

# **YAKIMA VALLEY LIBRARIES**

## **Collection Development Policy**

### **INTRODUCTION**

The Board of Trustees of Yakima Valley Libraries has adopted the following Collection Development Policy to guide librarians and to inform the public of the principles upon which library collections are developed and maintained.

### **OBJECTIVES**

The library collection supports the mission of Yakima Valley Libraries (YVL). YVL acquires and makes available materials that inform, educate, entertain and enrich individuals within our service area. YVL serves a community comprised of a wide range of ages, ethnic backgrounds, educational levels and interests. To meet the needs of our diverse community, YVL must fill a number of service roles, which change with the community and its needs. (See the Public Library Association for current definitions of service roles.)

Every library must be selective in acquisitions because no library can acquire all print and non-print materials. YVL exercises impartial and judicious practices in all materials acquisitions. YVL provides a collection of reliable materials embracing broad areas of knowledge, within its financial limitations. Works of enduring value and timely materials on current issues are included. Local community interests and concerns are also addressed in selection.

YVL supports the individual's right to access ideas and information representing all points of view. To this end, the library welcomes and solicits patron suggestions, comments and ideas about the collection and its development. The Board of Trustees of Yakima Valley Libraries has adopted the American Library Association's Library Bill of Rights, Freedom to Read Statement and Freedom to View Statement.

### **MATERIAL SELECTION PLAN**

#### **Responsibility for Selection**

Ultimate responsibility for material selection rests with the Executive Director who operates within the framework of policies determined by the Board of Library Trustees. The librarian managers and selectors have primary responsibility for material selection.

#### **Placement of Material**

Although library facilities are divided into sections such as Juvenile, Reference, Fiction, Nonfiction, etc. for the convenience of the public, customers of any age may use all parts of the library. While the classification scheme, reviews by professionals and the librarians' expertise contribute to the proper placement of material, it is the responsibility of the parents/guardians, not the library staff, to monitor library use by their minor children.

#### **Methods for Selection**

Selection is a discerning and interpretive process, involving a general knowledge of the subject and recognition of the needs of the community. Material is judged on the basis of the content and style of the work as a whole, not by selected portions or passages. In keeping with its mission, the library strives to collect and make available differing points of view. Among standard criteria applied are: literary merit, entertainment value and popularity, accuracy, authoritativeness, social significance, enduring value, cost, scarcity of material on the subject, local interest and availability elsewhere. Quality and suitability of the format are also considered. Selectors choose material that will build a diverse collection that includes varying viewpoints and opinions.

Other community and library resources are taken into consideration when developing collections. Through interlibrary loan, patrons may obtain materials from other sources. Additional information may be obtained through electronic access and the Internet.

### **Material Formats**

- Library materials are purchased in the formats appropriate for use by multiple borrowers. Some titles may be purchased in several formats in order to serve the most customers.
- New formats will be considered for purchase as demand and use dictates. Similar considerations will influence the decision to delete a format from the library's collection.

### **Assessment of Collection**

To provide materials that meet our customers' interests and needs, YVL engages in a process of continual assessment to determine when an item should be transferred from one location to another, or removed from the collection.

### **Reconsideration of Library Material**

Customers who request reconsideration of library material will be asked to put their requests in writing by completing and signing the "Request for Reconsideration of Library Material" form. Requests will be reviewed by the selection committee and the Executive Director. The customer will be informed in writing of any action taken and the reasons for that action.

**Adopted:** November 1992

**Revised:** December 12, 2007