

## SPOKANE COUNTY LIBRARY DISTRICT

### **POLICY: COLLECTION DEVELOPMENT**

APPROVAL DATE: 6/14/1986

REVISION DATE: 8/21/2018

#### RELATED POLICIES:

Computer, Wireless Network and Internet Use

Fixed Assets

Gifts

Customer Privileges and Responsibilities

Naming and Recognition

STATUTORY REFERENCE: RCW 27.12.210(9)

#### **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 the District residents.

#### **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, and needs, and that the District was created to serve all of the people within the communities that it serves.

The Collection Development Policy is based on and reflects the District's mission, vision, values, and strategic goals.

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.

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 mean 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



[www.scl.d.org](http://www.scl.d.org)

Administrative Offices

509.893.8200

fax 509.893.8472

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

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 critical for maintenance of the collection. An item will be transferred or removed from the collection for any of the following reasons: 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.

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

The Board 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; however, they cannot restrict the freedom of others to read, view or inquire. Only parents or guardians have the right and responsibility to guide and direct the reading, listening, and viewing of their own minor children. While available to provide guidance on selections, library staff members are not responsible for monitoring a child's use of and selection from library collections.

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 his/her 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."), he or she may complete a formal *Request for Review of Library Materials* form. Only District residents will receive a written response to a *Request for Review of Library Materials* form. An initial response will be sent within 14 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 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.



[www.scl.d.org](http://www.scl.d.org)

Administrative Offices  
509.893.8200  
fax 509.893.8472

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