

Approved by Willamina Library Board 4/16/2019

Adopted by Willamina City Council 5/14/19

# WILLAMINA PUBLIC LIBRARY COLLECTION DEVELOPMENT

## PURPOSE OF THE POLICY

The purpose of the Collection Development Policy is to provide guidelines for day-to-day acquisition and withdrawal decisions, allocation of resources, and long-range planning of collection needs in accordance with the library's mission.

## MISSION STATEMENT

The mission of the Willamina Public Library is to provide programs and resources that are designed to 1) promote early childhood literacy 2) prepare young adults to explore trade, professional, and academic careers, and 3) make knowledge available to members of a rural population who lack the means to access information and resources elsewhere.

## COMMUNITY PROFILE

Willamina is a city located in both Polk and Yamhill Counties. Willamina was incorporated in 1903. As of the 2010 census there were 2025 people, 698 households, and 501 families residing in the city. Since the 2010 census the city has seen growth and development.

Nicknamed "Timber Town U.S.A.," Willamina is known for its logging and timber production. The surrounding area has also seen an increase in farming production. During the months of June through September local farmers, bakers, makers and creators can be found downtown at the Willamina Farmer's Market. Willamina is quickly becoming known for its art, history and cultural scene with a variety of live performances, local exhibits, and art tours. Not to be forgotten is the local recreation including parks for bird watching, the Huddleston Pond for fishing, nearby hiking and riding trails as well as some enjoyable swimming holes.

## RESPONSIBILITY FOR COLLECTION DEVELOPMENT

Responsibility for selection of materials within Collection Development Policy guidelines is vested in the Library Manager. The Library Manager 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 Manager. The goal will be the development of collections that maintain a balance between diverse points of view and reflect the interests and cultural values of the community.

## NEEDS AND SERVICES DEFINED

The Willamina Public Library provides service to the residents of the city of Willamina. As a member of the Chemeketa Cooperative Regional Library Service (CCRLS), the Library also provides basic library service to residents of rural Yamhill County and Polk County without charge, and charges a fee to households outside the City limits for unlimited access to library services and collections. Children through the

age of thirteen years who live outside the City limits and in the area served by the Library through CCRLS are eligible for a CCRLS Create A Reader Everyday (CARE) card to check out materials from the children's room, the young adult room, or children's videos from the media center.

The Library shares its resources with 17 public libraries in Polk, Yamhill, and Marion counties, and the Chemeketa Community College library. The Library's collection emphasizes current, popular materials in a variety of formats; up-to-date resources to satisfy a wide range of personal interests; and timely information to support an educated, self-reliant citizenry.

To help define the needs of a diverse and changing population, it is the goal of the Library to respond to community needs by focusing on the following service responses as defined by the Public Library Association:

General Information:

- The Library will develop programs to promote effective use of the Library's resources, services and all of its collections, including remote access to electronic databases, the online catalog, and the Internet.
- The Library will continue to refine and improve services and programs which are currently offered, including but not limited to, expanded reference collections in print and electronic formats; local history assistance; consumer information; information literacy; and current technology.
- The Library will provide current and accurate print, non-print and electronic reference services using professionally trained personnel; increase public access to reference services via telephone and e-mail; develop and maintain current technology; and develop continuing education and training programs for staff to enhance their professional skills, promote a high level of customer service, and foster the ability to use and plan for new technology.

Current Topics and Titles:

- 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.
- The Library will increase staffing, equipment and supplies to support the processing of materials acquired and to better serve the public. Collections will be organized so materials will be easy to find, and "weeded" on a regular basis to eliminate extra copies of popular titles that are no longer in high demand.
- The Library will provide free access to children's collections for all children through the age of 13 who reside in the CCRLS service area and expand programs and services to young people ages 12-18.

Approved by Willamina Library Board 4/16/2019

Adopted by Willamina City Council 5/14/19

- The Library will develop and implement collections and services “beyond the walls” to expand access to services in the community and to address space limitations in the current facility.

#### Cultural Awareness:

- The Library will reduce cultural, language, and communication barriers by providing Spanish-speaking collections, offering 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.

All library roles actively support the unique needs of special populations and Lifelong Learning. Some of these include: the business community, senior citizens, preschoolers, young adults, people seeking jobs or career change or advancement, home schoolers, parents, non-English speaking people, students and people with disabilities.

The library staff takes an active approach to anticipating emerging trends and purchases materials in subject areas that will enhance the overall development of the collection.

For materials not found in the collection, interlibrary loans are available through a variety of local, regional, and national systems including CCRLS, and OCLC. The cost of interlibrary loan transactions and the timeliness of the user’s need are also factors in purchase decisions. While the Library is committed to resource sharing on an equitable basis, it is important to note that the use of materials from other libraries is a privilege rather than a right and can be abused.

#### GENERAL DESCRIPTION OF THE COLLECTION

As of March 1, 2019 Willamina Public Library’s collection consisted of 9,742 adult books, 1,511 books for teen readers, 6,159 books for young readers, 3,160 audio-visual items, and 5 paid periodical subscriptions. The collection is directly accessible to the public for browsing. Access is gained through the use of the Library’s online catalog, online databases, and the Internet.

Formats – The Library collection consists of books, periodicals, video materials, compact discs, DVDs, computer applications, online databases, Internet access, and other formats as available. Paperback books are purchased to supplement high demand hard cover titles, when the paperback edition is the only format available, when the overall lower cost makes it more economical, and for materials that are easily dated, and genre collections.

Approved by Willamina Library Board 4/16/2019  
Adopted by Willamina City Council 5/14/19

Languages – The collection consists primarily of English language materials. The Library does collect foreign language learning resources and is expanding the collection of Spanish language fiction and non-fiction materials for leisure reading.

Rare books – As a public library we do not collect rare books of high value. The Library does maintain a collection of local and Oregon history.

Funding considerations – The primary source of financing for the Library's collection is the library budget funded through the City of Willamina. Other sources are grants. Donations and Fundraisers to the Library are made possible by the West Valley Kiwanis Club 501c3 fiscal pass-through.

#### SELECTION PROCEDURES

Sources for the selection of materials include book review journals, newspapers, catalogs of standard library materials, trade catalogs and announcements, online listings, and patron recommendations.

Selection of materials is determined by the Library's Mission Statement, Collection Development Policy, anticipated demand, availability at other libraries, and budget.

Acquisition procedures include the use of standing orders, wholesalers, jobbers, local bookstores, and automation. Discount, efficiency, speed and reliability all enter into the decision.

#### 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. Willamina Public Library'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.

Willamina 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

Approved by Willamina Library Board 4/16/2019  
Adopted by Willamina City Council 5/14/19

use of the Library by their children and young adults. The Library does not stand in place of the parent.

#### GIFTS POLICY

The Willamina Public Library accepts gifts of materials in all formats. Gifts of money designated for library materials are also accepted. Gifts are added to the collection based on the same criteria as purchased materials. The Library reserves the right to accept or dispose of any gift offered, through donation to other libraries or to the Fundraiser Committee for their book sale.

The Willamina Public Library will not provide appraisal of gift materials. A receipt is given upon request.

The Library encourages the donation of funds for the purchase of memorial books and books to celebrate a special occasion or to enhance a specific subject area.

#### COLLECTION MAINTENANCE

The collection receives ongoing evaluation and weeding to keep it accurate, up-to-date and in good physical condition.

The automated system provides the staff with lost book printouts and annual lists of items that have not circulated. These lists are reviewed on an ongoing basis. The entire collection is evaluated every two years.

Criteria for weeding are: physical condition, currency and accuracy, use, scope and duplication.

Care is taken to avoid weeding classic works in a subject area, material useful for its historic value, and items of local interest and importance.

Books that are of historical significance or out of print will be considered for rebinding.

#### COOPERATIVE COLLECTION DEVELOPMENT

An important consideration in the development of the Library's collection is the holdings of other local libraries, institutions in the regional library system and in the state. Specialized holdings at Linfield College, Western Oregon University, and the Oregon State Library in most cases should not be duplicated.

In addition, the Library works cooperatively with other libraries to rotate the purchasing of expensive books and online databases, and to avoid unnecessary duplication.

Library staff recognizes that certain materials must be available in the Library and that patrons should not be asked to wait for standard materials. The Library receives reference assistance to enhance local resources.

#### CHALLENGES AND CENSORSHIP

The Willamina Public Library supports intellectual freedom and endorses the "Library Bill of Rights" and the "Freedom to Read Statement" (American Library Association) (appended.) In addition, the Oregon Revised Statutes, Chapter 357, states:

**The State of Oregon recognizes that:**

- (1) Libraries constitute a cultural, informational and educational resource 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.

The Willamina Public Library recognizes the right of individuals to question materials in the Library's collection. An individual questioning material is free to discuss such material with designated members of the library staff. An individual may state his or her opinion in writing on the Reconsideration of Materials Form (appended.) The concern will be reviewed by the Library Manager. Questioned materials will be reviewed to determine if they meet the selection criteria as described in this document. Book reviews will be read, usage of the item checked, and holdings in other libraries sought. The Library Manager will reply to the individual in a timely manner.

**LIMITS ON THE COLLECTION**

While the collection includes standard works for the lay public in the areas of law, medicine, genealogy, patent searching and other fields, it is not meant to support in-depth research by professionals in those fields.

Textbooks, in general, are not purchased. The Library does not purchase textbooks used in the local school district or textbooks or workbooks for home schoolers. Textbooks continually change, making it hard to keep up with new editions without expending an unreasonable percentage of the book budget. A textbook will only be selected if it is the best book available for a particular subject. The latest textbooks are available at the school district.

The collection is not a primary resource for college course work or academic research.

Formats may change as technology and availability of materials in new formats occurs.

**COLLECTION DEVELOPMENT OVERVIEW**

Many public libraries in the U.S. have similar roles and responsibilities in their communities. Approaches to collection development are also similar. Willamina Public Library's overview, which follows, is modeled after McMinnville Public Library's "Criteria for Selection."

The development of the Library's materials collection is based upon responsiveness to the changing needs of the people of Willamina. These changing needs require that materials be evaluated initially and on a continuing basis.

While a single standard cannot be applied to each potential item for selection, materials are judged by appropriate criteria. In some instances, these criteria include artistic merit, scholarship and the value of the material to the informational needs of the community. In other instances, the criteria may be substantial demand. A work will not be excluded from the Library's collection because it presents an aspect of life honestly, presents a different view from the mainstream, or because of frankness of expression. Selection goals will apply to material selection in all formats. Due to budget restraints, material in visual formats will primarily be selected for appropriate family viewing.

The Library's service responses are the framework for the following selection goals in all formats:

- (1) To represent differing viewpoints on a subject.
- (2) To reflect the problems, aspirations, attitudes, and ideas of a pluralistic society.
- (3) To support business, cultural, recreational, civic, and independent learning pursuits in the community.
- (4) To stimulate self-understanding and growth.
- (5) To enhance job-related knowledge and skills.

Selection criteria for reference materials:

- Public demand in subject areas
- Reputation for accuracy and completeness
- Timeliness
- Ease of use
- Suitability for intended audience

Selection criteria for adult fiction materials:

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

Selection criteria for adult nonfiction materials:

Approved by Willamina Library Board 4/16/2019  
Adopted by Willamina City Council 5/14/19

- Public demand
- Timeliness
- Scarcity of material on the subject
- Reputation of publisher
- Media attention
- Style – quality of writing
- Positive critical reviews
- Significance

Selection criteria for juvenile fiction materials:

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

Selection criteria for juvenile nonfiction materials:

- Public demand
- Timeliness, contemporary or permanent value
- Format and illustration quality
- Quality and suitability of the physical format
- Awards received



Approved by Willamina Library Board 4/16/2019  
Adopted by Willamina City Council 5/14/19

Willamina Public Library

Request for Reconsideration of Library Material

Your Name:

Address:

City, State, Zip:

Phone:

Request made on behalf of:

Yourself

An organization (please specify) \_\_\_\_\_

Another group (please specify) \_\_\_\_\_

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

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

Format of item (book, audio book, cd, etc): \_\_\_\_\_

How was the item brought to your attention?

Did you read/view/examine the entire work? Yes No

What are your concerns about the item? (please be specific, use additional pages or the back of this sheet if necessary):

Did you find anything worthwhile in this work?

What would you like to see done about this item?

What other works would you recommend to convey the subject of this item?

Your signature: \_\_\_\_\_ Date: \_\_\_\_\_

The Library appreciates your interest. Your comments will be forwarded to the Library Manager who will respond to you by letter within 14 days.