

# **Collection Management Policy**

## **Argenta-Oreana Public Library District**

The Argenta-Oreana Public Library District strives to meet the lifelong educational, recreational, and cultural needs of the communities it serves. It is committed to maintaining a collection that is strong, usable, current, well-balanced, and diverse and will seek out items for the collection in a variety of reading skill levels, topics of interest, and formats.

### **Collection management responsibility**

Overall responsibility for the management of the collection rests with the Director, who will delegate selection, maintenance, and disposition as appropriate and in accordance with this policy. The Library Board of Trustees is responsible for establishing, reviewing, and updating the Collection Management Policy, reviewing requests for material reconsideration, and protecting the rights of patrons.

### **Selection**

Materials for the collection will be selected based on the following criteria:

- Significance and permanent value to the collection
- Patron recommendations and demand
- Currency and timeliness
- Quality and educational/recreational value
- Favorable reviews from reputable sources
- Availability
- Cost and current budget constraints

### **Evaluation and disposition of materials**

To maintain the highest quality collection, the library district's collection will be continuously evaluated. At times, it is necessary to weed items. Staff will evaluate items to be weeded based on condition, currency, availability, quality, value, and patron demand. Discarded items will be given away or resold when possible.

### **Donations**

Donations of materials are accepted with the understanding that any material not selected for the library district's collection will be resold, donated elsewhere, or otherwise disposed. The library district will issue donation receipts upon request, but will not place any dollar value on the items received.

Monetary donations, trusts, and bequests are gratefully accepted. Donors wishing to earmark funds for specific collections or donate a specific item are asked to speak to the

Director first to ensure the donation fits the collection. The library district can supply a list of needed materials to a donor upon request.

The library district cannot accept restricted gifts or donations without prior approval from the Director or the Library Board of Trustees.

### **Reconsideration of Library Materials**

The Argenta-Oreana Public Library District adheres to the American Library Association's Library Bill of Rights and Freedom to Read Statement, so it does not judge or discriminate against a patron's right to access materials. As such, the library district holds that censorship is entirely an individual matter, and others cannot exercise censorship over items they find objectionable to restrict the freedom of others to use those items.

The library district does make every effort to catalog items in age-appropriate categories and label them as such, but will not censor, label, or identify items in any way to show approval or disapproval of the contents. Parents/legal guardians are responsible for determining the maturity level of their children and discussing concerns with them.

Patrons wishing to register a complaint about library materials may file a Request for Material Reconsideration form with the Director. The issue will be addressed at the monthly public meeting of the Library Board of Trustees, whose decision will be final.

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