

Collection Development Library Policy

City of Port Townsend Public Library

Purpose

The Collection Development Policy supports the mission, vision, and core values of the City of Port Townsend Public Library (PTPL). The policy provides direction on the procurement and provision of library materials that reflect the ever-evolving needs and interests of the communities served by PTPL and inform members of the community about the principles used to select and manage the collection. This policy will be reviewed on a periodic basis.

Intellectual Freedom

The PTPL is committed to intellectual freedom and unrestricted access to information. The PTPL's collections are organized and maintained to facilitate access. Librarians employ objective professional judgment through selection, cataloging, classification, and readers' services to make available the information that library patrons want or need. Cataloging decisions, labels, or ratings applied in an attempt to restrict or discourage access to materials or to suggest moral or doctrinal endorsement is a violation of the First Amendment and Library Bill of Rights. The PTPL cultivates a collection representing a variety of viewpoints for all ages, backgrounds, and opinions. The existence of a particular viewpoint in the collection is an expression of the PTPL's commitment to intellectual freedom not an endorsement of that point of view.

The Port Townsend Public Library upholds the principles documented in the:

- [American Library Association's Library Bill of Rights](#)ⁱ
- [Freedom to Read Statement](#)ⁱⁱ
- [Freedom to View Statement](#)ⁱⁱⁱ
- [Access to Library Resources and Services for Minors](#)^{iv}
- [Code of Ethics of the American Library Association](#)^v
- [Core Values of Librarianship Statement](#)^{vi}

Principles of PTPL Collection Development

- PTPL provides a diverse collection of materials, in a variety of formats and languages, for all ages, responsive to the needs and interests of the community within its budgetary and space limitations.
- In order to support an informed public, the collections represent a variety of viewpoints from diverse sources. Selection of materials by the PTPL does not indicate an endorsement of the contents or views expressed in those materials.
- The PTPL provides open and equal access to library collections to all patrons.

- PTPL staff anticipates and actively reaches out to the community to ascertain the needs and interests of the public and also considers customer requests for materials.
- The PTPL helps preserve and share our community's history.
- When possible, the PTPL purchases some digital collections with consortiums. This includes the Washington Anytime Library for eBooks and eAudiobooks and the Cooperative Libraries of the Eastern Olympics (C.L.E.O.) for databases. Consortium level purchasing helps to expand the collection budget through economies of scale procurement. The PTPL strives to add digital collections in conjunction with demand, cost, and availability.
- The PTPL believes that a high-quality library collection must be kept up-to-date by judicious oversight, removing outdated and worn-out items, while preserving, and when necessary and possible, replacing, classics and items of lasting value.
- The PTPL considers reading, viewing and listening to be individual matters. While any patron is free to select or reject materials for themselves or their own minor children, the freedom of other PTPL patrons to read or inquire will not be restricted. The PTPL would never presume to usurp the role of the parent. Only parents and guardians have the right and responsibility to guide the reading, viewing and listening choices of their own minor children. The PTPL does not stand in the place of parents (in loco parentis.)

Responsibility

This policy is periodically reviewed and revised by the library staff with the advice and recommendations of the Library Advisory Board and approved by the Port Townsend City Council. The Library Director and the Director's qualified designees are responsible for collection development and management.

On a day-to-day basis, the policy is administered by the Library Managers and implemented by the professional staff. The professional staff selects and maintains materials in areas assigned to them by their supervisors.

Selection of Materials

The PTPL emphasizes breadth over depth, unabridged over abridged, and general treatments over specialized, scholarly and professional treatments.

Because technologies for sound, image, and electronic delivery of information continue to evolve, the PTPL will monitor and evaluate new formats, implementing them when appropriate and discarding obsolete formats when necessary.

No single set of criteria can be applied in all cases. Some resources may be selected based on their artistic merit or scholarship while others are selected based on the recreational interests of the community. The criteria for selecting fiction, nonfiction, and electronic media will vary. Materials are selected as a whole rather than on particular passages. Materials for the regular and special collections are selected based on measures outlined in the Library's Collection Development Guidelines.

Collection Maintenance

The PTPL's material selectors are responsible for decisions regarding weeding, repair, and replacement in their area of the collection. Proper maintenance of the collection provides our patrons with what they need and expect: useful, current materials in good physical condition. Discarded materials are handled as allowed by law per [RCW 39.33.070](#).

Request for Library Materials

Patrons may make requests, and the PTPL will consider either borrowing the item from another library (Interlibrary Loan) or purchasing the item for the collection. Some items may not be available. Requests that are purchased are subject to the same collection development criteria as any other work.

"Gifts" Donated Items

The PTPL welcomes donations of books and other materials and accepts monetary contributions toward the purchase of materials. The PTPL reserves the right to decide the disposition of all gifts received. Gifts added to the PTPL's collection become the property of the PTPL and will be placed where most appropriate. Material not added to the PTPL's collection may be sold by the Friends of the Port Townsend Library. The proceeds from material sales are used by the Friends to support our mission. Material selection and collection maintenance will follow the general practices of the PTPL's collection development policies.

Request for Withdrawal or Addition of Library Materials

The PTPL believes in information for all and does not practice censorship. A patron questioning material in the collection is encouraged to talk to library staff about the material. Patrons who are residents of the City of Port Townsend may submit a Request for Reconsideration or Addition of Library Material Form for material that the patron considers objectionable or to request materials be added to the collection. A procedure is in place for handling such requests. Materials under reconsideration/addition will remain available to patrons until a determination has been made. Only one Request for Reconsideration/Addition per title is allowed. The Library Director or the Director's designee will respond with a written decision within 30-60 days of receiving a completed Request for Reconsideration/Addition Form.

Cited American Library Association Documents

ⁱ "Library Bill of Rights", American Library Association, June 30, 2006.

<http://www.ala.org/advocacy/intfreedom/librarybill> (Accessed December 5, 2017)
Document ID: 669fd6a3-8939-3e54-7577-996a0a3f8952

ⁱⁱ "The Freedom to Read Statement", American Library Association, July 26, 2006.
<http://www.ala.org/advocacy/intfreedom/freedomreadstatement> (Accessed December 5, 2017)
Document ID: aaac95d4-2988-0024-6573-10a5ce6b21b2

ⁱⁱⁱ "Freedom to View Statement", American Library Association, May 29, 2007.
<http://www.ala.org/advocacy/intfreedom/freedomviewstatement> (Accessed December 5, 2017)
Document ID: 95444382-9c6c-e904-0962-be3aa96cdb5a

^{iv} "Access to Library Resources and Services for Minors", American Library Association, July 26, 2006.
<http://www.ala.org/advocacy/intfreedom/librarybill/interpretations/access-library-resources-for-minors>
(Accessed December 5, 2017)
Document ID: 65e2f033-21c0-d724-f166-6a6def0dcd4e

^v "Professional Ethics", American Library Association, January 22, 2008.
<http://www.ala.org/tools/ethics> (Accessed December 5, 2017)

^{vi} "Core Values of Librarianship", American Library Association, July 26, 2006.
<http://www.ala.org/advocacy/intfreedom/corevalues> (Accessed December 5, 2017)
Document ID: 33390955-19b0-2164-9d0d-07dfe5ec504e