

## **BEAVERTON CITY LIBRARY COLLECTION DEVELOPMENT POLICY**

Adopted by the Library Advisory Board April 2023

### **Beaverton City Library Collection Development Policy**

This policy describes the purpose and goals of the collections of the Beaverton City Library (Library) and gives guidance and direction to Library staff for collection development and maintenance.

The Library's mission, vision, values, and strategic directives inform this collection development policy and an equity lens was used in its creation.

- **Our mission:** The Library is the heart of our community, providing materials and services in welcoming environments for all to learn, discover, explore, and grow.
- **Our vision:** The foundation for an engaged and thriving community.
- **Our values:** The Library strives to be:
  - Welcoming
  - Inclusive
  - Approachable
  - Helpful
  - Responsive
- **Our strategic directives**
  - Builds, engages with, and is embedded within the community
  - Is inclusive, responsive, and creative
  - Expands and champions access to technology

These values were developed with input from the community and are aligned with the [Beaverton City Council's goals and priorities](#), the mission of [Washington County Cooperative Library Services \(WCCLS\)](#), and the [American Library Association's Core Values of Librarianship](#).

### **Service Area**

The Library serves everyone in the City of Beaverton and portions of unincorporated Washington County as defined by Washington County Cooperative Library Services (WCCLS). The Library is a member of WCCLS, a network of taxpayer-funded libraries in Washington County that exists to provide equal access to library services for all Washington County residents and WCCLS Cardholders.

### **Our Libraries**

#### **Main Library**

The Main Library is the City of Beaverton's largest library location. It has a wide range of materials to provide for the informational, educational, and recreational needs of community members. Materials are available for all ages in a variety of formats and include the World Languages collections. The World Language collections contain materials written in languages other than English and reflect significant population groups that live within the Library's service area, which is defined by census and school district data.

## **Murray Scholls Branch Library**

The Murray Scholls branch, located in the Murrayhill area of Beaverton, has a collection focused on serving the surrounding community. It provides popular materials for adults, teens, and children, with an emphasis on children's materials.

### **Community Bookshelves**

Library staff maintain self-serve community bookshelves at several locations around Beaverton. These bookshelves contain free books available to all and include donations and withdrawn library books. Materials on these bookshelves only follow selection guidelines when purchased by the Library.

### **Bookmobile and Library on Wheels**

The Library Bookmobile and the Library on Wheels program bring circulating materials to sites around the Library's service area, helping the library reach community members who may not otherwise have easy access to library materials.

### **Collection Goals**

The Library strives to:

- Provide a dynamic collection that reflects the community's needs, interests, and diversity, and is available in a variety of formats.
- Inspire a love of reading and the exploration of ideas, culture, and knowledge with a focus on supporting literacy and learning.
- Be responsive to community needs by obtaining current, popular materials and providing access to information.

### **Responsibility for Collections**

The Library is managed by a Library Director, with the advice and counsel of its Library Advisory Board. Library Team Managers oversee librarians who manage collections based on the materials selection and de-selection guidelines contained in this policy.

### **Selection Guidelines**

Librarians base their selection decisions on professional experience and their knowledge of the diverse needs and interests of the community. Selection decisions may also be influenced by budget, space, and format considerations.

The Library will generally use the following factors when selecting materials:

- Community needs, interest, and demand
- Representation of Beaverton's diverse population
- Quality, accuracy, and clarity
- Positive professional reviews and awards
- Authority of the item's creator
- Timeliness of information

- Existing subject coverage in the collection
- Number of copies elsewhere in the cooperative
- Value in relation to cost

## **Formats**

The Library purchases materials in a variety of formats. These formats may change in response to evolving technology. Textbooks are rarely purchased.

The Library may acquire self-published books when they include unique local content or are by a local author and meet the Library's selection criteria. The Library defines "local" authors as those living in the Portland Metropolitan Area.

## **De-selection of Materials**

Weeding, or de-selection, of materials is important to maintaining library collections that best serve the community. When deciding whether to keep, withdraw, or replace an item, the Library considers:

- Physical condition
- Accuracy and currency of information
- Usage statistics
- Community needs
- Space limitations
- Availability of the item in the cooperative or through inter-library loan
- Historical value

## **Intellectual Freedom**

The Library follows the guidance of the American Library Association's [Library Bill of Rights](#), [Freedom to Read Statement](#), and [Freedom to View Statement](#). The Library upholds the right of the individual to access information, even though others may find it controversial, unorthodox, or unacceptable. The Library aims to represent a wide variety of viewpoints in its collection, enabling citizens to make the informed choices necessary in a democracy.

Library materials will not be restricted, sequestered, altered, or labeled by the Library because of controversy about the author or the subject matter. The Library does not stand *in loco parentis*. Parents and guardians, not the Library, have the responsibility to guide and direct the reading, listening, and viewing choices of their minor children.

## **Patron Requests Regarding Library Materials**

The Library welcomes expressions of opinion from the public regarding materials selected or not selected for the library's collection. Library user suggestions can bring to the Library's attention the unmet needs and desires of patrons. The Library approaches requests to add or reconsider materials in the library collection using the guidelines identified in this policy.

## **Request for Addition of Materials**

Members of the community are welcome to suggest items for inclusion in the collection. Suggestion forms are available at the libraries and online on the Library's website and are given to the appropriate Library staff for consideration. Requested materials are evaluated using the criteria listed under Materials Selection Guidelines. If the Library does not purchase the materials requested, the Library may obtain the materials on behalf of the patron through resource sharing with other WCCLS libraries or through the Interlibrary Loan service.

## **Requests for Reconsideration of Materials**

If a patron objects to the presence of any material in the library collection, librarians are available to discuss the issue with the patron. Patrons may choose to submit a Request for Reconsideration of Library Material form. Upon receiving a completed form, the Library will review the selection decision in reference to this policy. The Library will accept Request for Reconsideration of Library Material forms from City of Beaverton residents or community members registered at one of the library locations. The ultimate decision whether to include or exclude material from the collection rests with the Library Director.

## **Gifts**

The Library welcomes monetary gifts. To make a monetary donation, please see the Library's [Donation Policy](#). Most book and all media donations are sent to the [New Friends of the Beaverton City Library](#), which sells donated material to provide funding for the library. In some cases, an item may be added to the collection based on the selection guidelines used for purchased materials and the Library's ability to catalog the item.