

Collection Development Policy Columbia County Rural Library District

Table of Contents

CHAPTER 1	
Statement of Purpose	Page 2
Organizational Responsibility	Page 2
Service Principles	Page 3
CHAPTER 2	
Selection Criteria of Library Materials	Page 4
CHAPTER 3	
Collections Areas: (listed in alphabetical order)	Pages 5-11
Adult Collections	
Adult Fiction	Page 5
Adult Nonfiction	Page 5
Audiovisual Materials Collections	Pages 5-6
CDs/Playaways	Pages 5-6
Visual Materials	Page 6
Children’s Collections	Page 7
Children’s Fiction & Picture Books (Easy)	Page 7
Children’s Nonfiction	Page 7
Digital Collections	Page 8
Electronic Media/Video Game Stations	Page 8
Electronic Resources/Databases	Page 8
English as a Second Language (ESL)	Page 8
eReaders	Page 9
Foreign Language Collections	Page 9
Genealogy Collections	Page 9
Graphic Fiction and Non-Fiction	Page 9
Hi-Lo Interest Reading	Page 9
Library Professional Services Collections	Page 10
New or Emerging Formats	Page 10
Northwest Collections	Page 10
Outreach Collections	Page 11
Periodicals	Page 11
Reference Collections	Page 11
Young Adult Collections	Page 11
Teen Fiction	Page 11
Teen Nonfiction	Page 11
CHAPTER 4	
Resource Sharing and Interlibrary Loan	Page 12
Interlibrary Loan Resources	Page 12
Internet Resources	Page 12
CHAPTER 5	
Collection Maintenance	Pages 13-14
Added Copies	Page 13
Mending, Binding, Replacement	Page 13
Weeding	Pages 13-14
CHAPTER 6	
Other:	
Gift Materials/Money Designated for Materials	Page 15
Request for Reconsideration of Library Materials	Pages 16-17
CHAPTER 7	
Appendix A: Request for a Reconsideration of Materials	Page 18
Appendix B: Library Bill of Rights ALA Council	Page 19
Appendix C: Freedom to Read Statement ALA Council	Pages 20-22
Appendix D: The Freedom to View Policy CCRLD	Page 23
Appendix E: Free Access to Libraries for Minors – An Interpretation	Pages 24-25
Of the Library Bill of Rights ALA Council	
Appendix F: Washington Library Association Intellectual Freedom Statement.	Page 26

Collection Development Policy Columbia County Rural Library District

The vision statement of the Columbia County Rural Library District is to be an accessible and valued resource, committed and responsive to the lifelong learning and recreational needs of the entire community. The Columbia County Rural Library District Board of Trustees recognizes that American democracy functions only if the full range of human ideas is accessible to the people and the principle of the First Amendment of the Constitution is guaranteed by being exemplified by American public libraries which provide access to those ideas in accordance with the Library Bill of Rights. The library collection is protected by the First Amendment, as a marketplace of ideas which are contained in varied and divergent materials. The library collection will be selected and maintained to provide materials which will enable each individual to acquire or to adapt the skills and knowledge necessary to participate in self-government, be productive, elevate economic stature, enhance humanity and contribute to enjoyment of life according to full exercise of free choice. The library collection will be an excellent and unbiased source of information. The library collection will include as wide a selection as possible, and subjects will be covered in sufficient depth to meet anticipated and expressed needs within budgetary constraints.

Chapter 1

Purpose – The Collection Development Policy governs the selection of materials and maintenance of library collections for Columbia County Rural Library District. The purpose of the policy is:

- To describe criteria for selection of library materials.
- To describe library collections and how they are managed.
- To establish a framework for continuous evaluation and improvement of the collection.

The Board of Trustees of the Columbia County Rural Library District entrusts the development of library collections to the Director and his/her designates. Library collections are considered as a whole for the Library District and are referred to in this policy as a single collection. The Library Board of Trustees considers all materials selected under this policy constitutionally protected.

Organizational Responsibility – Columbia County Rural Library District responds to community needs by providing:

- Relevant books, visual and audio material, eBooks, eAudiobooks, eReaders, electronic formats, programs and other resources.
- Courteous, respectful service.
- An inviting and welcoming environment.

In order to fulfill this mission, Columbia County Rural Library District maintains a collection of materials that is determined by budget, space, and current library service responses. Service responses may change in accordance with the library's planning process. The Columbia County Rural Library District currently directs two service responses:

- 1) Current topics and Titles (popular culture and recreational materials) and
- 2) General Information (Information on a broad range of general topics relating to work, school, and personal life).

Collection Development Policy Columbia County Rural Library District

Service Principles

The purpose of this document is to outline Columbia County Rural Library District's policy regarding the development of the collection of materials. Columbia County Rural Library District adheres to the following collection development policy service principles:

- The Columbia County Rural Library District Board of Trustees recognizes that the library is a community resource for people of all ages, races, creeds, national origins, and political, religious, or social views. The Board realizes that customers have diverse needs, interests, value systems, and reading abilities.
- It is a physical and virtual place where ideas and information are freely communicated through the collection and other services and resources.
- A variety of viewpoints is represented in the library's collection, regardless of the author's race, nationality, or political, religious, or social views. The existence of a particular viewpoint in the collection is an expression of the library's commitment to intellectual freedom and not an endorsement of the particular point of view.
- Not all materials will be suitable, nor of interest, to all segments of the community.
- Columbia County Rural Library District encourages parents to use the library with their children, and supports parents' rights and responsibilities to guide their children's reading and viewing of library materials. A librarian and/or trained library staff are available to assist parents and children to access and choose the most appropriate materials.
- Columbia County Rural Library District does not make a determination of what children should read, view, or borrow from the library.
- The Library does not act *in loco parentis*, but provides materials that support parents and children's searches for diverse materials and ideas.
- Materials are provided in varying formats that meet the educational, recreational and informational needs expressed by customers, and that represent divergent and alternative views.
- Resource sharing is viewed as an additional means of providing customers access to a larger volume of materials and information.
- Purchase suggestions from customers are encouraged, both in general and in the development of special collections.
- Through a process of ongoing assessment and maintenance, collections are kept relevant in content and format and useful to customers.
- The Columbia County Rural Library District endorses and defends the concepts of intellectual freedom as protected by the United States Constitution. The Columbia County Rural Library District Board of Trustees declares that it adheres to and supports documents that support the foundation of intellectual freedom, which are found in the appendix of this document.

Collection Development Policy Columbia County Rural Library District

Chapter 2

Selection Criteria of Library Materials

General selection criteria are taken into account for all materials selected for Columbia County Rural Library District's collection, regardless of whether the material under consideration is purchased or donated. All items selected will meet at least one of the following criteria:

- Public demand and interest.
- Need for information in a subject area.
- Contribution to diversity or breadth of collection.
- Suitability of reading level, interest, treatment of subject for intended audience.
- Timeliness of information and/or significance of the subject.
- Evaluations in professionally recognized critical review sources and/or widespread critical attention.
- Special local interest or community relevance.
- Authority, reputation, and competence of the author, editor, illustrator, publisher, or performer.
- Accuracy.
- Balance and diversity of viewpoint.
- Locally/regionally produced or authored. However, the fact that an author or producer is/was a resident of the local area region does not necessarily mean that the library will automatically select or accept copies of the item. Other factors including selection criteria and public interest may be more relevant in the decision to select or accept such items.
- Quality of writing or performance.
- Effectiveness and suitability of format, durability and quality of production.
- Price format and ease of use.
- Inclusion in standard bibliographies and indexes.
- Availability of material in other area libraries.
- Space limitations. Shelving arrangements of materials are dictated by size of the collection.
- Impact on materials' budget.
- Support of Library's mission and roles.
- Additional criteria may be used, when appropriate, for specific types of materials.

Collection Development Policy Columbia County Rural Library District

Chapter 3

Collection Areas (listed in alphabetical order)

Adult Fiction

Fiction is acquired to respond to the recreational reading and listening interests of a public with different tastes, interests and reading skills. Current popular (best sellers); local or regional fiction; and fiction in a wide range of genres including literary, historical mystery, science fiction, fantasy, western, horror, romance, inspirational, Hi-Lo Interest Reading level, and graphic novels, including a diversity of novels and short stories. Material may be purchased in hardback, large print, paperback formats, and possibly eBooks. Un-cataloged paperbacks may also be provided.

Adult Nonfiction

In accordance with the library's service responses, the collection includes general information and current topics and titles. Nonfiction collections are developed primarily in subject areas where there is significant actual or anticipated demand and covers a broad variety of subject areas related to work, school, and personal life. All library collections include recent and retrospective works. Nonfiction resources will address the needs of all ages, and will emphasize material written or produced for the general reader. The non-fiction collection may include graphic and Hi-Lo Interest Reading level material. Materials may be purchased in hardback, large print, paperback formats and possibly eBooks.

Audiovisual Materials

In order to fulfill the service goals and mission of the Columbia County Rural Library District, the Library maintains non-print resources for patrons of all ages. These resources represent a variety of formats and viewpoints; extend library services to a clientele not reached by print materials, and supply cultural, recreational, and informational productions best represented through an audiovisual medium. New formats will be considered under the Policy regarding 'New Format'.

The Library will not remove any rating labels that are carried by the item at the time of purchase, nor will it add any rating or warning label to any item.

1) CD and Playaway Collections

The audio resources consist of materials best suited or only experienced through the medium of sound. Formats include spoken word or books-on-tape in compact disc or Playaway formats including music compact discs, or other formats. These materials comprise a broad representation of music and the spoken word for adult, young adult, and children's interests.

- Music selections include works by a wide variety of composers and performers. Musical works are collected for all ages. The focus of the CD/music collection is the maintenance of standard recordings that represent critically recognized and perennially

**Collection Development Policy
Columbia County Rural Library District**

popular recordings by established artists in a variety of genres. The collection is not intended to reflect quickly evolving current popular music tastes and interests. Selection criteria of music recordings include public demand, local interests, and special consideration is given for titles that are well reviewed in recognized and critical publications.

- Spoken word selections include fiction, nonfiction, stage, radio productions, speeches, lectures, and language instruction. Selection criteria include patron demand and favorable reviews.

2) Visual DVD Collections

Visual resources include materials best suited or only experienced through the medium of sight and sound. Visual materials are acquired to provide enrichment, recreation, information, and educational needs of all ages through popular feature films, documentary, cultural, and instructional videos that augment the library's print resources. Formats include: DVD, Blu-ray, Playaway Views, and/or any new format that may be available in the future. The library offers a wide variety of titles representing differing tastes, interests, and backgrounds.

The following areas/types of video materials are selected:

- Adult and family interest feature films including contemporary and older productions, selective foreign films from other countries or by independent filmmakers, and productions that represent major benchmarks in film history. The entertainment collection does not necessarily include most current feature films which are widely available in commercial outlets. Some current mainstream films may be selected if they reflect the library's goals. Selection preference will be given to films based upon a book.
- General information and instructional visual collections includes a broad range of subject areas in which there is actual or anticipated demand for information in this format useful to the general public. Some topics include, but are not limited to, animals, travel, health, culture, history, crafts, exercise, hunting, documentaries, biographies, foreign language, and films with regional or local interest.
- Juvenile visual collections include filmed versions of books, as well as feature films, short features, cartoons, television productions, and instructional topics based on subject areas.
- All fiction and non-fiction visual collections for children and adults will be with a rating of General, PG, or PG13.
- The collection includes closed-captioned, signed, descriptive, and public performance videos.

Collection Development Policy Columbia County Rural Library District

Children's Collections serve children from infancy through age 12. Materials for this collection reflect the wide range of reading and interest levels that this age group includes. The children's collection exists to encourage children to develop a lifelong habit of reading for both recreational and informational needs. Materials are chosen based on positive reviews, popularity, award winners, children's classics, and/or accuracy of factual content. Children's collection includes the following types of resources: board books, paperbacks, picture books, fiction, easy and juvenile nonfiction in hardback and paperback, beginning readers, graphic books, magazines, recorded music, CDs, books-on-tape, DVDs, Blu-Ray, Playaway Views, eBooks, and eAudiobooks. Materials designed for adults who work with children are located in the adult collections.

Children's Fiction and Picture Books (Easy Books)

- **Fiction**

The fiction collection contains a balance of contemporary and retrospective materials. It reflects the wide variety of reading levels and the need for recreational and assigned reading. There is a core collection of modern and traditional classics. The primary audience is children ages 8 to 12 or grades 3 through 6.

- **Easy Books**

Easy books include picture books, board books and easy readers in print and audio formats. Picture books span a wide range of levels of comprehension and topics. Board books are provided for babies and toddlers. Easy readers include phonics, pre-primers, and simple vocabulary books to help children learn to read and move into chapter books. A wide variety of Easy books are selected in support of early literacy, by providing enjoyment, developing a child's appreciation of art and language, and building vocabulary. The primary audience is children from infancy to eight years, or through grade 2, and their parents and caregivers.

Children's Nonfiction

- **Easy Nonfiction** consists of informational books generally in a picture book format, that is shelved in the 'Easy Section,' and is intended for preschool and primary-grade children, through age eight or 2nd grade. Pictures are predominate over text.
- **Reader Nonfiction** books are easy nonfiction books written in a limited vocabulary for children learning to read. The content is very basic information about varied subjects of interest to children in the primary grades. These books are shelved on the 'Juvenile Nonfiction' shelf.
- **Juvenile Nonfiction** is collected for the intended audience of elementary school-age children. Titles are selected for developmentally appropriate levels of information in print and audio formats.

Collection Development Policy Columbia County Rural Library District

Digital Collections

The Columbia County Rural Library District Board of Trustees recognizes the growing importance of digital resources for the information needs of its patrons. Digital resources offer patrons and staff the ability to satisfy their information needs from their homes, offices, and other remote locations. They offer opportunities for those who would otherwise not have access to those resources. They have many value-added features not found in other formats, but they also present challenges unique to the digital environment.

The scope of digital resources refers to any source of information that can only be accessed or used via a computer. Digital resources may include:

- Archiving digital photographs and/or textual resources that are historical or genealogical in nature.
- E-Books if the budget allows for the purchase of E-Books through a vendor.
- E-Journals if the budget allows or if the E-journal is free with an existing print subscription.

Electronic Media/Video Game Stations

Technology is moving beyond books and the Columbia County Rural Library District Board of Trustees, of the 21st century, is aware that alternate means may be used to encourage people to come to the library. The Board may decide to purchase video games, depending on the library's budget, to slowly introduce modern technology to seniors as well as draw young people into the library. Purchase of video games will be under the Entertainment Software Rating Board (ESRB) rating system of:

- Early Childhood (EC) suitable for persons age 3 and older.
- Everyone (E) suitable for persons 6 and older.
- Everyone 10+ (E10+) suitable for ages 10 and older.
- Teen (T) suitable for ages 13 and older.

Electronic Resources/Databases

The library selects web-based materials that are available in electronic format. Electronic materials include reference resources and other tools that supplement Columbia County Rural Library District's print reference collection. In addition to reference electronic materials, the library district may maintain a selection of electronic books (also known as "e-books") that are available for circulation to library patrons. Electronic materials are selected in accordance with professional selection criteria based on reviews, cost, and the integration of these materials into the library's current service responses.

English as a Second Language (ESL)

A small collection of ESL material is provided to meet the needs of English language learners so that new immigrant populations are provided with resources to assist them in acquiring English language skills. These collections include English language instruction and other materials in a variety of formats for all ages. Materials are intended for independent learners and to supplement formal instruction.

Collection Development Policy Columbia County Rural Library District

eReaders

The purpose of offering eBook Readers to the public is to familiarize patrons with a new electronic format of Library material. In addition, it offers patrons the opportunity to discover and understand how an eReader can be used as an individual device for personal use. Staff-chosen material will be downloaded on these devices so patrons can fully experience the eReader. Patrons will not be permitted to download items to the eReader. A Patron must have a valid library card in good standing (no items overdue or outstanding fees). A Patron will sign a user borrowing agreement before checking out an eReader. eReaders must be picked up and returned in person at the library's circulation desk **(do not return in book drop)**. The Patron will wait at circulation desk while staff checks the eReader and its accessories for functionality before the item will be checked in and removed from the patron's record. The patron is responsible for damages to the eReader and its accessories.

Foreign Language Collection

Due to finite resources, collections of foreign language materials will be limited. Introductory and instructional materials in foreign languages are collected for both adults and children. Formats include print, audio, and visual. In order to be responsive to the current ethnic nature of the community, popular fiction and nonfiction materials in Spanish will be emphasized. As the nature of the community changes, the foreign language collection should reflect those changes.

Genealogy

This collection is a regional resource serving researchers in the field of genealogy and individuals interested in investigating their own family stories. Material types include atlases, books, periodicals, microforms, electronic databases, and vertical files. The primary focus of the collection is to support customers researching the history of families in the United States, especially Columbia County, the Palouse, and Southeast Washington State. The material is for reference/in-house use only and may not be checked out.

Graphic Fiction and Non-fiction Books

The graphic novels and non-fiction books are designed to encourage reading at all levels. The books tell a full-length story told in paneled sequential graphic format. The graphic books in the library's collection are for children, teens and adults. These books are shelved in the areas where staff deem appropriate for a particular reading level.

Hi-Lo Interest Reading Books

Hi-Lo books are for the reluctant readers focusing on books at the reader's interest level with a lower reading level. "Hi" stands for "high interest." "Lo" stands for "low vocabulary." The Hi-Lo books in the library are in the adult area to encourage readers of any age to have fun reading.

Collection Development Policy Columbia County Rural Library District

Library Professional Services Collections

A special collection called Professional Reference will be at the Library. It serves library staff as they make work-related decisions. Books and magazines related to library operations are stored in this collection. All customers may use the books or magazines (we keep only the past two years of professional magazines) for in-house reference use. Anyone wanting to check out a professional reference book for overnight use only must have the permission of the Director or Branch Manager. Professional juvenile materials for use by staff for story time are also maintained.

New or Emerging Formats

New or emerging formats are defined as the medium through which information or entertainment is conveyed. Columbia County Rural Library District is not in a financial position to be proactive in adopting new formats. Columbia County Rural Library District will consider new formats under the following circumstances and criteria:

- Demand for the format in the Library District.
- Demise of a current format.
- Only source of information.
- When a new format is more cost-effective than the current format.
- Durability of format for public use.
- Technical quality or production or reproduction.
- Compliance with industry standards and specifications.
- Suitability for circulation, access, and housing in a safe and convenient manner.
- Capability for networked distribution.
- Availability of funds for suitable start-up and continued collection development.

When a new format is investigated, the following issues will be addressed:

- How would this format be funded?
- What selection policy would apply to this format?
- What public concerns would arise?
- What processing concerns would arise?
- What security concerns would arise?
- What publicity concerns would arise?
- What would the time frame be for incorporation?

Northwest Collection

Columbia County Rural Library District provides a collection of research material pertaining to the history, exploration, and settlement of the Northwest, or that region including Washington, Idaho, Oregon, Montana and the province of British Columbia. The Northwest collection consists of print but other formats may be added to the collection. The Northwest collection serves the needs of a broad range of patrons, i.e., children working on school projects, genealogists, and scholars conducting research on all aspects of Northwest history. Special effort is made to collect material relative to Columbia County, the Palouse, Southeast Washington State as well as other regions of Washington State.

Collection Development Policy Columbia County Rural Library District

Outreach Collections – Outreach services are provided to patrons at participating senior facilities, the jail, as well as to individual homebound patrons. This collection is comprised of popular materials as well as memory and other assistive materials in a variety of print and non-print formats, with a special focus on large print, mass paperback, audio books and videos/DVDs.

Periodicals (Magazines/Journals)/Newspapers – Magazines and newspapers are purchased for the current popular interest of patrons of all ages and for reference and informational use. They are selected using the same general criteria for other materials. The availability of electronic and print indexing as well as the availability of full-text access is considered.

The magazines and newspapers for use by library patrons are purchased by the Friends of the Library through the Hamm Trust, which is administered by Blue Mountain Community Foundation. The Friends, with input from Director, staff, and community decide on the magazines that are purchased each year or discontinued. Periodicals and/or newspapers for professional library development are purchased with funds from the County Library District's budget. Selection or discontinuation of library journals and/or newspapers depends on the current library budget and need for a particular library-related journal.

Reference Collections

Basic print reference resources are maintained, but not limited to, the areas of business, government, fundraising, careers, education, consumer information, and motor vehicle repair. Reference materials are selected according to current Columbia County Rural Library District service responses. Further information about electronic reference materials can be found in this document under Electronic Resources/Databases.

Young Adult Collections (Teens)

The primary audience for teen books is library users between the ages of 12 and 18 or grades 7 through 12. Consisting mainly of recreational reading materials, the resources are selected to provide Columbia County's young people with materials that entertain, enlighten and challenge. Materials are chosen based on positive reviews, popularity, award winners, classics, and relevance to teen interests. The young adult materials will normally not duplicate materials found in either the adult or children's collections. Teen books are shelved in an area designated specifically for teens in this age group.

- **Teen Fiction**

The collection emphasizes contemporary popular fiction in hardcover and paperback, graphic novels, comics, and magazines. Teen audio formats are also purchased, but these items are shelved within the adult audio collection.

- **Teen Nonfiction**

Teen nonfiction focuses on homework support or current social issues of interest to this age group. Teen nonfiction is made available in hardcover and paperback. Teen audio formats are also purchased, but these items are shelved within the adult audio collection.

**Collection Development Policy
Columbia County Rural Library District**

Chapter 4

Resource Sharing and Interlibrary Loan

Interlibrary Loan Resources – Columbia County Rural Library District provides Interlibrary (ILL) services to patrons in accordance with the provisions of the Interlibrary Loan Policy. *See separate Interlibrary Loan Policy approved by the Columbia County Rural Library District Board of Trustees.* All Interlibrary loan book requests are reviewed by the Director or designee for possible purchase prior to the Library initiating an interlibrary loan transaction. Purchasing criteria for Interlibrary loan requests include the following:

- Has the Library previously owned the book and is a replacement copy available for purchase?
- Has the book been published within the last six months, and if so, do reviews in professional library journals recommend the title?
- Have multiple requests for the book been received at Columbia County Rural Library?

After review of the request, if the book is not purchased, the transaction follows the normal Interlibrary Loan process.

Internet Resources

Internet resources serve to supplement the resources that are available in print, non-print and electronic format to Columbia County Rural Library District users. Since the Internet is an unregulated resource, it is not possible for the staff of the Columbia County Rural Library District to evaluate the resources of the Internet for reliability and accuracy. Library Director or staff will follow established guidelines to determine reliable Internet sites on various subject matters that are available from the Library's Web page www.ccrld.lib.wa.us.

**Collection Development Policy
Columbia County Rural Library District**

Chapter 5

Collection Maintenance

Added Copies

Additional copies of material already in the collection are acquired if there is demonstrated borrower interest or if an increase in demand is anticipated. The decision whether to purchase additional copies of titles for which demand is anticipated is dependent on available funds, availability of similar materials already in the system, and shelf space. The Library District Director or designee will consider adding copies under these circumstances:

- If there are 4 or more holds on a book one (1) more additional copy will be considered for purchase.
- If there are 10 or more holds on a book two (2) more additional copies will be considered for purchase.

Mending, Binding, Replacement – Library materials in poor physical condition are replaced, mended or rebound if the information contained in them does not meet the criteria for weeding. Replacement is preferred over extensive mending. Mending is only performed when there is minor damage. A few titles of value and/or historical significance may be sent for rebinding if mending is not possible.

Lost or worn items may be replaced if they meet the selection criteria outlined in this policy. Replacement decisions are based on cost, demand, availability of newer materials on the subject, value of the work to the collection, and number of copies in the collection.

Weeding – To maintain attractive, active, current, and useful collections, library staff examine materials systematically throughout the year to assess their relevance to the whole collection, the public, and the statements of this policy. In addition, the physical condition of materials in the collection is continuously assessed. The removal of materials from the collection is called “weeding.” All materials withdrawn locally are reviewed according to broader considerations. General weeding criteria include:

- Accuracy
- Current or potential use
- Item contains outdated information and is of no widespread historic or reference interest
- Physical condition
- Item is no longer circulating regularly
- Completeness (sets)
- Reference value
- Availability of similar materials
- Item is a duplicate of a title that is not in demand
- Item no longer meeting other current selection criteria
- Local community needs
- Historical value
- Space in the local library

**Collection Development Policy
Columbia County Rural Library District**

Materials withdrawn from the collection may be: (see RCW 39.33.070)

- Exchanged with another public or academic library;
- Reading materials of \$1000 or less, library may negotiate the sale of the reading materials to a public or private entity;
- Reading materials in excess of \$1000, shall be sold at public auction to person submitting the highest reasonable bid following publication of notice of the auction in a newspaper;
- Sent to the Friends of the Library book sale only if Friends and Library Board of Trustees have an agreement that provides legally sufficient benefits to the Library in exchange for any library resources given to the association in order to avoid a gift of public funds (see State Constitution Article 8, section 7);
- Sent to recycling;
- Sent to disposal.

The agreement between the Library Board and the Friends of the Library outlines the policy on the sale of materials withdrawn from the collection.

**Collection Development Policy
Columbia County Rural Library District**

Chapter 6

Gifts

The Columbia County Rural Library District welcomes gifts of both materials and money to purchase materials. Acceptance of a gift of materials may depend on the available space at the Library. Donors understand that the gift becomes the sole property of the Library District, which assumes responsibility for and the right to determine its use, maintenance, and disposition.

Monetary gifts to purchase materials are encouraged. Donors may specify types of materials to be purchased but are requested to keep in mind that specific titles may not be available. Materials purchased with monetary donations must be based upon library selection criteria.

Gifts of materials are examined and may be added to the collection under the same criteria used for purchasing materials. Gifts are accepted if the donor agrees that they may be added to the collection, sold at book sales, donated to the Friends of the Library, or otherwise disposed of at the discretion of the Director. All materials gifted become the property of Columbia County Rural Library District. The Library does not assign a monetary value to donations for tax purposes, but does issue a receipt indicating the number of boxes or books given.

The Library does not accept gift magazine subscriptions unless the Director or Branch Manager has previously approved the gift subscription. In order to be eligible for acceptance the magazine must meet the general selection criteria for other materials and be initially established, by the donor directly with the magazine, for a minimum of two years. Gift magazine subscriptions received by the library that have not been previously approved will be discarded immediately upon receipt at the Library.

Gifts that are added to the collection are shelved with other materials in normal sequence. The Library does not provide special shelving or separate locations for gift items. Gift items, including memorials, are weeded according to the same criteria used for purchases, and are not retained indefinitely.

Gift books may be plated with a library bookplate if the donor wishes. Books donated as memorials, are identified with an appropriate plate with the donor's approval.

Donations of special or unique collections that are of local or historical interest that further the mission of the Library will be considered for addition to the Library. Such material will be added to the Library's collections according to established policies and procedures. The Library and donor of such special or unique collections may negotiate an agreement outlining the Library's planned location, shelving, circulation and conditions of withdrawal of items in the donated collection. Any such agreement will include the requirement that the material becomes the property of the Columbia County Rural Library District upon addition to the Library.

Collection Development Policy Columbia County Rural Library District

Request for Reconsideration of Library Materials

The Columbia County Rural Library District Board of Trustees and staff believes in freedom of information for all and does not restrict a user's right to read, listen, or view library materials. Some materials held in the Library's collection may be controversial and some library users may find materials offensive or inappropriate for the collection. The Columbia County Rural Library acknowledges the right of a resident to initiate a "Request for a Reconsideration of Materials" found in the Library's collection. To initiate the process, the individual should talk with the Director, Branch Manager or designee. The staff member should actively listen to the concerns expressed. After listening, the Director, Branch Manager, or designee should briefly explain the library's collection development policy (well rounded collection in a variety of formats for a diverse population with a variety of interests, reading abilities, and value systems). If, after this exchange, the individual wishes further consideration, the staff member will offer the individual the option of completing a formal "Request for Reconsideration of Library Materials" form. The customer may:

1. Complete the form and give it to the Director, Branch Manager, or designee. The form will be given to the Director if received by the Branch Manager or another staff person.
2. Customer may mail the form themselves to:
Columbia County Rural Library District
P. O. Box 74
Dayton, WA 99328

Once completed, the review will proceed in three stages as necessary:

1. A designated staff member will acknowledge receipt of the "Request for Reconsideration of Library Materials" form and give form to Director in a timely manner. A written response to the concerns stated in the completed form, based on staff review of the material in question, will be sent to the patron within two months.
2. The Director will provide a written response to the request for review within thirty (30) days.
3. If the Director's response does not satisfactorily resolve the issue, the patron may request an appeal to the Board of Trustees. The appeal request is submitted in writing to the Library District Board Chair. The Board will hear public comment on an appeal by the next available regularly-scheduled Board meeting after receipt of the appeal letter. This review will allow for a presentation, by the complainant only, not to exceed ten minutes.
4. Following the patron's presentation, the Library Board will consider their decision, only on the following points:
 - Is the Library Director's decision in line with current Library Board approved policies?
 - Is the Library Director's decision arbitrary or capricious?
5. A decision will be made by the Board at a regularly-scheduled meeting at such time as the Board feels fully prepared to consider such decision. If a decision is

**Collection Development Policy
Columbia County Rural Library District**

- not made at the time of the appeal, the appellant will be notified in writing as to when the Board is prepared to consider such decision, and will also be informed in writing as to the Board's decision.
6. The following criteria must be met for the patron to appeal to the Library Board of Trustees:
- The patron is a resident of Columbia County.
 - The item challenged does not conform to the Collection Development Policy adopted by the Library Board.
 - The patron presents his/her appeal to the Library District Board in writing. This letter of appeal, with specific reference to where the item does not conform to the current Collection Development Policy, should be mailed to:

Columbia County Rural Library District
Attention Chair, Board of Trustees
P. O. Box 74
Dayton, WA 99328
7. Once the Library District Board has taken formal action on a patron's *Request for Reconsideration of Library Materials* no further complaints of a similar nature will be considered by the Board for the same title. Patrons who submit a *Request for Reconsideration of Library Materials* for a title that received formal Library Board review will be notified by the Director that the Board has previously reviewed the specific title and no further action will be considered.

**Collection Development Policy
Columbia County Rural Library District**

Appendix A: Request for a Reconsideration of Materials

The Board of Trustees of the Columbia County Rural Library District has delegated the responsibility for selection and evaluation of library resources to the Library Director and has established reconsideration procedures to address concerns, from county residents, about these resources. Completion of this form is the first step in these procedures. If you wish to request review of a library resource complete this form and return it to the circulation desk at the Dayton Memorial Library or mail to: Columbia County Rural Library District, P. O. Box 74, Dayton, WA 99328.

Customer Name _____ Date _____

Address _____

City _____ State _____ Zip _____ Phone _____

Are you a resident of Columbia County? Yes _____ No _____

1. Resource on which you are commenting:

_____ Book	_____ Audio Book	_____ Playaways
_____ Videocassette	_____ Magazine	_____ Video Game
_____ DVD	_____ Newspaper	_____ Database
_____ Music CD/Audiocassette	_____ Computer Software	_____ Web site link
_____ Other		

Title _____

Author/Artist/Producer _____

2. What brought this resource to your attention? _____

3. Have you examined the entire resource? Yes _____ No _____

4. What concerns you about the resource (use other side if necessary)?

5. Are there resources you suggest to provide additional information and/or other viewpoints on this topic?

Signature: _____

**Collection Development Policy
Columbia County Rural Library District**

Appendix B: Library Bill of Rights – ALA Council

Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 18, 1948, by the ALA Council; amended February 2, 1961; amended June 28, 1967; amended January 23, 1980; inclusion of "age" reaffirmed January 24, 1996.

A history of the Library Bill of Rights is found in the latest edition of the [Intellectual Freedom Manual](#).

<http://www.ala.org/ala/oif/statementspols/statementsif/librarybillrights.htm>

Collection Development Policy Columbia County Rural Library District

Appendix C: Freedom to Read Statement – ALA Council

The Freedom to Read Statement

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

Collection Development Policy Columbia County Rural Library District

1. *It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.*

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. *Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.*

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. *It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.*

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

4. *There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.*

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

5. *It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.*

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

Collection Development Policy Columbia County Rural Library District

6. *It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.*

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

7. *It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.*

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.

<http://www.ala.org/ala/oif/statementspols/ftrstatement/freedomreadstatement.htm>

**Collection Development Policy
Columbia County Rural Library District**

Appendix D: Freedom to View Policy – CCRLD’s policy

Purpose: The FREEDOM TO VIEW, along with the freedom to speak, to hear, and to read is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression.

Policy: The Columbia County Rural Library District Board of Trustees affirms these principles with regard to the Freedom to View:

1. It is in the public interest to provide the broadest possible access to films and other audio-visual materials because they have proved to be among the most effective means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee of freedom and expression.
2. It is in the public interest to provide for our audiences films and other audio-visual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
3. It is the Columbia County Rural Library District’s professional responsibility to resist the constraint of labeling or pre-judging a film on the basis of the moral, religious, or political beliefs of the producer of filmmaker on the basis of controversial content.
4. It is the Columbia County Rural Library District’s principle to protect the confidentiality of all individuals and institutions using film, video, DVD, Blue Ray, and other audiovisual materials.
5. It is the County Library District’s professional responsibility to contest vigorously, by all lawful means, every encroachment upon the public’s Freedom to View.
6. In accordance with Washington State Law, R.C.W. 19.188.030, we, the Board of the Columbia County Rural Library District, actively encourage parents and guardians to preview videos, DVDs, Blue Ray or any other medium of film making or to watch them with their children so they may use the opportunity to teach their children their own views on violent or improper behavior. Parents who visit the library with their children are encouraged to help them with selecting videos, DVDs, Blue Ray or other film making mediums to take home or to watch in the library.
7. Library staff will not attempt to impose their political, religious, or moral beliefs on members of the public, regardless of their age, in matters of selecting visual materials but will check out whatever circulating material is brought to the circulation desk by the patron.

HISTORY

Adopted March 13, 2008

**Collection Development Policy
Columbia County Rural Library District**

**Appendix E: Free Access to Libraries for Minors – An Interpretation of the
Library Bill of Rights – ALA Council**

Free Access to Libraries for Minors

An Interpretation of the Library Bill of Rights

Library policies and procedures that effectively deny minors equal and equitable access to all library resources available to other users violate the [Library Bill of Rights](#). The American Library Association opposes all attempts to restrict access to library services, materials, and facilities based on the age of library users.

Article V of the *Library Bill of Rights* states, "A person's right to use a library should not be denied or abridged because of origin, age, background, or views." The "right to use a library" includes free access to, and unrestricted use of, all the services, materials, and facilities the library has to offer. Every restriction on access to, and use of, library resources, based solely on the chronological age, educational level, literacy skills, or legal emancipation of users violates Article V.

Libraries are charged with the mission of developing resources to meet the diverse information needs and interests of the communities they serve. Services, materials, and facilities that fulfill the needs and interests of library users at different stages in their personal development are a necessary part of library resources. The needs and interests of each library user, and resources appropriate to meet those needs and interests, must be determined on an individual basis. Librarians cannot predict what resources will best fulfill the needs and interests of any individual user based on a single criterion such as chronological age, educational level, literacy skills, or legal emancipation.

Libraries should not limit the selection and development of library resources simply because minors will have access to them. Institutional self-censorship diminishes the credibility of the library in the community, and restricts access for all library users.

Children and young adults unquestionably possess [First Amendment](#) rights, including the right to receive information in the library. Constitutionally protected speech cannot be suppressed solely to protect children or young adults from ideas or images a legislative body believes to be unsuitable for them.¹ Librarians and library governing bodies should not resort to age restrictions in an effort to avoid actual or anticipated objections, because only a court of law can determine whether material is not constitutionally protected.

The mission, goals, and objectives of libraries cannot authorize librarians or library governing bodies to assume, abrogate, or overrule the rights and responsibilities of parents. As "[Libraries: An American Value](#)" states, "We affirm the responsibility and the right of all parents and guardians to guide their own children's use of the library and its resources and services." Librarians and governing bodies should maintain 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 so advise their children. Librarians and library governing bodies cannot assume the role of parents or the functions of parental authority in the private relationship between parent and child.

Lack of access to information can be harmful to minors. Librarians and library governing bodies have a public and professional obligation to ensure that all members of the community they serve have free, equal, and equitable access to the entire range of library resources regardless of content, approach, format, or amount of detail. This principle of library service applies equally to all users, minors as well as adults.

Collection Development Policy Columbia County Rural Library District

Librarians and library governing bodies must uphold this principle in order to provide adequate and effective service to minors.

¹See [Erznoznik v. City of Jacksonville](#), 422 U.S. 205 (1975)-"Speech that is neither obscene as to youths nor subject to some other legitimate proscription cannot be suppressed solely to protect the young from ideas or images that a legislative body thinks unsuitable [422 U.S. 205, 214] for them. In most circumstances, the values protected by the First Amendment are no less applicable when government seeks to control the flow of information to minors. See [Tinker v. Des Moines School Dist.](#), *supra*. Cf. [West Virginia Bd. of Ed. v. Barnette](#), 319 U.S. 624 (1943)."

Adopted June 30, 1972, by the ALA Council; amended July 1, 1981; July 3, 1991, June 30, 2004.

<http://www.ala.org/Template.cfm?Section=interpretations&Template=/ContentManagement/ContentDisplay.cfm&ContentID=8639>

**Collection Development Policy
Columbia County Rural Library District**

Appendix F: Washington Library Association Intellectual Freedom Statement

Washington Library Association Intellectual Freedom Statement

The Washington Library Association supports the principle of free, open, and unrestricted access to information and ideas regardless of the medium in which they exist. A democracy can only succeed if individuals have access to the information necessary to form opinions and make decisions on issues affecting their lives. Libraries play a key role in providing access to this information.

The Association regards this access as a right of all individuals. Therefore, the Association believes that libraries have a responsibility to provide access to a wide range of perspectives and viewpoints.

The Association believes that parents and legal guardians have the right and responsibility to guide their own children in the exercise of their rights of access.

The Association recognizes privacy and confidentiality as essential components of intellectual freedom.

The Association encourages and supports local community involvement in developing policies that uphold the United States and Washington State constitutional guarantees of free speech and intellectual freedom.

The Washington Library Association endorses the American Library Association's Code of Ethics, Freedom to Read Statement, Freedom to View Statement, and Library Bill of Rights and its Interpretations.

Therefore, the Washington Library Association opposes censorship and restrictions on access to the full range of constitutionally protected materials and speech.

Ratified at the WLA Conference in Spokane, WA - 4/6/01

<http://www.wla.org/about/resolutions/ifstatmt.pdf>