



West Slope Library Collection Policy

Adopted May 18, 2021

Purpose

The West Slope Library Collection Policy supports the library in its mission, defines the scope of the collection, and guides the management of collections throughout the library. A collection policy does not replace the judgment of library staff responsible for managing collections; however, this policy will:

- Provide a written framework for meeting community needs through selecting and maintaining the library's collections.
- Guide staff in evaluating and choosing items for addition to the library collection as well as evaluating items for potential removal or replacement as part of ongoing maintenance.
- Assist staff as they balance meeting the needs of the community with being good stewards of limited public funding and shelf space.
- Describe how materials for the library are evaluated, selected, maintained, and removed from library collections.

Inform the community about the principles of library collection management and the use of criteria to select and remove materials.

Mission

West Slope Library is a proud member of Washington County Cooperative Library Services and is administered directly by Washington County. The library's primary mission is to provide access to information and to support and encourage the freedom to read, learn, and discover in a welcoming environment.



Philosophy and Scope of the Library Collection

The library provides a curated, current, and diverse collection of materials that support lifelong learning as well as a rich mix of recreational and entertainment materials in many different formats. Patrons will find a wide variety of viewpoints reflected in the library collection. The library collection is dynamic and reflects community needs, interests, standards, and the diversity of the community.

Library staff will continually update the collection to meet changing needs. The collection will include items in languages that reflect significant population groups that live within the service area of the library. Library staff acquire new materials regularly throughout the year and make new materials accessible to patrons in a timely manner.

Not everyone has equitable access to library collections and services. West Slope Library recognizes that legacy practices in librarianship have at times excluded and ignored the needs of marginalized groups. West Slope Library staff will consider equity, diversity, and inclusion when making decisions about its collections, and select materials that meet the needs of underserved populations. Library staff will advocate for practices that improve access to relevant collections for those who have been excluded.

Access to the broader collections of WCCLS is provided through cooperative services, such as an online catalog and courier service. This system for requesting and reserving titles for delivery from other WCCLS member libraries ensures cost-effective, efficient, and equitable access to a much larger collection of materials than West Slope Library alone could provide. In addition, West Slope Library actively facilitates interlibrary loan in partnership with WCCLS Countywide Collections and works with the larger library community to share resources. West Slope Library values stewardship and sustainability and therefore will not provide specialized items or comprehensive collections when they can be accessed through other WCCLS member libraries or through interlibrary loan.



Collection Authority

Primary responsibility for management of the library collection lies with the Community Library Supervisor. Day-to-day management of the library collection may be delegated to other library staff who have been specially trained to manage collections.

Selecting Items for the Collection

Collection development funds are part of the library's annual budget. Funds for collection development are considered annually and adjusted according to collection usage statistics, community need, and priorities made through strategic planning.

As much as possible, the library purchases items for the collection through agreements with approved vendors. When choosing materials for the library collection, library staff will make those decisions according to the standards and criteria of professional librarianship. Factors below are not listed by order of importance, nor is the list exhaustive. Criteria for selection include:

- Popularity
- Community needs and interests
- Relevance to the experiences and contributions of diverse populations
- Relevance to current trends or events
- Relation to the existing local and WCCLS collections
- Availability, format, and durability
- Physical design suitable for library use
- Reputation, qualifications, and competence of the author and publisher
- Positive reviews in professional sources, such as Booklist, Horn Book, Kirkus, Library Journal, New York Times, and Publisher's Weekly
- Budget, space, and staff capacity
- Expected ongoing value to library users
- There may be additional considerations unique to the format or target audience



Textbooks

Library staff do not purchase textbooks unless their addition to the collection is deemed useful, such as when a textbook is the best source for an overview of a high demand subject.

Self-published Items

Self-published materials which meet the library's selection criteria may be considered for inclusion. A positive review of the item published in a professional source will increase the likelihood that a self-published item may be added. However, due to the increased staff time required to process these materials, only those items that meet unique local needs will be considered.

Purchase Suggestions

The library welcomes purchase suggestions from patrons for items to add to the collection. The decision to purchase is made according to the library's selection criteria. Alternative solutions to answer the patron's need may be suggested, including interlibrary loan to request materials from a library outside of WCCLS.

Patron Donations – Materials

Donations of materials may be accepted and are subject to the same criteria for selection and removal from the collection as purchased materials. Guidelines for donations of materials are available on the library's website.¹

Library staff may decide to:

- Add donations to the library's collection
- Use them for library programs
- Give them to the Friends of the West Slope Library for sale or giveaways
- Donate them to another library or organization

¹ West Slope Library (n.d.). Donations. Retrieved from <https://westslopelibrary.org/donate/>



Patron Donations – Funds

Donations of funds for library materials are welcome. Contact the Community Library Supervisor to discuss options. Choices of materials added to the collection are subject to the library's selection criteria.

Collection Analysis

To assess collection performance and make informed decisions, the library analyzes collection usage data and statistics. Statistics are used to make data-driven decisions about the library collection.

Removal, Replacement, and Maintenance of Items

Library staff review the library collection as part of regular, ongoing maintenance. As materials become outdated, damaged, worn, or lost, staff will determine whether an item should be removed or replaced. Patron-provided replacement items will not be accepted in lieu of payment.

The process of removing items from the collection, sometimes called deselection or weeding, is essential for the maintenance of a dynamic, useful, relevant, accurate, appealing, and accessible collection. When making decisions about removing items from the collection, library staff consider the criteria for selection as well as the following:

- Whether there remains sufficient interest in the item, often determined through circulation and other usage statistics
- Whether the item contributes to an equitable, diverse, and inclusive collection
- Whether there is an updated, revised, or newer item that is preferable
- Whether another item, format, or information source might serve better
- Whether the item is still available from an approved vendor and can be replaced
- Whether the item has historical or local value
- Whether there is space for new materials, collections, and services



- Whether an identical or comparable item is available for loan from another WCCLS member library, is available for interlibrary loan from a library outside of the county, or is available from another agency

West Slope Library staff refer to professional guidance in weeding collections. One example is *CREW: A Weeding Manual for Modern Libraries*² which appears on the American Library Association's selected annotated bibliography for library collection evaluation.³

West Slope Library values stewardship and sustainability, so all deselected materials are given a second life through repurposing when possible, often through donation to another library or organization. Items that are not in a usable condition are disposed of according to Washington County's surplus procedures.

Digital Library

The digital library is managed by the WCCLS Countywide Collections Team. Staff at West Slope Library may at times be able to provide input to WCCLS regarding e-content. WCCLS contracts with third-party vendors that provide platforms for delivering e-content to cardholders. When possible, the Countywide Collections Team actively manages adding and removing titles from the digital library.

However, some vendors provide their collections "as is," which means WCCLS and its staff can provide feedback to the vendor about its collection but cannot manage individual titles. Suggestions for e-book purchase can typically be made through the e-content platforms provided by WCCLS.

² Texas State Library and Archives Commission (2012). *CREW: A Weeding Manual for Modern Libraries*. Retrieved from <https://www.tsl.texas.gov/ld/pubs/crew/index.html>

³ American Library Association (date?) *Weeding Library Collections: A Selected Annotated Bibliography*. Retrieved from <http://www.ala.org/tools/libfactsheets/alalibraryfactsheet15>



Intellectual Freedom and Censorship

West Slope Library fully endorses the principles documented in the American Library Association's Library Bill of Rights,⁴ the Freedom to Read Statement,⁵ and The Freedom to View Statement.⁶ The Library upholds an individual's right to access information, even though the content may be controversial, unorthodox, or unacceptable to others.

Everyone, regardless of age, has the right to access all materials in the library. Parents and guardians, not the library, have the responsibility to guide and direct the reading, listening, viewing, and Internet browsing choices of their minor children. Selection of materials does not mean endorsement of the contents or the views expressed in those materials. Library staff will organize the library collection to help patrons find the items they want. Materials will not be restricted, altered, or labeled because of controversy about the author or the subject matter.

Requests to Reconsider

Patrons will find a wide variety of viewpoints reflected in the library collection. At times, some community members may have a concern about the inclusion or the absence of a particular title in the West Slope Library collection and are encouraged to discuss their concerns with library staff. Requests to remove, relocate, or recategorize a West Slope item shall be considered within the context of the principles affirmed in this policy. If a patron has concerns about the inclusion or absence of a particular title, those concerns should be sent to the library director. The director will review the patron's concerns and communicate a decision to the patron. If the patron is not satisfied with that decision, a formal process with a

⁴ American Library Association (1996). *Library Bill of Rights*. Retrieved from <http://www.ala.org/advocacy/intfreedom/librarybill>

⁵ American Library Association (2004). The Freedom to Read Statement. Retrieved from <http://www.ala.org/advocacy/intfreedom/freedomreadstatement>

⁶ American Library Association (1990). The Freedom to View Statement. Retrieved from <http://www.ala.org/advocacy/intfreedom/freedomviewstatement>



WEST SLOPE Community Library

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public review may be initiated in writing using the Request for Reconsideration Form. The form must be complete before submitting.

After the completed Request for Reconsideration Form has been submitted, a Selection Review Committee will review the request and the item. The committee, designated by the Community Library Supervisor, will include one or more library staff and at least one Library Advisory Board member. The Review Committee will determine if the material meets the criteria of this policy. The patron will be informed in writing of the decision by the Community Library Supervisor. The decision of the Selection Review Committee shall be final.

(Please see Request for Reconsideration Form – separate document)