

Collection Development Policy

Approved September 2022

Liberty Lake Municipal Library's Board of Trustees recognizes that there are individuals and groups with diverse interests, backgrounds, ages, and needs, and that the Library was created to serve all of the people within the community it serves.

The Collection Development Policy is based on and reflects the Library's mission, vision, values, and strategic goals. The LLML Board of Trustees declares that it adheres to and supports:

First Amendment of the Constitution of the United States;

[Library Bill of Rights](#) (American Library Association);

[Freedom to Read Statement](#) (American Library Association);

[Freedom to View Statement](#) (American Library Association);

[Washington Library Association Intellectual Freedom Statement](#).

Therefore, the above-listed documents are considered to be a part of this policy. The Board of Trustees affirms reading, listening, and viewing to be an individual's private matter. Full, confidential, and unrestricted access to the library collection is essential for the City's residents to participate in our democracy. While library customers are free to select or reject materials for their own use or for the use of their minor children, the freedom of others to use the library collection will not be restricted. Parents and guardians have the right and responsibility to guide and direct the use of the library collection for their own minor children. Library staff do not serve in place of parents (in loco parentis) in guiding children's use of the library collection.

COLLECTION DEVELOPMENT

LLML is a popular materials library. Library materials will be selected and retained in a variety of formats and comprehension levels, including digital content, to serve cultural, informational, educational, and recreational interests. Individuals and groups in Liberty Lake will have access to a library collection that meets widely separate and diverse interests, backgrounds, cultural heritage, social values, and needs.

The Board of Trustees recognizes that the library is a community resource for people of all ages, races, creeds, national origins, sexual orientation, and political or social views. It is a physical and virtual place where ideas and information are freely exchanged. A variety of viewpoints are represented in the library collection and the library upholds the right of the individual to obtain information, though the content may be controversial, unorthodox, or unacceptable to others. The existence of a particular viewpoint in the collection is an expression of the Library's commitment to intellectual freedom and not an endorsement of the particular point of view.

The Board of Trustees entrusts the development of the library collection to the Library Director, who may in turn delegate selection of library collections to professional staff.

Selection Criteria

Collection development staff use their training, knowledge, and expertise along with the following general criteria to select materials for the collection:

- The material's contribution to the diversity or breadth of the collection
- Evaluation of the material in professionally-recognized critical review sources (LLML's primary sources of review are *Baker and Taylor's Forecast*, *Kirkus*, *BookList*, *Library Journal*, *School Library Journal* and *Horn Book*.)
- Critical reviews, bibliographies, and awards concerning the material
- Reputation and qualifications of the author, publisher or producer, with preference generally given to titles vetted in the editing and publishing industry
- Accuracy and timeliness of the material; publication date
- Expressed and/or perceived interest or demand for the material, consideration may be given based on requests, reports, hold counts on materials selected by other libraries in CIN, circulation statistics etc.
- Local interest, local history, community or national relevance
- Adequate standards of quality, and durability, format, and physical appearance
- Impact on the materials budget
- Availability of materials through our preferred vendors, interlibrary loan or electronic resources
- Not all criteria need be met

Patron Recommendations

Patrons may request items the Library does not own. Each request is reviewed for inclusion in the collection using the selection criteria.

Criteria for Weeding and Withdrawal

- Accuracy/obsolescence
- Poor physical condition
- Low circulation
- Completeness (sets)
- Availability of similar materials
- Community or historical value
- Availability of replacement material

Materials discarded from the collection are disposed of at the Library's discretion. Options include, but are not limited to, making discarded materials available to the FLLML for book sales or offering to other libraries or nonprofit organizations. Materials not sold by the Friends will be disposed of at the discretion of FLLML.

REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS

LLML fully endorses the principles documented in the Library Bill of Rights and the Freedom to Read Statement of the American Library Association. Materials available in the Library present a diversity of viewpoints, enabling citizens to make the informed choices necessary in a democracy. LLML also selects a wide variety of library materials that satisfy the diverse interests of our community. The Library upholds the right of the individual to secure these resources, even though the content may be controversial, unorthodox, or unacceptable to some. The Library's varied collection is available to all; however, it is not expected that all of the collection will appeal to everyone.

Library patrons who wish to request the withdrawal or reclassification of materials currently owned by the Library are encouraged to discuss their concerns with a librarian or the Library Director. If the library patron is not satisfied with their response, the librarian/Director will give the customer a packet that includes:

LLML's Collection Development Policy

[The Library Bill of Rights](#)

[The "Freedom to Read" statement of the American Library Association](#)

"Request for Reconsideration of Library Materials" Form

If, after reviewing the packet, the library patron wants to proceed with their request, a signed "Request for Reconsideration of Library Materials" may be submitted to the Library Director. This will begin the formal reconsideration process. Anonymous complaints in writing or by other means are not honored. No action will be taken to remove or restrict access to any materials until a final decision has been made by the Library.

The Library Director will send acknowledgement of receipt of the "Request for Reconsideration of Library Materials" form to the library patron within fourteen days of its receipt. The completed form is reviewed by one or more library staff who have responsibility for materials selection, and by the Library Director. The resource in question will be objectively reviewed to ascertain that the selection criteria and principles stated above were applied in the selection process. A written response will be made by the Library Director within thirty days of receiving the formal objection.

Should the library patron wish to appeal the Library Director's decision, an appeal in writing may be made within fourteen days, in writing to the Board of Trustees. The Board of Trustees will review the selection criteria, Collection Development Policy and consider other appropriate information, including professional reviews and recommendations, comments from staff, and comments from the library patron. A decision will be made by The Board of Trustees at a regularly scheduled meeting and, once a decision has been rendered, the patron will receive written notification from the board. The Board of Trustees' decision will be final.

The material in question will remain active in the collection during the review process.

Policy Adopted: September 2022

Request for Reconsideration of Library Materials

If you have found library materials about which you have concerns, please complete this form and return it to a Liberty Lake Municipal Library staff member. Only complete forms will be considered. You will receive acknowledgement of receipt of this form from the Library Director within fourteen days of its receipt.

Materials for reconsideration

Title:

Author/Producer:

Type of Material

Book Magazine/Newspaper DVD Audio CD

Electronic Database Other: _____

Did you read, view, or listen to the entire work or a portion of the work? All Part

Please describe your concerns regarding this material: (use other side or additional pages if needed)

Are there any specific pages/selections that illustrate your concerns. If yes, please list them:

How did this material come to your attention?

What other materials of quality or relevance on this subject would you recommend?

Have you read the Library's criteria for selection of materials, as stated in the LLML Collection Development Policy?

What action do you recommend that the Library consider? (i.e. should the material be reclassified or removed?):

Signature

Contact Information

Your name: _____

Library Card Number: _____

Address: _____

City: _____ Zipcode: _____

Telephone: _____

Email Address: _____