

6. Materials Selection and Collection Development

6.1 Overview and Purpose

The Boundary County Library's (BCL) primary mission is to inform, educate, and culturally enrich the entire community it serves by providing the community with a broad range of library materials and services. BCL serves all county residents regardless of age, gender, racial, religious, social, economic, or political status. Its basic role as a public library is to aid individuals of all ages in their pursuit of education and information by providing and circulating public library materials in a variety of formats, allowing free internet access, and through our programs and partnerships.

The purpose of this policy is to provide guidance and establish the process to add items to the collection and evaluate its content and mix over time.

The Boundary County Library follows all State and Federal laws.

6.2 Collection Scope

The Boundary County Library is responsive to the demand for contemporary materials of interest and significance but attempts to balance this demand with the need to preserve materials of permanent value. The library's collection development objectives are:

- To provide resources that inform, enrich, empower, entertain, and educate people as individuals, as families, and as a community.
- To include works of enduring value as well as timely material on current issues.
- To provide a balanced collection that represents a variety of viewpoints and opinions.
- To select materials based on community needs, both those expressed and those inferred from user demographics and other evidence of areas of interest.

6.3 Responsibility for Materials Selection

The Boundary County Library Board of Trustees are representatives of the community, setting policies and approving services for the institution. (*Idaho Code Title 33, Chapter 26*). Based on these policies, the Boundary County Library administration then develops procedures.

Materials selection rests with the Boundary County Library Director, who operates within the framework of this policy.

It is the Boundary County Library Director who has the responsibility within the policy approved by the Board to administer the selection process, provide, and track collection expenditures by selector and selection area to ensure the even flow of new resources to the library throughout the year. All staff may participate in the selection of library resources for review by the Boundary County Library Director.

The Boundary County Library Director or staff will use critical reviews and other appropriate selection tools, which include but are not limited to, the American Library Association's *Booklist*, *Library Journal*, *Kirkus Reviews*, H.W. Willsons *Fiction Catalog*, *Non Fiction Catalog*, *Public*

Library Catalog, Children's Catalog, and various online resources are used in the selection process.

6.4 Selection Criteria

The Boundary County Library acts to fulfill its mission by selecting, acquiring, organizing, preserving, maintaining, and providing access to a collection of materials and electronic resources that reflect the interests and needs of our diverse community.

The Boundary County Library will not advance one perspective without regard for the other(s). Within the constraints of budget and space, the Boundary County Library will provide, to the extent practical, materials that present varied perspectives.

The Boundary County Library makes available a diversity of ideas and information to support an informed citizenry. The Boundary County Library upholds the right of the individual to access information. The BCL recognizes the United States Supreme Court has ruled that there are certain narrow categories of speech that are not protected by the First Amendment: obscenity, child pornography, defamation, and "fighting words," or speech that incites immediate and imminent lawless action.

The Boundary County Library Board of Trustees and Staff endorses as part of this policy the American Library Association Library Bill of Rights. (APPENDIX A)

6.5 Selection Guidelines and Process

Within budget constraints, the Boundary County Library strives to provide a collection in formats suitable to a variety of learning and recreational interests and skills. Local artists will be given priority for purchase of their works where appropriate.

Using selection practices that are flexible and responsive to the changing needs of the community staff contributes to the development of the collection by engaging in open, continuous two-way communication with library patrons.

The Boundary County Library provides materials to support the information needs and interests of each individual and does not place a value on one individual's needs or preferences over another.

Materials selection is a discerning and deliberative process, involving general knowledge of the subject and its important literature, familiarity with the Boundary County Library's collection, an awareness of bibliographies on the subject, and understanding of the community's needs and interests.

In addition, data about the collection is used to make determinations about the need and demand for materials in specific subject areas as well as the number of individual titles and formats that will be purchased for a balanced collection.

Materials for children, young people, and young adults are intended to broaden their vision, support recreational reading, encourage and facilitate reading skills, supplement their educational needs, stimulate and widen their interests, lead to recognition and appreciation of literature and reflect the diversity of the community and our world.

Materials for minors under the age of eighteen (18) that violate Idaho Obscene Materials Codes for Minors (*18-1513, 18-1514, and 18-1515*) will be excluded from the children's, young people, and young adult collections.

Materials which fall within the Supreme Court of the United States' definition of obscenity (see below) will be excluded from the entire library.

Supreme Court definition of obscenity: *The average person, applying contemporary community standards, must find that the work, taken as a whole, appeals to prurient interest; the work depicts or describes, in a patently offensive way, sexual conduct or excretory functions specifically defined by applicable state law; and the work, taken as a whole, lacks serious literary, artistic, political, or scientific value.*

6.6 Materials and Resources

The Boundary County Library purchases materials for adults, children, young people, and young adults. Based on the selection criteria outlined in this Policy, the Boundary County Library collects and maintains a wide variety of materials to meet the needs of the community as a whole. These materials vary by format, use, and intended audience.

The Boundary County Library collection provides a broad range of materials to stimulate interest and satisfy curiosity across the spectrum of age, interests, and ability. A variety of viewpoints to support life-long learning are sought.

The Boundary County Library does not purchase any school curriculum.

Material is selected from respected review sources on the basis of excellence among various factors, including text, illustrations, information content, format, and interest to and suitability for the targeted age group. While physical format is not a barrier to inclusion in the collection, some formats are avoided for practical reasons. These include pop-up and mechanical books, spiral bound volumes and books, or periodicals designed to be written in, cut apart, or otherwise altered by the reader.

Books in series are evaluated in terms of their own merit as individual titles and may be acquired without the inclusion of other titles in the same series. Popular paperback series are included as demand and quality warrant.

Titles that promote a product and are used primarily as promotional or advertising vehicles are generally not purchased.

New Formats

New formats will be added to the Boundary County Library's collection when industry reports and public library practice and evidence of community interest warrant material published in such a way. The Boundary County Library will keep abreast of new formats and, when possible, will acquire and make new ways of delivering content readily available to the community.

Fiction

Works of fiction are the major component of the Boundary County Library's collection. Fiction is purchased on the basis of positive reviews, anticipated demand, or cardholder request. The collection includes novels of the past and present, notable for literary merit, cultural value and popularity. Multiple copies in multiple formats may be purchased to meet demand.

Nonfiction

The Boundary County Library purchases nonfiction on a wide variety of subjects and eras and to provide in-depth information on a topic. Nonfiction is purchased on the basis of reviews, anticipated demand, and/or Boundary County Library Digital Cardholder request.

Large Print Collection

A large print book collection is maintained to meet the leisure reading needs for anyone who has difficulty reading conventional type size. This collection is composed of classic and contemporary fiction, emphasizing bestsellers and mysteries. Some high-interest nonfiction, such as biographies and health-related materials, may be included.

Reference Collection

The Boundary County Library maintains a print and digital collection of non-circulating reference materials to meet the informational needs of the community. Reference materials are characterized by their ability to provide information and to summarize, condense or provide a comprehensive overview of a topic.

Selection criteria of particular importance for reference sources are: accuracy, currency, arrangement, ease-of-use, uniqueness of information, authority, documentation, and indexing or access.

Electronic Databases

The Boundary County Library subscribes to databases that supplement and expand the reference, periodical, and circulating collections. Electronic subscriptions are selected and evaluated yearly based on the same content policies of the rest of the collections, paying special attention to usage, accessibility, ease of use, and cost.

Historical Materials

The Boundary County Library collects and makes available to the public for research a small collection of resources pertaining to Boundary County, North Idaho, and regional history. The collection serves as an entry point for those interested in learning more about the history and

development of the area. It also preserves materials of local interest including works by local authors, works dealing with local subjects, and locally published works.

Rare and Expensive Books

The Boundary County Library does not maintain a rare book collection. The library does not add rare or unusual books requiring special handling to the collection.

If it comes to staff attention that a book that is already owned has become rare or expensive, decisions will be made on a case-by-case basis as to whether to retain the item or transfer it to an appropriate archive.

If a specific item under consideration is costly, the selector will give careful consideration to other materials on the subject in the collection, how this item compares, and the importance of the title to the development of the collection. If the costly item is purchased, it will be added to the collection and treated like any other item.

Local, State and Federal Documents

The Boundary County Library collects some local documents pertaining to Boundary County and makes them available to the community; however, the library does not maintain a local, state or federal document depository. An increasing number of government documents are available on the internet or may be consulted in person at a coinciding agency.

Spanish Materials

A small collection of Spanish-language materials is maintained to address the informational and leisure reading needs of Boundary County's Spanish-speaking residents. The selection criteria are consistent with that used for the selection of all library materials.

Media Collection

The Boundary County Library purchases a variety of media including movies, audiobooks, and software. The selection criteria for adult, children's, young people and young adult media are the same as those applied to print material. Special consideration is given to the purchase of items that have received awards or other special recognition by organizations, institutes, or associations.

Visual Materials

The Boundary County Library purchases series, feature films, educational, and documentary films. Items are considered for purchase in response to demand for a specific title or topic.

Visual materials are evaluated as a whole and not on the basis of particular scenes or segments. In some instances, materials may be judged primarily on artistic merit, scholarship, historic record or importance in meeting the informational needs of the community.

Titles in the collection are selected in part on their merit and are neither purchased nor excluded because of their MPAA rating. Any rating information included on the packaging is left as is.

Titles are not acquired with public performance rights.

Audiobooks / Ebooks

The adult collection features popular fiction and nonfiction as well as literary classics, language instruction, business, poetry, plays, lectures, speeches and materials that promote and facilitate lifelong learning.

The children's, young people, and young adult collection includes but is not limited to adaptations of children's literature, folk and fairy tales, poetry, ethnic literature and nonfiction with an emphasis on activity-based learning.

The Boundary County Library purchases unabridged audiobooks in CD, eAudiobook, and other electronic formats.

6.7 Reconsideration of Boundary County Library Materials

Boundary County Library Digital Cardholder may find materials in the Boundary County Library that do not support their opinions, beliefs, or views. Staff is available to discuss concerns and identify alternate materials that may be available. If a concern is not satisfied through discussion with staff, the staff will describe the Materials Reconsideration process and provide Boundary County Library Material Reconsideration packet.

Boundary County Library Material Reconsideration packets are available at the Circulation Desk. The copy or copies of the challenged materials will remain available to the public until disposition is determined.

This procedure will be followed:

1. Boundary County Library Digital Cardholder fills out and signs the *Boundary County Library Material Reconsideration Form* and gives it in hard copy to the Boundary County Library Director.
 - a Packet contents: Boundary County Library Materials Selection Policy, Materials Reconsideration Form, and Boundary County Library Digital Cardholder Reconsideration Letter.
2. The Boundary County Library Director will forward the completed Boundary County Library Materials Reconsideration Form to the Boundary County Library Board of Trustees within 7 days of receipt.
3. The Trustees will consider each Material Reconsideration Form as a separate item by creator and title, in order of receipt of completed materials by the Director. The Board is able to limit reconsiderations to meet other Library needs. No more than three (3) Material Reconsideration Forms will be considered per meeting.
4. Material Reconsiderations will be presented to the Board by the Boundary County Library Digital Cardholder (3 Minute limit) who submitted the Material Reconsideration

Form. A Boundary County Library Digital Cardholder can submit no more than five (5) Reconsideration Forms per calendar year.

6.8 Community Input

The Boundary County Library staff welcomes and encourages input from the community concerning the collection. The Boundary County Library Director welcomes suggestions for purchase to shape collections that serve the interests and needs of the community.

Suggestions for purchase are subject to the same selection criteria as other materials and are not automatically added to the collection.

Boundary County Library Digital Cardholders may make suggestions for purchase using the *Materials Request* form available at the Circulation Desk.

6.9 Gifts

Gifts of books and other Boundary County Library materials in good condition are gratefully accepted with the understanding that they will not necessarily be added to the collection. The same selection criteria used for the purchase of materials are applied to gifts.

The Boundary County Library assumes ownership of all donated materials and reserves the right to sell or otherwise dispose of gift materials not added to the collection.

The Boundary County Library reserves the right to refuse conditional donations. All conditions regarding donations will be shared with the Board of Trustees.

Receipts are limited to acknowledgement of the quantity and format of materials donated. Assignment of value for income tax or other purposes is the responsibility of the donor. The Boundary County Library will not appraise gifts or endorse appraisals obtained by donors.

Monetary gifts may be designated as memorials or given in honor of individuals or special occasions. Subject or title preferences of donors will be honored insofar as possible, but the Boundary County Library reserves the right of final selection. An appropriate acknowledgement will be placed on items acquired with gift funds.

No guarantee is made that gift materials selected for inclusion in the collection or materials acquired with gift funds will be kept permanently or will continue to be replaced indefinitely, if worn, damaged or lost.

6.10 Collection Maintenance

To maintain an up-to-date and useful collection, ongoing evaluation and judicious weeding of the collection is necessary. Materials are withdrawn if they have little or no use or have been superseded by a more recent edition or better work on the same subject.

Replacement decisions about material withdrawn because of loss or physical damage will be based upon:

- The number of copies of the title already owned and continued demand.
- Continued value of the title and significance as identified in standard bibliographies.
- Local relevance of the title, author, illustrator or producer.
- Uniqueness to the collection.
- Alternative coverage of the subject or genre in the collection.
- Availability of newer or better materials on the subject.
- Number of copies owned. Information used to make decisions about removing a title from the collection includes:
 - Review of statistical information such as circulation reports, collection turnover rates and electronic resource use statistics.
 - Visual inspection of materials to determine poor condition.
 - Boundary County Library holdings compared to standard bibliographies and recommended purchase lists.

6.11 Inventory

Materials inventory will be conducted in even-numbered years (i.e. 2022, 2024, etc) unless it is otherwise deemed necessary by the Boundary County Library Director or requested for insurance purposes.

Weeding is carried out in an ongoing manner. Materials that have not circulated within a 5 year period or circulate sporadically and are not evaluated to be central to the core collection, will be removed from the collection.

Materials of classic, enduring, or historic value will be preserved as possible.

6.12 Annual Review

This policy will be reviewed annually by the Boundary County Library Board. Recommendations for revision will be sent to the Boundary County Board of Trustees for review and approval.

Appendix A

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.

VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019.

Inclusion of "age" reaffirmed January 23, 1996.