



## SPOKANE COUNTY LIBRARY DISTRICT

### **POLICY: Collection Development**

APPROVAL DATE: June 14, 1986

REVISION DATE: April 19, 2022

#### RELATED POLICIES:

Access to Library Services

Children's Safety in Libraries

Computer, Wireless Network and Internet Use

Customer Privileges and Responsibilities

Fixed Assets

Gifts

Intellectual Freedom

Naming and Recognition

STATUTORY REFERENCE: RCW 27.12.210

#### **Purpose**

Defines Spokane County Library District's responsibility to establish and maintain a collection of materials that meet the cultural, informational, educational, and recreational needs of District residents.

#### **Definitions**

**Collection:** For the purpose of this policy, the term "collection" refers to the library materials and resources that the District makes available to customers for reading, viewing, and listening, regardless of format, platform, or any applicable lending model.

**Parents:** For the purpose of this policy, the term "parents" refers to the legal guardian(s) of any minor child, and/or any adult standing *in loco parentis*.

*In loco parentis:* An individual stands *in loco parentis* when the individual acts in place of a parent and/or assumes responsibilities of a parent.

#### **Policy**

Spokane County Library District's (the District) Board of Trustees recognizes that within the District's service area there are individuals and groups with diverse interests, backgrounds, ages, life experiences, and information needs, and that the District was created to serve all of the people within the communities it serves. The Collection Development policy is based upon and reflects the District's Intellectual Freedom Policy, and the District's mission, vision, guiding principles, and strategic priorities.

#### Collection Development and Maintenance

The District is a popular materials library. Library materials will be selected and retained in a variety of formats and comprehension levels, including digital content, to serve cultural, informational, educational, and recreational interests.

### Spokane County LIBRARY DISTRICT

509.893.8200

#### Airway Heights Library

509.893.8250

#### Argonne Library

509.893.8260

#### Cheney Library

509.893.8280

#### Deer Park Library

509.893.8300

#### Fairfield Library

509.893.8320

#### Medical Lake Library

509.893.8330

#### Moran Prairie Library

509.893.8340

#### North Spokane Library

509.893.8350

#### Otis Orchards Library

509.893.8390

#### Spokane Valley Library

509.893.8400

#### The BookEnd

Spokane Valley Mall

509.893.8275

Some of the factors which will be considered in adding to or removing materials from the library collection shall include present collection composition, current and anticipated community needs, public interest, demand, timeliness, audience, current or historical significance of author or subject, diversity of viewpoint, community relevance, effective expression, cost and funding, and shelf space.

The District neither encourages nor discourages any particular viewpoint. No library materials that meet the District's selection criteria shall be excluded because of the origin, background, or views of the author or those contributing to its creation. Selection of materials by the District does not represent endorsement of the contents or the views expressed in those materials. Not all materials will be suitable for all members of the community.

The District shall be responsive to public suggestion of titles and subjects to be included in the library collection when these requests meet selection criteria. Remaining requests may be met through resource sharing with other libraries (interlibrary loan), electronic retrieval, or other means when feasible.

Gifts of materials may be accepted with the understanding that the same standards of selection are applied to gifts as to materials acquired by purchase, and that any gifts may be discarded at the District's discretion.

As a popular materials library, the systematic removal of materials is a normal and regular function of the District and is critical to the maintenance of the collection. An item will be transferred or removed from the collection if it is determined to meet any of the following criteria: poor physical condition, obsolete information, insufficient public use, number of copies exceeds demand, availability of similar or more recently published materials in the subject area, and prohibitive cost of maintaining the material.

The library collection shall be organized and maintained to facilitate access. There shall be no prejudicial labeling, sequestering, or alteration of materials because of controversy surrounding the author or the subject matter.

#### Collection Development and Maintenance Authority

The Board of Trustees delegates its authority to purchase library materials and resources to the District's Executive Director or designees.

Furthermore, the Board of Trustees delegates all collection development and maintenance authority, including the establishment of criteria for the evaluation and/or systematic removal of materials, to the District's Executive Director or designees.

#### Freedom to Read, View, Listen, and Inquire

The District's collection provides access to a wide variety of legally protected materials. The Board of Trustees believes that reading, listening to, and viewing library materials are individual, private matters. Individuals are free to select or reject materials based on personal values, interests, and preferences. However, they shall not restrict the freedom of others to read, view, listen, and/or inquire.

#### Children's Use of Library Resources

The District affirms the rights and responsibilities of parents to guide and direct the library use of their own minor child and determine which resources will best fulfill their needs.

The District maintains that parents—and only parents—have the right and the responsibility to restrict the access of their children—and only their children—to library resources. Parents who do not want their children to have access to certain library services, materials, or facilities, should advise their children and monitor their children's library use accordingly.

District staff cannot assume the role of parents or the functions of parental authority in the private relationship between parent and child. District staff cannot determine which resources will best fulfill the needs and interests of any individual based on chronological age or level of education. While available to provide guidance on selections, District staff are not responsible for monitoring a child's use of and selection from library collections. No employee, officer, or agent of the District stands *in loco parentis*.

#### Request for Review of Library Materials

The Board of Trustees recognizes the right of individuals to question the inclusion of materials in the District's collection. A library customer questioning material in the collection is encouraged to talk with designated members of the staff concerning such material. If a library customer wishes to formally state their opinion and is a District resident as defined in the Customer Privileges and Responsibilities policy ("Persons who reside in unincorporated Spokane County or an annexed or contracting city or town."), they may complete a *Request for Review of Library Materials* form. An initial written response will be sent within 15 business days of receiving the request. Material that has been questioned will remain in the active collection until the District has made a determination of its status. The District will not accept or respond to *Request for Review of Library Materials* forms submitted by anyone who does not reside in the District.

The Executive Director will establish administrative procedures necessary to implement this policy. Any appeal of an administrative action under this policy will first be made in writing to the Executive Director and then to the Board of Trustees.

The District will make a good faith effort to implement this policy in a fair and consistent manner.