requests are met quickly. Given a choice between multiple copies of current best sellers and a wide selection across a range of titles and subject areas, the choice will support a broad range of collection development to meet the needs and interests of multiple users.

3.1 Cultural Awareness

- The Library will reduce cultural, language, and communication barriers by providing Spanish-speaking collections, developing signage and promotional materials in both English and Spanish, and providing staff training in cultural awareness.
- The Library will develop collections, programming, and displays that promote an understanding of diversity, including differences related to culture, language and ethnicity, religious preference, and age, and encourage cross-cultural communication.

3.2 Young Adult Selection

The Young Adult Library Services Association (YALSA), a division of the American Library Association, defines young adults as persons between the ages of twelve and eighteen (commonly referred to as “teens.”) Young adults are persons who no longer see themselves as children but whom society does not see as adults. Milton-Freewater’s young adult collection consists of materials geared to the interests of middle and high school youth. Materials selected for young adults must meet the same selection criteria as all other library materials.



In selecting materials for young adults, special consideration is given to information, situations, and characterization that accurately reflect the adolescent experience. The use of incidental profanity or frankness in dealing with social issues is present in some materials. The value and impact of such material must be examined as a whole; the significance of an entire work often transcends the words, phrases, or incidents out of which it is made.

The young adult collection serves as a bridge between the children's and adult collections and, as such, overlap at both ends of the collection is inevitable to ease users' transitions and to accommodate the wide variation in young adults' reading levels and interests, sophistication, and maturity.

The Milton-Freewater Public Library affirms respect for the reading, listening and viewing privacy of every individual. Parents and guardians have the responsibility to guide and direct the use of the Library by their children and young adults. The Library does not stand in place of the parent.

4. Collection Maintenance

In order to keep the collection vital and useful and to use space efficiently, the library will regularly remove items from the collection that are worn, outdated, of little historical significance, or no longer in demand. All collections are reviewed and revised on an ongoing basis to meet contemporary and future community needs.

The library uses the CREW Method (Continual Review, Evaluation, and Weeding) for Small and Medium Sized Public Libraries developed by the Texas State Library for weeding and uses the following criteria developed from the CREW method to determine when an item is weeded from the Collection. If an item meets one or more of the criteria it may be weeded from the collection:

- Misleading or factually inaccurate
- Worn, or damaged beyond repair
- Superseded by a new edition or by a much better book on the subject
- Item is of no discernible literary or scientific merit
- Irrelevant to the needs and interests of the library's community
- Item is easily obtainable from another library

Withdrawn items in reasonable condition will be used for other library services or given to the Friends of the Milton-Freewater Library for their book sale.

5. Gifts:

The Milton-Freewater Public Library is grateful for unconditional gifts, and its collections have been enriched by contributions by individuals and private collections. In accepting a gift, the library makes the following stipulations.

- The library reserves the right to decide whether a gift should be added to its collection. The following type of gift materials will not be added to the collections:
 - Out of date materials not of historical value
 - A duplicate of an item already in the library
 - Materials in poor physical condition



- The library reserves the right to dispose of gift materials that are not added to the library collection, or to give them to the Friends of the Library for their use in their book sale.
- When materials are added to the collection, the donor may make no restrictions on the library's use of gift materials. The gift materials will become an integral part of the library collection. Gift materials may not be reclaimed.
- Receipts for materials donated to the library will be provided, but placing a value on the materials is the responsibility of the donor.

6. Intellectual Freedom

The primary purpose of the Milton-Freewater Public Library is to meet the informational, educational, cultural, and recreational needs of all of the community members we serve. The library subscribes to the principle that the freedom to read is essential to our democracy, and that free communication is essential to the preservation of a free society.

To ensure free communication and the rights of the residents of Milton-Freewater the library subscribes to the ideas and values in, and endorses the American Library Association's Library Bill of Rights, the Freedom to Read Statement, the Freedom to View Statement, and the Free Access to Libraries for Minors Statement.

Library Bill of Rights

<http://www.ala.org/advocacy/intfreedom/librarybill>

Freedom to Read Statement

<http://www.ala.org/advocacy/intfreedom/freedomreadstatement>

Freedom to View Statement

<http://www.ala.org/rt/vrt/professionalresources/vrtresources/freedomtoview>

Free Access to Libraries for Minors

<http://www.ala.org/advocacy/intfreedom/librarybill/interpretations/access-library-resources-for-minors>

The American Library Association declares as a matter of firm principle that it is the responsibility of every library to have a clearly defined materials selection policy in written form which reflects the "Library Bill of Rights", and which is approved by the appropriate governing authority.

All materials will be freely and easily accessible to the public. As defined in our **Circulation Policy** adopted 2/15 Youth are not limited to using materials in the children's or young adult areas.

Responsibility for a minor's access to the collection rest solely with their parent or guardian. The library will not limit access to materials based on content or authorship, and selection will not be inhibited by the possibility that youth may use such items.

7. Censorship / Request for Reconsideration of Material

The Milton-Freewater Public Library believes that censorship is a purely individual matter and declares that while everyone is free to reject for themselves books and/or library material of which they do not approve individuals cannot exercise this right of censorship to restrict the freedom of others to read, view, or hear.



The library welcomes patrons to express opinions concerning materials selected or not selected for the collection. If a patron wants to formally question the content or placement of an item, they should first be directed to the Library Director.

Patrons who wish to remove or reclassify collection materials must submit the Request for Reconsideration of Library Materials form. Materials subject to reconsideration will remain available during the review process. The request will be reviewed by the Library Director, based on whether the item in question conforms to the selection criteria outlined in this policy. The Library Director will then make a recommendation to the Library Board about what, if any, action should be taken regarding the material. The Library Board will review the request and the recommendation at their earliest convenience to decide whether or not to withdraw, or relocate the material in question. The Board's decision will then be communicated, in writing, to the requesting patron, citing the Board's reasons for the decision. If the patron is not satisfied by the Library Board's decision, they may appeal to City Council through the City Manager.



Request for Reconsideration of Library Material

Title: _____

Author/Publisher: _____

Format (please circle) Printed Book Movie Audio Periodical e-Resource Other

Patrons Name: _____

Address: _____

Telephone: _____ Email: _____

Patron represents (please circle one) Self Organization

Name of Organization (if applicable): _____

Please answer the following questions to the best of your ability:

1. To what specifically about the material do you object?

2. What do you feel might be the result of viewing, or listening to this material?

3. For what age group would you recommend this material?

4. Is there anything good about this material?

5. Did you read, view, or listen to the material in it's entirety? If not, what parts did you examine?



6. Are you aware of the judgment of this material by professional reviewers and scholars?

7. What do you believe is the theme of this material?

8. What do you see as the purpose of this material?

9. What would you like the library to do about this material?

10. What other material, serving substantially the same purpose would you recommend in place of this material?

Please return this form, with the date and your signature written below, to the Milton-Freewater Public Library at 8 SW 8th Ave, Milton-Freewater, OR 97862. If you have questions please call 541-938-8247.

Signature of Patron: _____

Date: _____