



Policy 2.1

Collection Management

Adopted by Library Board of Trustees: 6/26/2008
Revised: 1/26/2012; 07/23/2015; 11/18/2021; 6/23/2023

2.1.1. Introduction

The North Olympic Library System's Collection Management Policy outlines the basic criteria for selection and retention of materials and electronic resources in the Library collection. A written collection management policy provides direction for library personnel involved in selection and other collection management assignments. A written policy statement informs the public about the principles which guide the development and management of the Library collection.

The North Olympic Library System supports lifelong learning, promotes the joy of reading, recognizes the power of ideas, and provides all residents of Clallam County equal access to a variety of library resources. This mission is supported by NOLS' Strategic Roadmap, which is periodically updated and adopted by the Board of Trustees. Collection management policies and practices reflect and support the Roadmap as they relate to the acquisition, de-selection, organization, and maintenance of library materials.

The North Olympic Library System is a junior taxing district serving all of Clallam County. The Library is primarily funded through property taxes and also receives funding from fees and miscellaneous charges. It is governed by a five-member administrative Board of Trustees which annually approves the Library's budget, including an allocation for books and other library materials. Additional funding for library materials may be received through bequests, memorial contributions, grants, gifts, and donations from the Friends of the Library groups.

2.1.2. Description of Community

Clallam County lies on the Olympic Peninsula in Washington State, between the Strait of Juan de Fuca on the north and Olympic National Park to the south. It offers a rich array of recreational opportunities for residents and visitors, including hiking, kayaking, camping, and fishing. At less than 41 people per square mile, Clallam County is a rural area. Between 2010 and 2020 the population of Clallam County has increased from approximately 71,000 to approximately 77,000.

Clallam County sits within the traditional lands of the Hoh Tribe, Jamestown S'Klallam Tribe, Lower Elwha Klallam Tribe, Makah Indian Tribe, Quileute Tribe, Quinault Indian Nation, Port Gamble S'Klallam Tribe and the Skokomish Tribe, who continue to play an important role in the local history,

culture, and health of the land. In recent history, the local economy was based on agriculture, forest resources, and marine services. Today, it is enhanced by a robust port district, service industries, and tourism.

The Library serves Clallam County, through a main library in the county seat of Port Angeles, branches in Clallam Bay, Forks, and Sequim, and an active Outreach program serving institutions and individuals who cannot readily visit the library

The sociocultural makeup of the county includes a variety of economic levels, ethnicities, and belief systems. A growing number of Clallam County residents identify as Hispanic or Latine and include people who speak Spanish and other non-English languages as first languages. Additionally residents in the county identify as Asian American Pacific Islander, Black or African American, and American Indian or Native. Populations of people with various ethnic and cultural identities are spread across the county as well as concentrated in certain areas, such as on Reservations and Trust Lands. The various concentrations within the population guide how the collection is distributed.

2.1.3. Description of the Collection

The Library's collection consists of more than 200,000 physical items and 38,000 digital titles. The exact number of items changes continually as titles are added and removed from the collection. Most items in the collection are available for check out. The Library reserves the right to limit the circulation of certain materials. The collection is intended to meet a broad spectrum of recreational reading and general information needs and to provide materials representing a wide range of topics of current and ongoing interest to the community.

Age of the collection varies depending on the subject area or intended purpose of the material. In certain subject areas, such as literature and art, the age of the work is not critical and the Library holds titles which represent an extensive chronological range. In some areas, such as automobile repair manuals for older model vehicles, materials with older publication dates are desirable. The Library also maintains an Archive collection which includes local historical items with older publication dates. In other areas, such as medicine, technology, law, science, and many popular collections, publication date is critically important; selection and de-selection decisions focus on keeping publication dates in these areas as current as possible.

A. Formats

The NOLS collection comprises print and digital formats of books, newspapers, magazines, audiobooks, DVDs, and electronic databases, as well as specialized devices and equipment.

As new formats and content delivery mechanisms are developed, they may be added to the NOLS collection, subject to an assessment of community needs; technological longevity of the format, device, or mechanism; and the Library's ability to provide ongoing budget support for these new collection areas. New formats and technologies may sometimes be introduced on a

trial basis in order to better determine community interest before committing materials budget resources to these materials.

As older formats and content delivery mechanisms become outdated, unavailable, technologically unsupportable, or less in-demand, they will be eliminated from the Library collection.

B. Languages

The Library collection consists primarily of works in the English language. A growing number of Clallam County residents speak Spanish as a first language and this is reflected in the collection. Limited collections of Spanish language materials for adults and youth are maintained. Representative titles of works in other languages of interest to the community will be considered for inclusion in the collection. In addition, the Library collects language instruction materials in languages other than English, as well as dictionaries, phrase books, and bilingual works in representative languages.

C. Specific Collections and Collection Areas

Adult/General Fiction: The Library's collection of fiction for adults includes best sellers, genre fiction, classic literature, literary works, and books of general interest; the focus is broad and eclectic. The primary purpose of this collection is to satisfy the needs of recreational readers.

Adult/General Non-Fiction: The primary purpose of the non-fiction collection is to meet general information needs in a wide range of topics of current and ongoing interest to the community. Materials pertaining to developing areas of knowledge are selected in as much quantity and variety as is possible without omitting items essential to maintain breadth in the collection. In subjects such as science, technology, and geopolitics, where the currency of the information is particularly important, new material is regularly selected and older material de-selected, to reflect changes in these areas. A representative selection of materials on subjects of enduring interest are retained or replaced with newer editions.

Spanish Language: The Spanish language collection offers titles in various formats to meet general educational and recreational interests of native Spanish speakers. It includes fiction and non-fiction print, music, digital content, and DVDs for a wide variety of ages. Materials may be only in Spanish or may be bilingual in nature. English-language instruction materials for native Spanish speakers are also considered for inclusion.

Large Print: The Large Print collection includes Fiction and Non-Fiction titles printed in large type. The primary purpose of the Large Print collection is to provide general recreational and informational reading for customers who are visually impaired or prefer to read larger type.

Periodicals: Periodical titles are selected to meet the varied recreational and informational needs of patrons. Periodical titles are made available in print and electronic formats when available. Access to individual articles from periodicals may be provided via full-text database resources or through inter-library loan. Holdings of back issues of print periodicals are limited.

Music Collection: The Library's music collection is primarily comprised of music in CD format and downloadable titles, meeting general interest listening needs in a wide spectrum of musical styles.

Children's Collection: Materials in this collection are selected to meet the reading and general information needs of young people (approximately birth through age 12), and also to serve the needs of parents, educators, and others concerned with youth or interested in children's books and materials.

Young Adult Collection: Titles in the Young Adult collection are selected to reflect the needs and interests of young people (approximately age 13 through 18).

Reference Collection: The Reference collection includes materials and resources that provide specific information for answering questions or doing research. In order to ensure availability of reference resources whenever needed, the Reference collection is generally only available for use in the library.

Archival Special Collections: The Library collects and retains a variety of other materials which provide a unique local history perspective for patrons engaged in research or who have an interest for information in this area. Due to the specific and unique nature of archival special collections, access limitations may be associated with these materials.

Digital Collections: The Library offers downloadable eBooks and eAudiobooks through third party vendors. This collection is intended to provide additional formats of high-demand titles and to provide copies of older works that are no longer available in print. Materials are provided in English and Spanish for Children, Teens, and Adults.

D. Diversity and Inclusion

NOLS strives to provide a broad range of materials that reflects the lived experiences of community members. Materials are selected to reflect the many communities in Clallam County, in the state, and in the nation. Materials selected represent peoples and experiences found throughout the world, which may or may not be represented by members of local communities.

The reflection of diverse experiences includes, but is not limited to, ethnicity and national origin, race, gender, gender identity, sexual orientation, physical ability, neurodiversity,

religion, self-expression, education, socioeconomic background, geographic location, occupation, and trauma history.

Staff who select materials endeavor to intentionally include diverse representations throughout the collection. Selectors will choose materials for all Specific Collection Areas described above, in a variety of formats and for all age groups. Materials will not be rejected for the collection, or shelved elsewhere from their proper locations, based on anticipated objections from community members. The lived experiences of all people are valuable and will be represented in the Library collection.

2.1.4. Collection Responsibilities

Ultimate responsibility for the content of the Library collection rests with the Executive Director, acting within the framework of policies established by the Library Board of Trustees. The Library Director may delegate responsibility for selection, de-selection, maintenance, and management of the collection to designated Library staff.

A. Coordination of Collection Management

The Collection Services Manager is responsible for coordinating the collection management program in consultation with the Collection Management Team and with Collection Selectors. The Collection Management Team meets regularly as a committee, and members also work in subcommittees and as individuals on specific, collection-related issues. Collection Selectors are designated staff who oversee selection, de-selection, maintenance, and management of specific areas of the collection. Other qualified staff may be assigned specific support tasks related to the selection, de-selection, maintenance, and management of the Library collection.

All collection management decisions are subject to review and revision by the Executive Director.

B. Responsibilities of the Collection Management Team

- a. Regularly review the Collection Management Policy and recommend necessary changes.
- b. Recommend changes in collection development procedures and resources.
- c. Review the annual materials budget and establish annual spending allocations for collection areas and formats.
- d. Develop and implement strategies for collection maintenance and management.
- e. Provide advice for addressing intellectual freedom challenges and questions about censorship.
- f. Coordinate staff training on intellectual freedom and collection management issues.
- g. Participate in subcommittee work as assigned.

C. Responsibilities of Collection Selectors

- a. Perform materials selection and retrospective collection development, expending materials budget in accordance with budget allocations established by the Collection Management Team.
- b. Perform collection review and de-selection.
- c. Perform analysis of specific areas of the collection as required.
- d. Keep current on library trends and be responsive to the changing interests of the community.
- e. Report issues and potential issues relating to intellectual freedom, censorship, and collection management to the Technical Services Manager.

2.1.5. Selection of Library Materials

A. Endorsement of Library Guidelines

The Board of Trustees of the North Olympic Library System endorses and declares that it will support the current following documents developed by the American Library Association and the Washington Library Association.

- a. [Library Bill of Rights](#), ALA (*Appendix A*).
- b. [Freedom to Read](#), ALA (*Appendix B*).
- c. [Access to Library Resources and Services for Minors](#), ALA (*Appendix C*).
- d. [Intellectual Freedom in Libraries](#), WLA (*Appendix D*).
- e. [Freedom to View](#), ALA (*Appendix E*).
- f. [Access to Digital Information, Services, and Networks](#), ALA (*Appendix F*).

Copies of the above-mentioned documents are included as appendices to this policy, and available online.

B. General Principles of Selection

The Board of Trustees of the North Olympic Library System recognizes the varied and changing needs and priorities of Clallam County residents and their individual communities.

To meet the educational, informational, cultural and recreational needs of individual users and to support the activities and services of agencies, organizations and clubs in the community, NOLS will acquire, organize, maintain and make accessible a variety of materials in a variety of formats.

Materials selection will be guided by the following general principles:

- a. The Library strives to be an excellent and unbiased source of information. Therefore, the collection will include a diverse representation of ideas and subjects covered in

- sufficient depth and made available in a variety of formats in order to meet anticipated and expressed needs.
- b. Selection of library materials shall be made on the basis of educational and recreational interests of the community as consistent with the library's mission and goals.
 - c. No item shall be excluded because of the race, religion, nationality, gender, sexual orientation, or the political or social views of the author.
 - d. The collection as a whole will not promote causes, further movements, or favor viewpoints.
 - e. The collection as a whole does not reflect the views of the North Olympic Library System or of individual staff or Board members.
 - f. Reading, listening, and viewing choices are the right of the individual and a private matter. The freedom to read or inquire will not be restricted by the Library.
 - g. Selection choices will not be influenced by the possibility that materials may be used by children or young adults. Materials will be assigned to the children's, young adult, and/or adult collections according to the selector's best assessment of the age group for which the materials have been produced or for which they will prove most useful. Because Library staff cannot know the maturity level and family values of each patron, the responsibility for the use of materials by children and young adults rests with their parents or legal guardians.
 - h. Selection choices will not be influenced by the possibility that certain materials may be subject to high loss rates.
 - i. All suggestions and requests for purchase of materials are welcome and will be considered. Highly specialized materials of limited community interest will not ordinarily be acquired. Referral to other library collections and inter-library loan may be used to provide patrons with these materials when available
 - j. NOLS recognizes that there is customer interest in local authors and provides access to such materials while acknowledging that such works do not always fully meet the selection criteria defined elsewhere in this policy. Decisions to make available materials created by local authors will be made by a Collection Selector, Branch Manager, or designee, based on criteria established in the Local Author Donation Guidelines.
 - k. Donated materials are subject to the selection criteria outlined below in Policy 2.1.5 C.

C. Selection Criteria and Resources

In addition to the selection principles established elsewhere in this policy, the following considerations may also be taken into account when determining whether any title or format should be added to the Library collection:

- a. Community interest, demand, and popularity, as indicated by circulation of similar materials, customer requests, user and community surveys, and other measures;
- b. Timeliness and significance of subject;
- c. The creator's reputation and other works;
- d. Literary prizes or recognitions awarded to the work or the author;

- e. The reliability and reputation of the publisher;
- f. The literary style and readability; musical and/or visual style and appeal;
- g. Accuracy and originality of the material;
- h. The format and presentation of the information provided and its appropriateness for the intended users;
- i. Popularity, usability, and perceived longevity of the format in which the material is published;
- j. Practicality of physically processing, packaging, or maintaining material in a manner which will make it suitable for use in a public library collection;
- k. Existence of similar material in the Library collection, and the need to provide a diversity of viewpoints, genres, styles, and approaches;
- l. Available shelving space, which governs the size of the collection as a whole.

Resources utilized in selection and de-selection decisions include:

- a. Professional and popular reviews, indexes, and bibliographies; book lists; trade catalogs; publishers' advertisements; opinions of subject specialists; and customer recommendations;
- b. The Selector's and the Collection Management Team's knowledge of the subject, the collection, and the community;
- c. Library vendor-generated selection, pre-selection, or de-selection services;
- d. Data and statistical reports which indicate patterns of use for an item or collection area;

2.1.6. Selection in Areas of Controversy

- a. For controversial ideas about which there is community interest, it is the responsibility of the public library to include materials that represent, to the extent possible, all sides of the issue. Individual items, which in and of themselves may be controversial or offensive to some, may be selected to balance the Library collection as a whole.
- b. The decision to select material which might be considered offensive to some individuals will be based on the same selection criteria as those used in selecting all other materials.
- c. Selectors will choose materials for the Library collection independent of their own preferences or prejudices and independent of pressure or fear of pressure by individuals or groups.
- d. It is the Library's responsibility to protect the rights of mature readers to have access to diverse materials. No material will be censored because of coarse language, violence, or explicit sexual references when pertinent to the subject, plot, or character delineation.
- e. Basic documents of and information about world political systems and world religions are necessary to a well-balanced public library collection and will, to the extent possible, be included in the collection.

- f. Materials characterized as propaganda may be included in the Library collection subject to the selection criteria of this policy but will be limited to a few representative items made available for informational and comparative purposes.
- g. Age-appropriate materials about sex education and human sexuality are necessary for a well-balanced public library collection and will, to the extent possible, be included in the collection. These materials will be shelved openly alongside other materials for the same age group.
- h. Library materials will not be sequestered except to protect rare or valuable items, as determined by the Executive Director or designee, from damage or theft.

2.1.7. Additional Selection Considerations

A. Multiple copies

Multiple copies of the same title may be acquired to meet high demand. Decisions to purchase multiple copies will be based on the anticipated or actual demand for that title, the expected longevity of the high-demand period, the length of the circulation period for the item, and the available budget. In order to increase accessibility to high-demand titles, multiple copies may be assigned to more than one collection area, or purchased in a variety of different formats.

Multiple copies may also be acquired to meet anticipated high demand resulting from community events and activities such as author visits, local promotions, seasonal celebrations, media tie-ins, or to support Library programs. Multiple copies of local-interest titles with limited printings may be acquired to meet long-term demand.

B. Series

The Library may acquire all titles in a series, or acquire only representative titles in a series, subject to budget constraints, demand, availability, and the nature of the series. Titles in a series, whether complete or representative, will not necessarily be located in the same branch or collection area.

C. Limits on the Collection

Although rare exceptions may occur, materials which are generally not acquired for the NOLS collection include:

- a. **Text books.** The Library's collection is intended to meet the general interests and needs of the community. This includes supporting the curriculum of educational institutions with assignment-related resources in all formats, but not providing basic curriculum materials.
- b. **Books that invite the reader to write in them, punch out illustrations or diagrams, etc.** These include coloring books, workbooks, puzzle books, exam books,

- etc. Exceptions are made when the information is not available in any other format, such as books to help individuals study for educational and employment tests.
- c. **Books with spiral or other fragile bindings.** The cost to purchase, catalog, and process these items does not warrant their short shelf life unless they are considered essential to the Library collection and are not available in more durable editions.
 - d. **Books with unusual formats, toys, props, or other attachments.** Difficulties in storage and inventory maintenance generally preclude the acquisition of these items.

2.1.8. Donations to Library Collection

The Library accepts donations of materials in formats which are currently purchased by NOLS for the Library collection. Donated materials are subject to the selection criteria outlined in this Collection Management Policy. Decisions to add donations to the collection may also be influenced by available space and by the staff time and costs associated with processing. At times, donations may be refused.

The Library usually accepts only unconditional donations of materials. There is no guarantee that donated items will be added to the collection or that items which are added to the collection will be shelved together or retained permanently. Donations which are not added to the collection are discarded in the same manner as other de-selected materials (see section 2.1.10 of this policy).

The Library also accepts monetary gifts designated for purchase of materials.

2.1.9. Recommendations For Purchase

The Library responds to patron and community needs and interests regarding areas of the collection to be enhanced and welcomes suggestions of specific titles to be purchased. The criteria defined in this Collection Management Policy are applied to any recommendations for purchase.

2.1.10. Collection Maintenance

To ensure a vital collection of continued value to the community, the Library follows an ongoing program of reevaluation of materials.

Materials may be removed from the collection (de-selected) when:

- a. They are no longer within the scope of the Collection Management Policy;
- b. They have low circulation or use within an appropriate time period;

- c. They are irrelevant to observed or anticipated community needs;
- d. There are duplicate copies, unless multiple copies are justified;
- e. They are superseded by newer, more comprehensive, or more accessible material;
- f. They are in poor physical condition;
- g. The format or content delivery mechanism is outdated, no longer available, or no longer in general use.

Materials which are removed from the collection are disposed of according to Policy 5.9 Surplus Materials, Furniture, and Equipment.

2.1.11. Challenges and Censorship

The Library is a public institution dedicated to the open communication of ideas and information. NOLS upholds intellectual freedom, and applies no restriction on the right to read, listen, or view. NOLS endorses and supports the American Library Association [Library Bill of Rights](#), [Freedom to Read](#), and all approved amendments and interpretations. These include but are not limited to the [Access to Library Resources and Services for Minors](#) and [Freedom to View](#) Statements. Copies of these documents are appended to this policy.

The Library acquires a wide variety of materials and formats to meet the needs of the community's diverse population and to provide a balanced representation of information, ideas, and viewpoints. Principles and criteria for selection of these materials are detailed in this Collection Management Policy.

Due to the diverse nature of the Library collection, it is possible that any individual or group may find information and ideas with which they disagree contained in the Library's collection. An individual who has a serious concern about the inclusion of a specific title in the collection is encouraged to discuss this concern with a Librarian and submit a Request for Reconsideration of Library Materials.

2.1.12. Requests for Reconsideration of Library Materials

The Library recognizes the right of individuals and groups to ask questions and share feedback about materials in the Library collection. The Library will seriously consider those questions and feedback. When a resident of the Library's service area submits a Request for Reconsideration form, a committee from the Library's Collection Management Team will review the item in question to determine if it was selected and placed in the collection according to Policy 2.1. Material under consideration will remain available to patrons until a final decision is made.

The Collection Management Team will make a recommendation to the Executive Director to retain the item in its current collection, relocate the item to a different part of the collection, or remove the item from the collection. The Executive Director, to whom the Board of Trustees has delegated operations authority, then evaluates the recommendation and makes a final determination.

The Executive Director will respond in writing to the individual who made the Request within 60 days after the Request was received. The Library staff who maintain the area of the collection related to the Request will also be informed of the Executive Director's decision.