



## 2.1. INTRODUCTION.

The North Olympic Library System's Collection Management Policy outlines the basic criteria for selection and retention of materials and electronic resources in the Library collection. A written collection management policy provides guidance for library personnel involved in selection and other collection management assignments. A written policy statement informs the public about the principles which guide the development and management of the Library collection.

### 2.1.1. LIBRARY MISSION STATEMENT AND GOALS

The North Olympic Library System promotes the joy of reading, power of ideas, and lifelong learning, and provides all residents of Clallam County equal access to a variety of library resources. This mission is supported by the "Long Range Goals of the North Olympic Library System" which were adopted in 2007.

**Access:** The community will have optimal access to library resources, services and facilities.

**Visibility:** The community will recognize the library as a valuable hub for self-directed exploration and life-long learning.

**Education:** A broad range of information will be available through interaction between the community and skilled staff.

**Communication:** The library will provide effective communication tools.

### 2.1.2. DESCRIPTION OF COMMUNITY:

The Library serves Clallam County, Washington through a main library in the county seat of Port Angeles, branches in Clallam Bay, Forks and Sequim, and an active outreach program serving individuals who cannot readily visit the Library. Clallam County's incorporated towns consist of Forks (population 3,120 as per the 2000 census) and Sequim (population 4,300 in 2000), in addition to Port Angeles (population 18,400). The County lies on the Olympic Peninsula, between the Strait of Juan de Fuca on the north, and Olympic National Park to the south. It offers a rich array of recreational opportunities, including hiking, kayaking, camping and fishing, for residents and visitors.

According to the 2000 census, the population of Clallam County was approximately 64,000 people. The racial makeup of the county includes about 88% Caucasian/white , less than 1% African-American, about 6% American Indian, and about 3% Hispanic.

At less than 40 people per square mile, Clallam County is a rural area. Historically, the local economy was based on agriculture, forest resources and marine services. Today it is transitioning to tourism and education. The Sequim area has become a popular retirement destination. Clallam County is attracting a large number of emigrants from big cities, many of whom are starting or bringing small businesses.

The county has enjoyed library services since the first half of the 20<sup>th</sup> century. Port Angeles' Carnegie Library opened in 1919, Sequim's first library opened in 1936, and the Forks Library opened in 1946. The Clallam County rural library district was formed in the 1940's, and when the Port Angeles city library joined the system in 1973, the North Olympic Library System was born. The Clallam Bay Branch opened in 1984.

### **2.1.3. FUNDING CONSIDERATIONS**

The North Olympic Library System is a special taxing district, formed under the laws of the State of Washington. Its funding comes primarily through property taxes. About 6% of its revenue represents a portion of taxes from timber harvested on public and private land within the county. The balance of the budget consists of fines and fees, gifts, and other income. The Library is governed by an administrative Board of Trustees, which annually approves the Library's budget, including an allocation for books and other library materials. Other funding comes from donations from the Friends of the Library groups as well as bequests, memorial contributions and gifts.

## **2.2. DESCRIPTION OF THE COLLECTION**

As of March 2008, the Library's collection consisted of approximately 158,402 titles representing 267,250 items. About 25% of Library books and audio materials are in the Youth Services Collection. With the exception of reference and professional materials, the newest issue of current periodicals, and miscellaneous other materials, patrons may check out most materials.

### **2.2.1. Chronological coverage**

In 2007 the median age of the collection was 10 years, with a median publication date of 1998. Publication dates range from 1729 to the current year. In certain subject areas, such as literature, and art, the age of the work is not critical and the Library holds titles in an extensive

chronological range. In some areas, such as automobile repair manuals for older model vehicles, materials with older publication dates are desirable. The Library also maintains local and local history collections which include many items with older publication dates. In other areas, such as medicine, technology, and many popular collections, publication date is a critically important criterion and the median publication date of the works is much more recent.

### **2.2.2. Formats**

The collection consists primarily of hardcover and paperback books, magazines and newspapers in print, electronic, and microfilm formats, DVDs, VHS videocassettes, audio compact discs, and online publications including electronic books, digital audio-books, and subscription databases. Multiformat works which combine materials in more than one format (such as a book which comes with a CD or DVD) may be acquired, subject to the selection criteria of this policy.

The Library Director may approve the addition of new formats to the collection for evaluation based on customer requests or anticipated community interest without revision of this policy. If usage justifies continuation of these trial collections, a policy revision will be submitted for approval within one year of the collection's introduction.

Due to budget limitations, minimal community demand, restrictive technical considerations, and/or availability, the Library does not acquire the following materials: phonograph albums, software (except when included with other material in a read-only format), non-VHS videocassettes, or art prints for circulation.

### **2.2.3. Multiple copies**

Multiple copies of the same title are acquired when heavy use is anticipated in more than one branch. In order to promote the accessibility of an item, multiple copies may also be assigned to more than one collection area (for example, the same title may be acquired for both teen and adult collections or for both standard and "Speed Read" circulation). Additional copies of local interest titles with limited printings may also be acquired to anticipate long-term demand.

Multiple copies of best sellers and other popular titles are acquired as promptly as possible to anticipate customer demand. Multiple copies are also acquired to anticipate demand resulting from community events and activities such as author visits, local promotion, seasonal celebrations, media tie-ins, or to support Library programs. Selectors consider acquiring an additional copy whenever there are four or more holds on each copy currently in the collection. As a general rule, items will not be assigned to the "Speed Read" collection unless at least one duplicate copy of the title exists elsewhere in the NOLS collection.

### **2.2.4. Series**

The Library may acquire all titles in a series, or acquire only representative titles in a series, subject to demand, availability, and the nature of the series. Titles in a series, whether complete or representative, will not necessarily be located in the same branch or library collection. When a specific title in a series is lost or withdrawn from the collection, selectors will consider whether to replace that title, subject to availability.

### **2.2.5. Languages**

The Library collection consists primarily of works in the English language. Limited collections of Spanish language fiction, nonfiction, and audiovisual works for adults and children are maintained. Representative titles of works in other languages of interest in the community will be considered for inclusion in the collection. In addition, the Library collects language instruction books and audiovisual materials in languages other than English, as well as dictionaries, phrase books, and bilingual works in representative languages.

## **2.3. COLLECTION RESPONSIBILITIES**

Ultimate responsibility for the content of the Library collection rests with the Library Director, acting within the framework of policies established by the Library Board of Trustees. The Library Director may delegate responsibility for selection, maintenance, and management of the collection to designated library staff.

### **2.3.1. COORDINATION OF COLLECTION DEVELOPMENT**

All collection management decisions are subject to review and revision by the Library Director.

The Assistant Director is responsible for coordinating the collection management program in consultation with the Collection Management Team, which is comprised of designated library employees representing the branch libraries and key departments. The Collection Management Team meets regularly as a committee, and members also work in subcommittees and as individuals on specific, collection-related issues. The Assistant Director may designate other qualified staff to carry out specific tasks related to the selection, maintenance, and management of the Library collection.

### **2.3.2. Responsibilities of the Collection Management Team**

- a. Regularly review the Collection Management Policy, and recommend necessary changes.
- b. Recommend changes in collection development procedures and resources.
- c. Review the annual materials budget and recommend annual spending allocations for collection areas and formats.
- d. Develop and implement strategies for collection maintenance and management.
- e. Provide advice for addressing intellectual freedom challenges and questions about censorship.
- f. Coordinate staff training on intellectual freedom and collection management issues.
- g. Coordinate collection display and promotion activities and programs.
- h. Participate in subcommittee work as assigned.

### **2.3.3. Responsibilities of individual selectors**

- a. Perform materials selection and retrospective collection development.
- b. Perform collection review and weeding.
- c. Perform analysis of specific areas of the collection as required.
- d. Keep current on library trends and be responsive to the changing interests of the community.
- e. Report issues and potential issues relating to intellectual freedom, censorship and collection management to the full committee and/or the Public Services Director.

## **2.4. SELECTION PROCEDURES AND PRACTICES**

### **2.4.1. ENDORSEMENT OF LIBRARY GUIDELINES**

The Board of Trustees of the North Olympic Library System endorses and declares that it will support the current following documents developed by the American Library Association, and the Washington Library Association.

- a. The Library Bill of Rights, ALA (*Appendix A*).
- b. The Freedom to Read Statement, ALA (*Appendix B*).
- c. Free Access to Libraries for Minors, ALA (*Appendix C*).
- d. Policy on Intellectual Freedom in Libraries, WLA (*Appendix D*).
- e. The Freedom to View Statement, ALA (*Appendix E*).
- f. Access to Electronic Information, Services and Networks, ALA (*Appendix F*).

Copies of the above-mentioned documents are included as an appendix to this policy, and available on line.

#### **2.4.2. GENERAL PRINCIPLES OF SELECTION**

The Board of Trustees of the North Olympic Library System recognizes the varied and changing needs and priorities of Clallam County residents and their individual communities.

To meet these needs and priorities the Library System will acquire, organize, maintain, and make accessible a variety of materials to meet the varied educational, informational, cultural, and recreational needs of individual users, and to support activities and services of agencies, organizations, and clubs in the community,

Materials selection will be guided by the following general principles:

- a. The library strives to be an excellent and unbiased source of information. Therefore, the collection will include a diverse representation of ideas, and subjects will be covered in sufficient depth to meet anticipated and expressed needs.
- b. Selection of library materials shall be made on the basis of interest, educational and recreational interests of the community, consistent with the library's mission and goals.
- c. No item shall be excluded because of the race, religion, nationality, gender, sexual orientation, or the political or social views of the author.
- d. The collection as a whole will not promote causes, further movements, or favor viewpoints.
- e. The collection as a whole does not reflect the views of the North Olympic Library System or of individual staff or Board members.
- f. Reading, listening, and viewing choices are the right of the individual, and a private matter. The freedom to read or inquire will not be restricted by the Library.
- g. Selection choices will not be influenced by the possibility that materials may be used by children or young adults. Materials will be assigned to the children's, young adult, and/or adult collections according to the selector's best assessment of the age group for which the materials have been produced or for which they will prove useful. Because library staff cannot know the maturity level and family values of each patron, the responsibility for the use of materials by children and young adults rests with their parents or legal guardians.

- h. All suggestions and requests for purchase of materials are welcome and will be seriously considered. Highly specialized materials of limited community interest will not ordinarily be acquired. Referral to other library collections and interlibrary loan will be used to provide patrons with these materials.
- i. Decisions to include materials created by local authors will be based on the same selection criteria used in selecting all other materials.

### **2.4.3. SELECTION CRITERIA AND RESOURCES**

In addition to the selection principles established elsewhere in this policy, the following considerations may also be taken into account when determining whether any title should be added to the Library collection:

- a. Community interest, demand, and popularity, as indicated by circulation of similar materials, customer requests, user and community surveys, and other measures;
- b. Timeliness and significance of subject;
- c. The creator's reputation and other works;
- d. Literary prizes or recognitions awarded to the work or the author;
- e. The reliability and reputation of the publisher;
- f. The literary style and readability; musical and/or visual style and appeal;
- g. Accuracy and originality of the material;
- h. Appropriateness of the format and presentation for the information provided and the intended users;
- i. The inclusion of special features, such as illustrations, indexes, bibliographies, maps or diagrams, attached audiovisual or digital materials, which may be difficult to process, package and maintain may prevent selection of an item;
- j. The existence of similar material in the Library collection, and the need to provide a diversity of viewpoints, genres, styles, and approaches;
- k. Available shelving space, which governs the size of the collection as a whole.

Resources utilized in selection and deselection (weeding) decisions include:

- a. Professional and popular reviews, indexes and bibliographies, book lists, trade catalogs, publishers' advertisements, opinions of subject specialists, and customer recommendations.
- b. The Collection Management Team's knowledge of the subject, the collection and the community.
- c. Professional library vendor services may be used to preselect high demand materials.

### **2.4.4. SELECTION IN AREAS OF CONTROVERSY**

- a. For controversial ideas, about which there is community interest, it is the responsibility of the public library to include materials that represent, to the extent possible, all sides of the issue. Individual items, which in and of themselves may be controversial or offensive to some, may be selected to balance the library collection as a whole.
- b. The decision to select material which might, on moral or other grounds, be considered offensive to some individuals, will be based on the same selection criteria as those used in selecting all other materials.
- c. Selectors will choose materials for the library collection independent of their own preferences or prejudices and independent of pressure or fear of pressure by individuals or groups.
- d. It is the library's responsibility to protect the rights of mature readers to have access to diverse materials. No material will be censored because of coarse language, violence, or frank discussion of sexual episodes, when pertinent to the subject, plot, or character delineation.
- e. Basic documents of, and information about, world political systems, and world religions, are necessary to a well balanced public library collection and will, to the extent possible, be included in the collection.
- f. Materials characterized as propaganda may be included in the library collection, subject to the selection criteria of this policy, but will be limited to a few representative items, made available for informational and comparative purposes.
- g. Age-appropriate materials about sex education and human sexuality materials are necessary to a well balanced public library collection and will, to the extent possible, be included in the collection. These materials will be shelved openly alongside other materials for the same age group.
- h. Library materials will not be sequestered, except to protect rare or valuable items, as determined by the Library Director, from damage or theft.

#### **2.4.5. LIMITS ON THE COLLECTION**

There are certain types of materials which the Library generally does not acquire, because of space and storage limitations, because the format will not withstand the degree of use

experienced in a busy public library, and/or because of collection development priorities. Although rare exceptions may occur, materials which are not acquired include:

- a. **Text books.** The Library's collection is intended to meet the general interests and needs of the community. This includes supporting the curriculum of educational institutions with assignment-related resources in all formats, but not providing basic curriculum materials.
- b. **Books that invite the reader to write in them, punch out illustrations or diagrams, etc.** These include coloring books, workbooks, puzzle books, exam books, etc. Exceptions are made when the information is not available in any other format, such as books to help individuals study for educational and employment tests.
- c. **Books with spiral or other fragile bindings.** The cost to purchase, catalog and process these items does not warrant their short shelf life unless they are considered essential to the Library collection and are not available in more durable editions.
- d. **Books with unusual formats, toys, props or other attachments.** Difficulties in storage and inventory maintenance generally preclude the acquisition of these items. Books with attached materials in formats such as audio CD, CD-ROM, and DVD may be selected based on section 2.2.3 above.

#### 2.4.6. SPECIFIC COLLECTIONS AND FORMATS

##### a. Adult Print Collection

- 1) **Fiction:** The Library's collection of fiction for adults includes best sellers, genre fiction, classic literature, literary works, and books of general interest; the focus is broad and eclectic. The primary purpose of this collection is to satisfy demand from recreational readers. Newly published titles are emphasized, and multiple copies are acquired when warranted by demand.
- 2) **Non-Fiction:** The focus of the non-fiction collection is to meet general information needs in a wide range of topics of current and ongoing interest to the community. Materials pertaining to developing areas of knowledge are selected in as much quantity and variety as is possible without omitting items essential to maintain breadth in the collection. In subjects such as science, technology, and geopolitics, where the currency of the information is particularly important, new material is regularly selected to reflect changes in these areas. Materials on subjects of enduring interest are retained or replaced with newer editions.

- 3) **Periodicals:** Periodical titles are selected to meet the varied recreational and informational needs of patrons interested in this format. Holdings of back issues will be limited for titles that are readily available through online databases.

**b. Reference Collection**

- 1) Reference materials, both print and non-print, are selected to provide specific information to patrons and to staff members answering customer questions. In order to insure availability of these information resources whenever needed, the Reference collection is available for use only in the library. Reference materials will be acquired in online or electronic forms, when these are readily available, unless cost is prohibitive and/or the print version of the resource is known to be superior and/or the print version is judged to provide better access to the information for the user group for which it is intended.

**c. Large Print Collection**

- 1) In order to provide library materials for visually impaired clients, the library maintains a large print book collection primarily selected to meet the general recreational and informational needs of adults. For the most part, the Large Print Collection is comprised of duplicate titles of materials which are also available in standard-sized type.

**d. Non-Print Collections.**

- 1) **Videos/DVDs:** The Library collection includes videos and DVDs for general recreational and informational viewing. This collection includes popular interest feature films, classics, musicals, documentaries, and foreign films, as well as documentaries, general interest informational and instructional films.
- 2) **Books on CD & Audiocassette:** The majority of titles in this collection are fiction. Informational, instructional, entertainment, and foreign language materials are included when the auditory experience enhances appreciation or understanding of the content. Unabridged audio books are given preference over abridged versions.
- 3) **Music CD's:** The music section of the collection represents a wide range of musical styles. Community needs, customer requests, reviews, and awards are considered in selection.

- 4) **Electronic Resources:** The Library provides access to a wide variety of informational databases, and a collection of popular and literary titles in downloadable audio format.

**e. Youth Collection:**

- 1) The youth collection strives to meet the needs of residents from birth to approximately age twelve, and the needs of parents, educators, and others concerned with children. Materials in a variety of print and non-print formats are selected for all levels of children's understanding and reading abilities.

**f. Young Adult Collection:**

- 1) The Young Adult Collection serves as a transition between the youth collection and the adult collection. Materials in a variety of print and non-print formats are selected to meet the informational, recreational, and emotional concerns of teens between the ages of approximately twelve and eighteen.

**g. Special collections**

- 1) The Library collects a variety of other resources, in both print and non-print formats, including materials of regional, geographical, historical, genealogical, or archival interest, (e.g., city directories, telephone books, maps, photographs, slides, microfilms, videocassettes, CDs, recordings and audio cassettes).

## **2.4.7. DONATIONS TO LIBRARY COLLECTION**

The Library accepts donations of materials in all formats which are currently represented in the NOLS collection. Donated materials are subject to the selection criteria outlined in this Collection Management Policy. Decisions to add donations to the collection may also be influenced by available space, and by the staff time and costs associated with processing. At times donations must, regrettably, be refused.

The Library usually accepts only unconditional donations of materials. There is no guarantee that donated items will be added to the collection, or that items which are added to the collection will be shelved together or retained permanently. Donations which are not added to the collection are discarded in the same manner as other weeded materials (see section 2.5 of this policy).

The library also accepts cash gifts designated for purchase of materials. When making cash gifts, donors may suggest specific titles or subject areas for purchase. Such suggestions will be honored if possible, subject to the selection criteria outlined in this policy.

Donations and gifts of all other types, not relating to the library collection, are subject to the provisions of NOLS' Gift and Donations Policy # 8.4.

#### **2.4.8. RECOMMENDATIONS FOR PURCHASE**

The Library responds to patron and community needs and interests, and welcomes suggestions of specific titles to be purchased and areas of the collection to be enhanced. The criteria defined in this Collection Management Policy are applied to any recommendations for purchase. Patrons may request that a hold request be placed on items they recommend so that they may check that item out when it is added to the collection. Customers who recommended titles which are not selected will be notified whenever possible.

### **2.5. COLLECTION MAINTENANCE**

To ensure a vital collection of continued value to the community, the library follows an ongoing program of reevaluation of materials.

Materials are removed from the collection when:

- a) They are no longer within the scope of the Collection Management Policy.
- b) They have zero or low circulation or use within an appropriate time period.
- c) They contain obsolete information, theories or concepts that are not useful for historic reference.
- d) They contain outdated or incorrect information.
- e) There are duplicate copies, unless multiple copies are justified by customer demand.
- f) Newer editions are acquired, unless older editions contain valuable information not found in later editions.
- g) They are in poor physical condition, unless they cannot be replaced and are considered essential to the collection.

Materials which are removed from the collection are disposed of according to Policy # 7.7 Surplus Materials, Furniture, and Equipment.

Materials in time-critical areas such as law and medicine are reviewed frequently and removed if they contain outdated or incorrect information.

## 2.6. CHALLENGES AND CENSORSHIP

The Library is a public institution dedicated to the open communication of ideas and information. NOLS celebrates everyone's intellectual freedom, and applies no restriction on the right to read, listen or view. NOLS endorses and supports the American Library Association [Library Bill of Rights](#), [Freedom to Read Statement](#) and all approved amendments and interpretations. These include but are not limited to the [Free Access to Libraries for Minors](#) and [Freedom to View](#) Statements. Copies of these documents are appended to this policy.

The Library acquires a wide variety of materials to meet the needs of the community's diverse population and to provide a balanced representation of information, ideas and viewpoints. Principles and criteria for selection of these materials are detailed in this Collection Management Policy.

Due to the diverse nature of the Library collection, it is possible that any individual may find information and ideas, with which he or she disagrees, contained in the Library's collection. An individual who has a serious concern about the inclusion of a specific title in the collection is encouraged to discuss this concern with a librarian and/or submit a [Request for Reconsideration of Library Materials](#).

### 2.6.1. REQUESTS FOR RECONSIDERATION

The Library recognizes the right of individuals and groups to question materials in the library collection. When a [Request for Reconsideration](#) form is submitted, one or more representatives of the Collection Management Team reviews the item in question, along with reviews and other professional resources, and makes a recommendation to the Library Director to retain, remove, or relocate the item. The Director evaluates the recommendation and makes a determination. The Director responds in writing to the individual who made the Request, within 60 days after the Request was received. The Library staff members who maintain that area of the collection are informed of the Director's decision. The Library Director's decision may be appealed to the Library Board of Trustees. For a description of the appeal process, see Appendix G.