

# COLLECTION MANAGEMENT POLICY

## Philosophy and Objectives

The Elgin Public Library recognizes that a strong democracy requires an educated citizenry. Elgin Public Library supports intellectual freedom and endorses the “Library Bill of Rights” and the “Freedom to Read Statement” of the American Library Association. (See Appendices B and C.)

The Elgin Public Library abides by the Oregon Revised Statutes Chapter 357 which state: The State of Oregon recognizes that:

1. Libraries constitute a cultural, informational, and educational source essential to the people of this state.
2. Library services should be available widely throughout the state to bring within convenient reach of the people appropriate opportunities for reading, study, and free inquiry.
3. Providing and supporting adequate library services is a proper and necessary function of government at all levels.

Since it is within the mission of Elgin Public Library to help provide the citizenry with information, that information should contain a diversity of theories, ideas, and points of view, provided with timely service, to enhance the lives of people in the community.

Specifically, this library will, through its selection of materials, attempt to:

1. Meet the information, study and recreation needs of the community
2. Reflect a variety of opinions
3. Support the varied activities of the community
4. Stimulate self-understanding and growth
5. Enhance job-related knowledge and skills
6. Increase knowledge of and participation in the affairs of the community, the country, and the world

## Responsibility for the Collection Management

The selection of materials is the responsibility of the Librarian. Suggestions from readers and subject specialists are welcome and will be seriously considered.

## Selection Criteria

Selection of material is determined by the statement of philosophy and objectives of the Library along with responsiveness to changes and needs in the community. Factors to be considered in adding specific materials to the library collection shall include: present collection composition, interest, demand, timeliness, audience, significance of subject diversity of viewpoint, and effective expression. No material will be excluded due to race, nationality, religion, political, or social viewpoint of the author. 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. (For specific listing of criteria for different materials, see Appendix D.)

## **Inclusion By Format**

Materials shall be selected in formats in order that best meet the needs of the patrons in various subject areas of according to specific needs. Textbooks will not be purchased unless they are the best source in a subject area. Purchases will be made as budget permits.

## **Gifts and Memorial Books or Materials**

The Elgin Public Library accepts gifts of materials in all formats. Gifts of money designated for library materials are accepted. Gifts will be added to the collection according to the criteria established in the Collection Development Policy. The Library reserves the right to dispose, donate, or discard items unsuitable for the collection.

## **Selection Sources**

Selection aids to be used in collection development will include reviews and citations in standard library selection tools. (Appendix E)

## **Maintenance of the Collection**

The library will keep its collection useful by discarding on a continuous basis those materials which are worn, outdated, no longer timely, inaccurate, or an unnecessary duplication.

## **Reconsideration Procedures**

Elgin Public Library believes that reading is an individual private matter. While anyone is free to select or reject materials for him/herself, they cannot restrict freedom of others to read and inquire.

Parents have primary responsibility to guide and direct reading of their own child. Elgin Public Library does not stand in loco parentis. The Library Board, Librarian and Staff are in no way responsible for the reading taste or selection choice of any patron, whatever age.

Individual items which in and of themselves may be controversial or offensive to some may be appropriately selected if their inclusion in the collection will contribute to the balance and effectiveness of the Library as a whole. The Library will strive for excellent and unbiased sources of information.

Elgin Public Library recognizes the right of individuals to question materials in the collection. Any complaint regarding such materials is first to be discussed with the librarian. Then if necessary, the complaint may be put in writing on a form provided by the library for review by a Review Committee of five community members selected by the Library Board. The complainant will then receive the written recommendation regarding the items in question from the Review committee. (See Appendix F.)

## **POLICY APPENDICES**

### **APPENDIX A-OVERDUE BILLING LETTER, HOLDS AVAILABLE, & COURTESY NOTICE**

### **APPENDIX B-LIBRARY BILL OF RIGHTS**

### **APPENDIX C-FREEDOM TO READ STATEMENT**

### **APPENDIX D-SELECTION CRITERIA FOR SPECIFIC MATERIALS**

### **APPENDIX E-LIBRARY SELECTION TOOLSAPPENDIX**

### **F-COMPLAINT PROCEDURE AND COMPLAINT FORM**

## **APPENDIX A**

### **SAGE LIBRARY SYSTEM OVERDUE LETTER**

Appendix A: Overdue letter

Dear Patron,

Our records indicate the following items are overdue. Please return the materials listed below, or contact your library about possibly renewing them. If you have already returned the items, please disregard this notice. The processing of check-ins may be delayed for quarantine periods.

Some libraries are waiving or not charging fines during this time period. If that is the case with your home library and you have fines, your account will be adjusted at check-in.

Title:

Barcode:

Due:

Current amount owed for this item: \$

Circulating library: Elgin Public Library

Item Type:

### **SAGE LIBRARY SYSTEM HOLD AVAILABLE NOTIFICATION**

Appendix A: Hold Notice

Dear Patron

The item(s) you requested are available for pickup from the Library. If your library is closed and there is no curbside service, your item(s) will be held on the pickup shelf.

Title:

Author:

Call Number:

Item Type: Book

Barcode:

Library: Elgin Public Library

Hold Expire Date:

## **COURTESY NOTICE**

Appendix A: Courtesy notice

Dear Patron

The following items are due in 3 days. Please ignore this notice if you have already returned the items.

If the item(s) are renewable, you may renew them yourself by accessing your patron record on the web at <https://catalog.sage.eou.edu/eg/opac/myopac/circs> You may also contact staff at your local library if you need to renew materials.

Title:

Item Type:

Barcode:

Due:

Library: Elgin Public Library

## **APPENDIX B**

### **LIBRARY BILL OF RIGHTS**

<https://www.ala.org/.../ala.org.advocacy/files/content/intfreedom/librarybill/lbor.pdf>

## **APPENDIX C**

### **THE FREEDOM TO READ**

[www.ala.org/advocacy/intfreedom/freedomreadstatement](http://www.ala.org/advocacy/intfreedom/freedomreadstatement)

## **APPENDIX D**

SELECTION CRITERIA FOR SPECIFIC MATERIALS

SELECTION CRITERIA FOR REFERENCE MATERIALS:

Public demand in subject area

Reputation for accurate and completeness

Timeliness

Ease of use

Suitability for intended audience

## **SELECTION CRITERIA FOR ADULT FICTION MATERIALS**

Public demand  
Popularity of author and/or genre  
Relationship to the collection  
Reputation of the publisher  
Timeliness  
Positive critical reviews

## **SELECTION CRITERIA FOR ADULT NONFICTION MATERIALS**

Public demand  
Timeliness  
Scarcity of material on subject  
Reputation of publisher  
Media attention  
Style and quality of writing  
Positive critical reviews

## **SELECTION CRITERIA FOR JUVENILE FICTION MATERIALS**

Public demand  
Positive reviews and awards received  
Significance  
Relationship to the collection  
Quality of writing  
Popularity of the author and/or genre  
Timeliness  
Appeal  
Reputation of author and illustrator

## **SELECTION CRITERIA FOR JUVENILE NONFICTION MATERIALS**

Public demand  
Timeliness  
Contemporary  
Permanent value  
Quality and suitability of physical format and illustrations  
Awards received

## **APPENDIX E**

### LIBRARY SELECTION TOOLS

Book in Print

Public Library Catalog

Nonfiction Collection Guidelines for Small Libraries (published by Montana State University)

Booklist

Ingram catalogs

Children and Books (May Hill Arbuthnot)

Hornbook Magazine (when available)

Book Reviews (various Internet sites)

## **Appendix F**

### Elgin public library complaint procedure

1. Any patron of this library may question materials in the Library collection. The question may first be directed to the library staff for discussion.
2. Secondly, the question may be put in writing on a form provided by the complainant before further action will be taken. The form must contain the signature of the complainant and must be returned to the Librarian.
3. The Librarian will see that the Library Board is informed of the complaint. The Library Board will appoint a Review Committee of five members of the Elgin community.
4. The Review Committee will review the material and the complaint as soon as possible and make their recommendation to retain, discard, or move the material to a different location in the library.
5. The patron will then be informed of the decision.

## **APPENDIX F**

### **ELGIN PUBLIC LIBRARY**

### **LIBRARY MATERIAL COMPLAINT FORM**

Elgin Public Library  
Library Material Complaint Form

Author: \_\_\_\_\_

Title: \_\_\_\_\_

Publisher: \_\_\_\_\_

Date of Publication: \_\_\_\_\_

Type of Material: \_\_\_\_\_

Did you read the complete item? \_\_\_\_\_

What is your specific objection to the material? List page or section.

What action do you wish to see taken in regards to this material?

In place of this particular item, is there other material that you consider to be superior for the purpose intended?

Signature: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Date: \_\_\_\_\_