

COLLECTION POLICY

The collection policy is to guide staff in the selection of materials, the development and maintenance of the collection, and to inform the public about the principles upon which selection is made.

The objective of Roseburg Public Library is to provide modern library services and resources to meet the changing educational, recreational, informational, and inspirational needs of the public, thereby enhancing both individual and community life. The collection will emphasize current, popular materials and stimulating children's interest in and appreciation for reading.

SELECTION POLICY

The library will develop collections of merit and significance, whether acquired by purchase or gift. Each item will be considered in terms of its contribution to the collection and value to the public for whom it is intended.

Materials considered for selection will be evaluated according to objective standards. Flexibility, open-mindedness, as well as familiarity with and responsiveness to community needs and interests are necessary during the evaluation process. The following factors also will influence the selection of library materials:

- Expanding world of knowledge
- Changing social values
- Technological and scientific advances
- Cultural differences

As growth and change occur in these areas, the library will attempt to reflect these changes in the composition of the library collection.

ELECTRONIC RESOURCES

Roseburg Public Library's digital resources, including, but not limited, to electronic books and electronic audiobooks, are subject to the same collection development criteria as physical materials. Additional criteria include technological requirements, platform ease of use, and availability for remote access.

INTELLECTUAL FREEDOM AND RECONSIDERATION OF LIBRARY MATERIALS

It is Roseburg Public Library's mission to build a collection that includes materials and information on current and historical issues and that presents a wide range of views.

The library makes its collections and services equally available to every member of the community it serves. The library challenges all attempts to limit free expression of ideas or access to those ideas. The library endorses the Library Bill of Rights, the Freedom to Read Statement, the Freedom to View Statement, the Library Code of Ethics, and the Free Access to Libraries for Minors Statement of the American Library Association. The selection of any material for inclusion in the collection does not constitute an

endorsement of its contents. The library recognizes that many materials can be controversial and that any given item may offend some patrons. A decision to select an item is not made on the basis of anticipated approval or disapproval but on the merits of the work in relation to building the collection and serving the interests of the library's patrons.

The choice of library materials by users is an individual matter. While patrons may reject materials for themselves and for juvenile members of their family, they cannot be allowed to exercise censorship in an attempt to restrict access to the materials by others. Because a diversity of materials may result in some requests for reconsideration of specific items, patrons who object to certain library materials will be asked to complete the written form Request for Reconsideration. The Library Director will review the request, discuss it with the requester, and provide a written decision. The material in question, except for a copy the staff uses for the review process, will remain in the collection pending the Library Director's written decision.

APPEAL PROCEDURE

A patron shall have the right to appeal the Library Director's written decision to the City Manager. A written appeal must be filed within fifteen (15) days after the date of notification by the Library Director. The written appeal filed with the City Manager must state the basis for the appeal. The material in question, except for a copy the staff uses for the review process, will remain in the collection pending the City Manager's written decision.

Unless the appellant and City agree to a longer period of time, an appeal shall be heard by the City Manager within thirty (30) days of receipt of the written appeal. The City Manager shall give the appellant and any other persons requesting the same, at least ten (10) days' notice of the time and place of such hearing.

At the time and place set for the hearing upon the appeal from the action of the Library Director, the City Manager shall give the appellant and any other interested party a reasonable opportunity to be heard. The City Manager shall hear and determine the appeal on the basis of the applicant's written appeal statement and any additional evidence the City Manager deems appropriate. At the hearing, the appellant may present testimony and oral argument personally or by counsel. The rules of evidence as used by courts of law do not apply. In all such cases, the burden of proof shall be upon the appellant.

The City Manager shall uphold, or modify and uphold, the Library Director's action, or reverse the Library Director's action and render a new decision in the matter. The decision of the City Manager shall be issued within ten (10) days of the hearing and shall be in writing and contain findings of fact and a determination of the issues presented. The decision of the City Manager shall be final.

RESPONSIBILITY FOR SELECTION OF LIBRARY MATERIALS

The ultimate responsibility for the selection of materials rests with the Library Director. The Library Director is charged with the implementation of the collection development

policy. Selection of library materials is delegated to the Library Director and, under their supervision, to other members of the staff who are qualified to do so by reason of education, training, and experience. Suggestions from other staff members and from the public are invited and will be seriously considered during the selection process.

SPECIFIC SELECTION CRITERIA

The following factors will be given consideration when making selection of library materials:

- Relationship and importance to the collection
- Significance of the subject matter
- Timeliness or popularity
- Reputation or qualifications of the author, artist, publisher, or producer
- Local interest
- Availability of materials on the subject
- Provision of alternative viewpoint
- Inclusion in standard bibliographies or indexes
- Level of difficulty
- Critical review
- Purchase price
- Accessibility to materials elsewhere in region
- Suitability of format to library purposes
- Technical characteristics; i.e., quality of physical characteristics

SELECTION SOURCES

The impetus to select an item may come from a number of sources, including, but not limited to, the following:

- Reviews
- Patron requests
- Publishers' catalogs
- Staff recommendations
- Interlibrary loan requests
- Subject needs
- Collection evaluations
- Weeding/replacement schedule
- Gifts
- Bibliographies

MATERIALS PRESERVATION

Roseburg Public Library recognizes that different items and collections may need different forms and levels of care and cleaning. The library determines the level of care and cleaning according to staff capacity, cost, and accessibility. In order to preserve materials, the library will provide and regularly monitor for appropriate environmental conditions according to current best practices for general collection maintenance and preservation.

WITHDRAWAL AND DISCARDING OF LIBRARY MATERIALS

Materials are regularly withdrawn from the library's collections for the following reasons:

- They are out of date; that is, no longer timely or accurate.
- They are badly worn or damaged.
- It is cheaper to replace rather than mend or repair the items.
- They were once popular items that no longer enjoy a high interest or demand by the public.
- There are limitations imposed by lack of storage or display space.