

Collection Development Policy

Selection, Access, Maintenance, and Review of Library Materials

DRAFT FOR BOARD CONSIDERATION

Current policy adopted	November 18, 2019
Proposed adoption	August 11, 2026
Supersedes	Materials Selection and Withdrawal Policy (2019)

1. PURPOSE

Baker County Library District (BCLD) develops and maintains collections that support the informational, educational, cultural, recreational, and lifelong learning needs and interests of the people of Baker County.

This policy establishes the principles and criteria used to select, provide access to, maintain, evaluate, and withdraw library materials and resources. It also establishes a fair and consistent process for responding to formal requests for review of materials in the collection.

BCLD recognizes that no public library can acquire every available resource. The collection is developed through professional judgment, knowledge of the community, responsible stewardship of public funds, resource sharing, and application of the criteria in this policy.

2. SCOPE

For purposes of this policy, the collection includes materials and resources selected, licensed, leased, subscribed to, or otherwise made available by BCLD in physical, digital, and emerging formats.

The collection may include books, periodicals, newspapers, audiobooks, music, films and other audiovisual works, e-books, downloadable and streaming media, databases, online resources, games, equipment and nontraditional circulating objects (often described as a Library of Things), and other formats appropriate to BCLD's mission.

Resources supplied through a consortium, cooperative agreement, interlibrary loan, or third-party platform may also be subject to the policies, licensing terms, availability decisions, and technical limitations of the supplying organization or vendor.

3. COLLECTION PHILOSOPHY AND INTELLECTUAL FREEDOM

BCLD supports intellectual freedom and the right of individuals to seek and receive information and ideas.

The collection, taken as a whole, should provide a broad range of subjects, experiences, perspectives, ideas, and forms of expression appropriate to a public library serving a diverse community. BCLD seeks materials responsive both to expressed community demand and to needs or interests that may not yet be widely expressed.

The presence of a material or resource in the collection does not constitute BCLD's endorsement of its content, accuracy, viewpoint, creator, publisher, or producer.

Materials will not be selected, excluded, restricted, relocated, or withdrawn solely because of partisan or doctrinal disapproval; controversy surrounding a work, subject, or creator; or the origin, identity, background, beliefs, or views of persons contributing to the work.

Individual materials may contain ideas, language, images, or viewpoints that some people find objectionable, offensive, inaccurate, disturbing, or inappropriate. The existence of such content does not by itself determine whether a work belongs in a public library collection. Materials are evaluated in context, as works as a whole, in relation to their intended audience, and in relation to the collection as a whole.

Because meaningful intellectual freedom depends upon the availability of ideas as well as freedom from restrictions on their use, BCLD recognizes a particular responsibility to preserve opportunities for individuals to encounter works that others have sought to suppress or restrict and to make their own independent judgments about those works.

BCLD endorses the principles embodied in the American Library Association's Library Bill of Rights, Freedom to Read Statement, and Freedom to View Statement.

4. ACCESS AND INDIVIDUAL CHOICE

Reading, listening, viewing, and using library resources are matters of individual choice.

BCLD does not restrict one person's access to materials solely because another person or group objects to them. Materials will be organized, cataloged, labeled, and located according to generally applicable professional and operational considerations rather than for the purpose of endorsing, condemning, or suppressing a viewpoint.

Age or audience designations are intended to help users locate materials and do not constitute a determination that every item in an area is appropriate for every person of that age.

Parents and legal guardians are responsible for guiding the library use and selection choices of their own minor children. BCLD staff may assist families in locating materials consistent with their needs and preferences, but BCLD does not act in place of a parent or guardian in determining what an individual minor may read, view, hear, or borrow.

Access may be limited where reasonably required by law, licensing terms, safety requirements, preservation needs, equipment or technology requirements, circulation rules, or other viewpoint-neutral BCLD policies.

5. RESPONSIBILITY FOR COLLECTION DEVELOPMENT

The BCLD Board of Directors establishes collection policy. The Library Director is responsible for administration of this policy and for the development and management of the collection. The Director may delegate selection, evaluation, acquisition, maintenance, and withdrawal responsibilities to qualified staff.

Collection decisions are professional and administrative decisions made under this policy. Staff exercise professional judgment using appropriate knowledge of library materials, community needs, collection use, publishing and information resources, available technology, and responsible stewardship of District resources.

6. GENERAL SELECTION CRITERIA

No single criterion determines whether an item will be selected. An item need not satisfy every criterion. Depending on the type of material, intended audience, subject, and format, staff may consider:

1. Current and anticipated community interests, needs, and demand.
2. Relationship to BCLD's mission, services, and collection objectives.
3. Relevance to the population and communities BCLD serves.
4. Contribution to the breadth and diversity of subjects, perspectives, experiences, creators, and forms of expression represented in the collection.
5. Intended audience and suitability of treatment for that audience.
6. Contemporary significance or enduring value.
7. Accuracy, authority, currency, or objectivity when those qualities are material to the purpose of the work.
8. Literary, artistic, educational, technical, recreational, or cultural value.
9. Originality or contribution of a distinctive, underrepresented, alternative, or controversial perspective.
10. Reputation, qualifications, or significance of the creator, publisher, producer, or source when relevant.
11. Professional reviews, awards, bibliographies, media attention, community recommendations, or other appropriate evaluation sources.
12. Use of similar materials and demonstrated or reasonably anticipated demand.
13. Relationship to materials already available through BCLD or partner libraries, including whether the item fills a gap, supplies an alternative treatment, or creates unnecessary duplication.
14. Local or regional significance, including relevance to Baker County, eastern Oregon, Oregon, and the Pacific Northwest.
15. Format, durability, usability, accessibility, and suitability for public library use.

16. Availability through vendors, resource-sharing partners, or other libraries.
17. Purchase price, licensing model, continuing costs, expected useful life, replacement cost, and overall value for the expenditure.
18. Physical space, technical infrastructure, staff capacity, and other operational requirements.
19. Documented censorship or attempted censorship of the work in the United States, particularly when selection would help preserve public access to challenged ideas or expression or promote public understanding of efforts to censor or restrict them.

Staff may use professional reviews and selection tools but are not required to locate a review of every selected item. Lack of a professional review does not by itself disqualify independently published, locally created, niche, emerging, or otherwise appropriate material.

7. DIGITAL RESOURCES AND THIRD-PARTY PLATFORMS

Digital materials are selected under the general criteria in this policy. Because digital resources frequently involve licensing rather than permanent ownership, staff may additionally consider:

- ease of use and accessibility;
- compatibility with commonly used devices and operating systems;
- reliability and quality of the user interface;
- availability and quality of technical support;
- vendor privacy and data practices;
- authentication requirements;
- licensing terms and restrictions;
- simultaneous-use or lending limits;
- availability of titles within a vendor-supplied package;
- cost per use and ongoing subscription or platform costs; and
- BCLD's ability to preserve or continue access to content.

BCLD may subscribe to databases, platforms, or packages containing more individual resources than staff could reasonably select title by title. Selection of a platform does not constitute individual endorsement or evaluation of every item made available through it.

Availability of a digital title or service may change because of publisher, vendor, licensing, or technology decisions outside BCLD's control.

8. NONTRADITIONAL COLLECTIONS AND LIBRARY OF THINGS

Nontraditional circulating collections may be developed when they advance BCLD's mission and respond to community interests or needs.

In addition to the general selection criteria, staff may consider safety, durability, sanitation, storage, maintenance, replacement parts, consumable supplies, staff workload, training requirements, technological obsolescence, insurance or liability considerations, and the anticipated frequency and manner of use.

BCLD may establish special borrowing rules or reasonable age, safety, or equipment requirements for particular items when warranted by their physical characteristics, use, or risk of loss or damage.

New collection concepts may be introduced as pilot projects. Staff may use circulation data, costs, operational experience, and community feedback to determine whether a pilot should be expanded, modified, continued, or discontinued.

9. LOCAL AND REGIONAL MATERIALS

BCLD recognizes a particular responsibility to provide access to materials concerning Baker County, eastern Oregon, and the region.

Local authors and creators are encouraged to suggest their works for consideration. Local authorship alone does not require inclusion. Materials by local creators are evaluated under the applicable selection criteria, with appropriate consideration given to local interest and significance.

Materials of enduring local historical value may receive different retention or preservation treatment than the general circulating collection.

10. PURCHASE SUGGESTIONS AND RESOURCE SHARING

Baker County residents are encouraged to suggest titles, subjects, and resources for the collection. Suggestions are evaluated under the same criteria applied to other materials, and a request does not guarantee purchase.

When an item is outside the scope of BCLD's collection, demand is expected to be limited, or acquisition would not be an effective use of District resources, BCLD may seek to provide access through interlibrary loan, cooperative borrowing, digital resource sharing, referral, or other means.

11. GIFTS AND DONATIONS

Materials offered as gifts are governed by BCLD's **Gift and Donation Policy** and are evaluated under the applicable collection criteria in this policy. Acceptance of a donated item does not guarantee that the item will be added to or permanently retained in the collection.

12. COLLECTION MAINTENANCE, REPLACEMENT, AND WITHDRAWAL

Collection maintenance is an essential and continuing part of collection development. Staff regularly evaluate materials to keep collections useful, current, accessible, attractive, and responsive to community needs while preserving materials of continuing value.

Factors considered in retaining, replacing, relocating, or withdrawing materials may include:

1. use and current or anticipated demand;
2. accuracy, currency, and continued relevance;
3. physical condition;
4. duplication and number of copies;
5. availability of newer editions or formats;

6. continuing value or historical significance;
7. relationship to other materials on the subject;
8. availability through partner libraries, or resource sharing;
9. format obsolescence or loss of technical support;
10. expiration or alteration of digital licenses;
11. space and storage limitations;
12. cost of repair, replacement, maintenance, or continued access; and
13. the general selection criteria stated in this policy.

Materials are not withdrawn solely because they are controversial or because an individual or group objects to their content or viewpoint.

Withdrawal of an item does not necessarily mean BCLD no longer considers the work worthwhile. Items may be withdrawn because of condition, duplication, changing use, space, licensing, format, availability elsewhere, or other collection-management considerations.

Materials withdrawn from the collection will be disposed of in accordance with applicable District policies and law.

13. ORGANIZATION, CATALOGING, LABELING, AND PLACEMENT

BCLD organizes the collection to help people discover and use materials. Cataloging, shelving, audience designation, subject headings, genre labels, and other descriptive practices will be based on professional standards, intended audience, format, ease of use, space, and other viewpoint-neutral considerations.

A material will not be labeled, sequestered, altered, or relocated solely to warn against or discourage access to its ideas or because of controversy concerning the material or its creator.

BCLD may restrict circulation, require in-library or supervised use, or otherwise limit physical access to materials when reasonably necessary to preserve rare, fragile, difficult or impossible to replace, or unusually theft-prone items. Any such restriction will be based on preservation, security, or operational considerations and not on the content or viewpoint of the material.

BCLD may update cataloging or placement when professional standards, collection practices, intended audience information, or operational needs reasonably warrant a change.

14. QUESTIONS AND INFORMAL CONCERNS ABOUT LIBRARY MATERIALS

BCLD welcomes questions about the collection. A person with a question or concern about an item may speak with library staff. Staff will listen to the concern, explain relevant collection practices or policies, and provide information about the material when appropriate.

Before submitting a formal Request for Review, an eligible requester must discuss the concern with the Library Director or the Director's designee and allow BCLD an opportunity to respond informally.

A written response or documentation of the informal discussion is not required before a formal request may be filed.

If the concern remains unresolved after that discussion, the requester may use BCLD's **Request for Review of Library Materials form**.

15. FORMAL REQUEST FOR REVIEW

An eligible requester is an adult resident of Baker County, Oregon who is a registered BCLD cardholder. Formal requests from groups or organizations will not be considered, although groups and organizations may communicate their views to BCLD through ordinary public-comment and correspondence channels.

A formal request must be signed and must identify one title, work, item, or discrete resource. A request concerning a broad service, program, display, policy, collection category, or general library practice rather than a particular resource will be directed to the BCLD policy or administrative review process applicable to that concern.

BCLD will consider no more than one formal Request for Review from the same individual in any 30-day period.

A material that has been formally reviewed and retained will not ordinarily be reconsidered for three years after the final decision. The Director may accept a new request during that period when the request raises materially different grounds, the resource has materially changed, or another significant circumstance warrants a new review.

The Request for Review form identifies required information. If a submission is incomplete, BCLD will notify the requester of the missing information. The request will not proceed to substantive review until complete. If the deficiencies are not corrected within 30 calendar days after notice, the request will be closed without a decision on the merits.

Formal requests, the requester's name, correspondence concerning the request, and BCLD's decision may be public records. Contact information, library card information, circulation records, and other protected information will be handled in accordance with applicable law and the BCLD **Privacy and Confidentiality Policy**.

16. REVIEW PROCESS

Receipt of a formal request does not by itself justify removal, restriction, relocation, or recategorization of a material. The material will remain available under ordinary library rules while review is pending unless it becomes unavailable for reasons unrelated to the request or BCLD is required by law or court order to take other action.

The Library Director will acknowledge a complete request and arrange for its review. The Director may conduct the review with qualified staff or designate a Materials Review Committee of at least three qualified staff members. When appropriate, BCLD may seek professional advice from librarians

outside the District, subject specialists, the State Library of Oregon, the Oregon Library Association Intellectual Freedom Committee, or other appropriate resources.

The review will consider:

- the complete Request for Review;
- the material itself;
- the material's intended audience and context;
- this Collection Development Policy and applicable selection criteria;
- professional reviews or other appropriate evaluation resources;
- relevant collection and use information; and
- other information reasonably necessary for an informed decision.

For a discrete work, reviewers will read, view, or listen to the work in its entirety when reasonably practicable and will evaluate the work as a whole rather than judging isolated passages, images, or excerpts outside their context.

Reviewers will set aside personal agreement or disagreement with the material and determine whether its inclusion, classification, placement, or continued retention is consistent with this policy.

Following review, the Director may determine that the material should:

1. remain in the collection without change;
2. be recataloged, relocated, or recategorized for a viewpoint-neutral professional or operational reason;
3. be withdrawn because it does not satisfy or no longer satisfies applicable collection criteria; or
4. receive another action consistent with this policy.

The Director will provide the requester with a written decision and the reasons for it, normally within 30 calendar days after receipt of a complete request. When the nature of the material, the number of pending requests, staff availability, or another circumstance requires additional time, BCLD will provide a written status update and an estimated decision date.

The Director will keep the Board informed of formal requests and their disposition.

17. APPEAL TO THE BOARD OF DIRECTORS

A requester dissatisfied with the Director's final written decision may appeal to the BCLD Board of Directors by submitting a written appeal to the Library Director or Board Chair within 10 business days after the date of the decision.

The appeal must identify the specific provision of this policy or the review procedure that the requester believes was not followed or was applied incorrectly, and explain the basis for that claim. The purpose of the Board's review is to determine whether the reconsideration process and resulting decision reasonably complied with the policy established by the Board, not to substitute individual trustees' personal preferences for professional collection judgment.

The Director will provide the Board with the Request for Review, the material or sufficient access to it, the administrative review record, the Director's decision, and the written appeal. The material will remain available under ordinary library rules while an appeal is pending, subject to the same exceptions stated in Section 16.

The Board will consider the appeal at a regular or special meeting consistent with applicable public-meeting requirements. The Board may request additional information or professional review when needed. The Board may affirm the Director's decision, remand the matter for additional review, or direct another action that is consistent with this policy and applicable law. The Board's decision on the appeal is final.

Public comment concerning a library material does not by itself constitute a formal Request for Review or an appeal. A person seeking formal review must use the process established in this policy.

18. RECORDKEEPING AND REPORTING

BCLD will maintain administrative records of formal Requests for Review and their disposition consistent with applicable records-retention and public-records requirements.

The Director may report intellectual-freedom challenges and outcomes, with appropriate protection of confidential information, to the State Library of Oregon's Oregon Intellectual Freedom Clearinghouse, the Oregon Library Association, the American Library Association Office for Intellectual Freedom, or similar professional organizations.

19. RELATED BCLD POLICIES

This policy should be read together with other applicable BCLD policies, including:

- Administrative Review of Library Services;
- Gift and Donation Policy;
- Library Displays Policy;
- Privacy and Confidentiality Policy;
- Public Complaint / Patron Grievance Policy and Procedure (for matters outside this materials-review process);
- Technology Use Policy; and
- applicable circulation, resource-sharing, and records-management policies.

If a concern falls principally within another BCLD policy, the Director may direct the matter to the procedure established by that policy.

20. POLICY REVIEW

The Library Director will periodically review this policy and associated administrative procedures for consistency with current law, professional standards, technology, collection practices, and community needs.

The Board will formally review this policy at least once every four years and more frequently when circumstances warrant.



Policy history: Origin 8/2007; revised 3/2009, 11/2016, 11/2019; proposed revision [DATE].