



## Policy 2.1 Collection Management

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

### 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 promotes the joy of reading, the power of ideas, and lifelong learning, 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 fines, 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

The Library serves Clallam County, Washington, through a main library in the county seat of Port Angeles, branches in Clallam Bay, Forks, and Sequim, and an active outreach program serving individuals who cannot readily visit the library. The population of Clallam County remains relatively stable at approximately 72,000 people. Clallam County's incorporated towns consist of Forks and Sequim in addition to Port Angeles.

The sociocultural makeup of the county includes a variety of economic levels, ethnicities, and belief systems.

Clallam County lies on the Olympic Peninsula, 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, including hiking, kayaking, camping, and fishing, for residents and visitors. At less than 41 people per square mile, Clallam County is a rural area. Historically, 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.

### 2.1.3. Description of the Collection

The Library's collection consists of more than 220,000 physical items and 31,000 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 a special Archive collection which includes local historically significant 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 books, newspapers, and magazines, in both print and digital formats, audiobooks and DVDs, electronic databases, and a number of 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. 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. Fiction works are made available in a variety of formats and through a variety of delivery mechanisms, including but not limited to print materials, audiobooks, graphic novels, DVDs, media players, and downloadable titles. 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. Non-Fiction works are made available in a variety of formats and through a variety of delivery mechanisms, including but not limited to print materials, audiobooks, graphic works, DVDs, media players, and downloadable titles.

**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 interested in this format. 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**

The Library’s collection for children includes materials in a variety of print and non-print formats. 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). The Young Adult collection includes materials in a variety of print and non-print formats.

**Reference Collection:** The Reference collection includes materials and resources which provide specific information to patrons and to staff members answering questions or doing research for patrons. Reference materials are made available in a variety of print, online, electronic, and special formats (such as maps, microfilm, etc.). In order to insure availability of reference resources whenever needed, the print Reference collection is generally available for use only 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. These collections include, but are not limited to, print and non-print works of regional, geographical, historical, genealogical, or archival interest (such as books, city directories, telephone books, maps, photographs, photographic slides, microfilms, recordings, etc.). Due to the specific and unique nature of archival special collections, access limitations may be associated with these materials.

## 2.1.4. Collection Responsibilities

Ultimate responsibility for the content of the Library collection rests with the Library 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 Technical 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 Library 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. Coordinate collection display and promotion activities and programs.
- h. 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. [The 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. [Policy on 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 these needs and priorities, NOLS will acquire, organize, maintain, and make accessible a variety of materials, in a variety of formats, to meet the varied educational, informational, cultural, and recreational needs of individual users and to support activities and services of agencies, organizations, and clubs in the community.

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 and be 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 will be used to provide patrons with these materials.
- 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 the appropriate 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. Appropriateness of the format and presentation for the information provided and 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 Library 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 must regrettably 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 weeded materials (see section 2.1.10 of this policy).

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

Donations and gifts of all other types not relating to the Library collection are subject to the provisions of NOLS' Gift and Donations Policy 5.13.

## 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. Patrons may request that a hold be placed on items they recommend so they may check that item out when it is added to the collection.

## 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 are removed from the collection (de-selected) when:

- a) They are no longer within the scope of the Collection Management Policy;
- b) They have zero or low circulation or use within an appropriate time period;
- c) They contain obsolete information, theories, or concepts that are not useful for historic reference;
- d) They contain outdated or incorrect information;
- e) There are duplicate copies, unless multiple copies are justified by customer demand;

- f) Newer editions are acquired, unless older editions contain valuable information not found in later editions;
- g) They are in poor physical condition, unless they cannot be replaced and are considered essential to the collection;
- h) 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.

Materials in time-critical areas such as technology, science, law, and medicine are reviewed frequently and removed if they contain outdated or incorrect information.

### 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 he or she disagrees 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/or 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 question materials in the Library collection. When a Request for Reconsideration form is submitted, one or more representatives of the Collection Management Team review the item in question, utilize professional resources and reviews relevant to the item, and make a recommendation to the Library Director to retain, remove, or relocate the item. The Director evaluates the recommendation and makes a determination. The Director responds in writing to the individual who made the Request within 60 days after the Request

was received. The Library staff members who maintain that area of the collection are informed of the Director's decision. The Library Director's decision may be appealed to the Library Board of Trustees. For a description of the appeal process, see Appendix G: Appeal procedure.