WILSONVILLE PUBLIC LIBRARY
COLLECTION DEVELOPMENT POLICY

APPROVED
September 26, 2012

I. MATERIAL SELECTION POLICIES

A. Introduction:

The material selection policies of the Wilsonville Public Library are based on the principles expressed in the "Freedom to Read" statement (American Library Association, most recently revised June 30, 2004) and the "Library Bill of Rights" (ALA, January 1996). In general, these documents state "Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of their origin, background, or views of those contributing to their creation. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval."

The Wilsonville Public Library will, within the guidelines of these material selection policies, attempt to acquire and make available materials which will help people to educate and inform themselves and to support their personal, social, and economic well-being. Items from specialized collections will be acquired through the interlibrary loan process.

B. Selection of Material:

Within the limits of available budget and space, and within the scope and guidelines defined in the collection development sections of this document, the library staff will seek to select and acquire those library materials which in its judgment may best meet the needs of the community.

Primary responsibility for selection of material rests with the Library Director, with appeal to the Library Board. Day to day selection of material is delegated to the Adult Services Librarian and Youth Services Librarian as appropriate, with the assistance of other staff.

The Library will collect materials in a variety of formats in order to maximize the scope and usefulness of its resources for different uses and purposes. The Library's commitment to specific formats will change over time depending on such factors as cost, format quality, ease of access (including current general availability and cost of any equipment needed for use of materials), durability, and other advantages or disadvantages of specific formats. New collections will not be established in formats recognized as obsolete or obsolescent, although for special collections materials not readily available in preferred formats may be acquired or retained where appropriate. Experimental collections may be established in new formats to test demand when it appears the format has sufficient advantages to achieve...
market success.

Guidelines for selection choices are as follows:

1. Material should be of interest and relevance to members of the local community.
2. Present and anticipated community needs and interests as well as potential historical interest will be taken into account during the selection process.
3. Material in very specialized areas or of a highly technical nature may be selected if there is sufficient community demand to justify the costs of adding the material.
4. Material should meet basic literary or artistic standards as assessed by the experience of the professional staff. Criteria for selection will include:
   • Timeliness and quality of content
   • Anticipated use of material
   • Relationship to other materials in the collection
   • Role in filling a need within the collection
   • Critical merit
   • Cost.
5. Material should be in good condition, durable, meet basic production standards, and be capable of withstanding reasonable public use.
6. Materials representing controversial, minority, or diverse viewpoints on an issue may be included in the collection if they would contribute to assembling a representative and informative balance of viewpoints on the issue.
7. Selection will not be inhibited by the possibility that material intended for an adult audience may come into the possession of minors.
8. While it is not the role of the public library to supply textbooks for school use, textbooks useful for independent study may be selected.
9. The Library may enter agreements with content providers or other vendors to receive pre-packaged or pre-selected materials.
10. Hardback (cloth) or paperback books will be chosen according to the predicted demand life of materials weighed against their respective cost. When available, paperback will be generally preferred for materials likely to be outdated or unneeded within 5 years or less or where relatively light use is anticipated.
C. Gifts of Money or Material:

Gifts or money, library materials, or other items will be accepted by the Library provided that any attached conditions are acceptable to the Library Director and Library Board and as described in the Wilsonville Public Library Gift Acceptance Policy. The following conditions shall apply:

- Materials added to the library collection which are received as gifts or memorials must meet the standards in Section II. B. Selection of Material. The Library reserves the right to add to the collection only selected items from a donation.

- Gifts become the sole property of the City of Wilsonville. Material may be retained or disposed of as deemed prudent and without consulting the original donor unless otherwise agreed.

D. Criteria for Removing Material from the Collection:

Library staff will routinely remove materials from the library collection when in their judgment:

- Material is no longer of sufficient interest or use to the community to justify its retention; or

- Material no longer reflects current knowledge or information and is not needed for historical purposes; or

- Material is damaged or badly worn and repair or rebinding is not practical; or

- Material fails to meet the criteria outlined in Section II. B. Selection of Material, of this document; or

- Items have been replaced by others which supersede them or which otherwise better serve the purposes of the Library in selecting material for its collection.
II. ADULT COLLECTION DEVELOPMENT GOALS AND SCOPE OF COLLECTIONS

A. Definitions:

1. WELL-CHOOSEN CORE:
   Few selections made, but basic authors, topic surveys, core works and ideological balance are represented. Can support fundamental inquiries.

2. BASIC INFORMATION LEVEL:
   Up-to-date general materials that serve to introduce and define a subject; can support school instruction through the high school or college freshman level and routine public inquiries.

3. AUGMENTED INFORMATION LEVEL:
   As above, but with sufficient materials to support some independent study or academic instruction through the sophomore/junior level of college as well as many of the recreational or vocational reading needs of a well-educated general public.

4. BASIC STUDY/RESEARCH LEVEL:
   Includes the most important primary and secondary literature, a selection of basic representative journals/periodicals, and the fundamental reference and bibliographical tools pertaining to the subject. Adequate for curriculum support for basic undergraduate instruction. Adequate for independent study and for the lifelong learning needs of the general public, with coverage at all appropriate reading levels.

B. Adult Non-Fiction Collection Development Goals by Subject Area:

<table>
<thead>
<tr>
<th>Subject Area</th>
<th>Goal Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMPUTER SCIENCE (004-007)</td>
<td>Basic information level with emphasis on popular programs and other material for the end-user.</td>
</tr>
<tr>
<td>LIBRARY SCIENCE (020’s)</td>
<td>Well-chosen core for lay audience augmented by selected items for internal use.</td>
</tr>
<tr>
<td>GENERAL REFERENCE AND JOURNALISM (Rest of 000-099)</td>
<td>Basic information level with emphasis on ready reference and general bibliography</td>
</tr>
<tr>
<td>PHILOSOPHY (100-129, 160-199)</td>
<td>Basic information level with emphasis on understanding philosophical and metaphysical concepts and issues and the history of philosophy.</td>
</tr>
<tr>
<td>PARAPSYCHOLOGY AND PARANORMAL PHENOMENA</td>
<td>Basic information level: the goal is an open-minded balance of materials capable of providing understanding and useful in evaluating areas of traditional and current</td>
</tr>
<tr>
<td>Decimal Range</td>
<td>Description</td>
</tr>
<tr>
<td>---------------</td>
<td>-------------</td>
</tr>
<tr>
<td>130's</td>
<td>interest.</td>
</tr>
<tr>
<td><strong>PSYCHOLOGY</strong> (150's)</td>
<td>Basic information level with emphasis on major psychological theories, applied psychology and self-improvement.</td>
</tr>
<tr>
<td><strong>RELIGION</strong> (200's)</td>
<td>Basic information level: the goal is an open-minded balance of materials representing all the major religions and religious (and non-religious) views, their scriptures and supportive or critical materials. Emphasis is on those religions or views with significant numbers of local adherents or which are otherwise subject to significant interest within the community.</td>
</tr>
<tr>
<td><strong>SOCIAL SCIENCES/ SOCIOLOGY</strong> (300-319, 360’s)</td>
<td>Basic information level of materials for lay audience, with emphasis on life choices, family and personal relationships.</td>
</tr>
<tr>
<td><strong>POLITICAL &amp; MILITARY SCIENCE</strong> (320’s, 350’s)</td>
<td>Basic information level with emphasis on American politics, government and military.</td>
</tr>
<tr>
<td><strong>ECONOMICS &amp; COMMERCE</strong> (330's, 380's)</td>
<td>Basic information level with emphasis on American, Pacific Rim and international economic issues; personal finance and investment.</td>
</tr>
<tr>
<td><strong>LAW</strong> (340's)</td>
<td>Well-chosen core with emphasis on local and state statutes, American constitutional history and issues, and materials for lay audience dealing with common legal issues/problems.</td>
</tr>
<tr>
<td><strong>EDUCATION</strong> (370’s)</td>
<td>Well-chosen core with materials for a lay audience, emphasizing educational policy and choices, including effective teaching techniques and alternatives to public education.</td>
</tr>
<tr>
<td><strong>ANTHROPOLOGY, CUSTOMS &amp; FOLKLORE</strong> (390's)</td>
<td>Well-chosen core including a broad cultural and historical overview with emphasis on American traditions and modern practices.</td>
</tr>
<tr>
<td><strong>HOLIDAYS</strong> (400's)</td>
<td>Well-chosen core with heavier emphasis on popular American holidays.</td>
</tr>
<tr>
<td><strong>MATHEMATICS</strong> (510's)</td>
<td>Basic information level with emphasis on materials appropriate for review, tutoring, or self-study through lower undergraduate level.</td>
</tr>
<tr>
<td>Subject</td>
<td>Description</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>PHYSICAL &amp; EARTH SCIENCES</td>
<td>Well-chosen core. Materials for lay audience, including strong materials appropriate for review, tutoring, or self-study through lower undergraduate level.</td>
</tr>
<tr>
<td>(500-509, 520-559)</td>
<td></td>
</tr>
<tr>
<td>BIOLOGICAL SCIENCES</td>
<td>Well-chosen core. Materials for lay audience, including strong materials appropriate for review, tutoring, or self-study through lower undergraduate level.</td>
</tr>
<tr>
<td>(560-599)</td>
<td></td>
</tr>
<tr>
<td>MEDICINE &amp; HEALTH</td>
<td>Augmented information level of materials for lay audience, with emphasis on understanding and appropriate action for common health issues and problems, covering traditional and alternative treatments. Includes professional materials most helpful to the medical consumer.</td>
</tr>
<tr>
<td>(610's)</td>
<td></td>
</tr>
<tr>
<td>ENGINEERING &amp; TECHNOLOGY</td>
<td>Well-chosen core. Materials for lay audience, emphasizing how-to information for the consumer, amateur or hobbyist, to an intermediate level of expertise or specialization.</td>
</tr>
<tr>
<td>(600-609, 620’s, 660-699)</td>
<td></td>
</tr>
<tr>
<td>AGRICULTURE AND ANIMAL HUSBANDRY</td>
<td>Basic information level of materials for lay audience, emphasizing home gardening and animal care, with a well-chosen core describing the current basic practices of commercial agriculture, horse and livestock raising common in the North Willamette Valley.</td>
</tr>
<tr>
<td>(630's)</td>
<td></td>
</tr>
<tr>
<td>HOME ECONOMICS</td>
<td>Augmented information level emphasizing parenting, nutrition and cooking, home maintenance and repair, home planning, remodeling and building, to an intermediate or fairly advanced level of expertise.</td>
</tr>
<tr>
<td>(640's)</td>
<td></td>
</tr>
<tr>
<td>BUSINESS AND MANAGEMENT</td>
<td>Augmented information level emphasizing general business reference and techniques for business success including small business management and executive management of larger enterprises.</td>
</tr>
<tr>
<td>(650's)</td>
<td></td>
</tr>
<tr>
<td>ART &amp; ARCHITECTURE</td>
<td>Basic information level with emphasis on art and architectural history and appreciation; art, graphic and photographic techniques to an intermediate or fairly advanced level of expertise; domestic architecture, interior decoration, and home landscaping; handicrafts; and collecting and collectibles.</td>
</tr>
<tr>
<td>(700-779)</td>
<td></td>
</tr>
<tr>
<td>MUSIC AND PERFORMING ARTS</td>
<td>Basic information level of materials for lay audience, including a well-chosen core pursuing interests in music, theater, dance or other performing arts to an intermediate level of expertise. (See also</td>
</tr>
</tbody>
</table>
PHYSICAL EDUCATION & RECREATION (793-799)

Basic information level of materials for lay audience emphasizing sports appreciation, sports and recreation techniques, and rules and strategy of popular games.

LANGUAGE, LINGUISTICS & LITERATURE (800’s)

Basic information level of materials emphasizing a broad survey of world literature with strong emphasis on English and American literature, classics, and literary biography and criticism. Also foreign language study (with depth depending on local interest in the language); and writing for publication and how to get published. (See also FICTION COLLECTION.)

BIOGRAPHY (920-921)

Basic information level with emphasis on persons of historical importance and on literary biography, especially of Americans.

GENEALOGY (928-929)


ARCHEOLOGY, HISTORY, GEOGRAPHY AND TRAVEL (900-919, 930-999)

Basic information level covering all times and places but with emphasis on 20th Century and American history, both national and by regions and states. Travel selections aim at a very comprehensive up-to-date coverage of destinations, but with greater emphasis on the more popular destinations.

C. Specific Print Collection Notes

1. FICTION COLLECTION:

This collection includes a broad selection in English of current popular fiction and older or classic fiction likely to be read for pleasure as well as literary interest. Foreign language fiction or foreign fiction of literary interest but of little local popular appeal may be shelved with the respective foreign literatures in the subject area.

Mystery, Science Fiction, Westerns

These are popular genre fiction collections separated from the Fiction Collection for the convenience of readers of these genres. The Mystery Collection especially includes the puzzler-type and detective series; spy stories, psychological and legal suspense, and crime novels are more typically assigned to the general Fiction Collection. The Science Fiction collection includes the fantasy genre; some imaginative fiction may be assigned to general Fiction if judged more likely to appeal to the general reader. Western fiction
includes action-adventure fiction in an Old West or North American pioneer setting.

In assigning titles to the Fiction and genre collections, an attempt is made not to divide the work of a single author unless there is a clear division of that author's work along genre lines. As a practical matter, the assignment of fiction to the Fiction collection or a genre collection is inevitably somewhat arbitrary, especially in the case of authors whose work tends to bridge genre lines, so that readers are advised to explore more than one collection for items of possible interest.

2. REFERENCE COLLECTION:
The adult reference collection is intended to provide quick and convenient access to basic factual data and succinct information on all subjects of frequent or common public inquiry. Internet resources are rapidly superseding print resources. The print collection will focus on resources that are not readily available online, or whose physical presence contributes to the value of the resource. Within budget constraints, the Library will attempt to keep reference resources as up-to-date as possible, including electronic formats when advantageous overall. As appropriate, some reference items may be held in the circulating collection if that is an overall benefit to users.

The collection does not normally circulate in order to insure availability of the information it contains; overnight or other short-term loans may be made according to the discretion of staff depending on such factors as the heaviness of demand for a particular item, its cost and replaceability, the nature of the patron's need and borrowing record.

3. CAREER COLLECTION:
The Career Collection or Career Center is that portion of the Adult Non-fiction Collection of particular interest to job seekers or those planning for careers or to further their education. Vocational guidance, college choice and financial aid, job search strategy, and preparation for qualifying examinations are the major emphases. To maximize use of these high-demand materials, shorter checkout is allowed than for other circulating non-fiction materials.

4. HERITAGE COLLECTION
The purpose of this special collection is to encourage and enable patrons to pursue research into their family history and heritage, especially as it may relate to the history and people of Oregon and the Pacific Northwest. The aim for the collection is to be as nearly comprehensive as practical for Oregon local history and genealogy, and strong for the support of genealogical research generally. Recognizing current space constraints, various levels of development are intended according to geography, as follows:

• Comprehensive coverage for the Wilsonville area
• Extensive coverage (enhanced basic study/research level) for the local region, including Clackamas, Multnomah, Washington and Marion Counties;
• Fairly extensive coverage for the rest of the Willamette Valley, northern Oregon coastal counties and Clark County, Washington;
• Strong coverage (basic study/research level) for the rest of Oregon, Western Washington and far Northern California;
• Fairly strong coverage of helpful items for the rest of Washington, Northern California and Idaho
• Augmented information level of important/useful items for California and the Far West, including British Columbia and Alaska, and for the pursuit of American genealogy generally, especially those portions of the country which produced the most immigration to Oregon
• Basic information level of useful materials for other areas of the US and Canada
• Well-chosen core materials for foreign genealogical research

Online databases and microforms are important elements of the Heritage Collection, allowing deeper coverage within limitations of available space. Gifts for the Collection are encouraged, but may be traded or sold to acquire others that better match the Collection's development scope. Partnerships with local historical and genealogical groups will be encouraged to promote the use and development of the Collection.

The Collection includes both reference and circulating items; reference items may be loaned overnight or for brief periods at the discretion of reference staff.

5. MAPS, VERTICAL FILES AND OTHER PRINT UNCATALOGED MATERIAL: The Library acquires and maintains files of useful maps, pamphlets, articles, newsletters, reports, etc. which supplement its non-fiction materials. Special emphasis is placed on Wilsonville and the local area and on the Pacific Northwest generally.

6. LOCAL GOVERNMENT DOCUMENT COLLECTION: The Library will acquire relevant government documents in order to provide citizen access to planning and policy making decisions at the City, County, Regional, and State level. The collection will include notices of meetings and administrative actions, meeting packets, and supporting material. Meeting materials will be held for one year. Additionally, the library will maintain a permanent print collection of City ordinances.

Some materials with significant factual material or of lasting interest may be placed in the Reference or circulating collections.

7. FOREIGN LANGUAGE COLLECTION: The library will collect foreign language material in languages spoken most commonly by area residents. At this time, these languages are Spanish and Russian. Collections are expected to get significantly lower usage than the English collections, with a concomitant amount of attention paid to collection development. Emphasis in languages other than Spanish will focus on popular, current fiction only. The Spanish-language collection will also be developed with an eye toward the establishment of a functioning non-fiction collection, particularly in the subjects of citizenship, immigration, available government services, legal issues, and relationships.
Japanese Language Collection:
Through the generosity of a local manufacturing firm, Fujimi America, Inc., and employees of its parent company in Japan; as well as of Wilsonville's sister city of Kitakata, Japan; and of several interested individuals, the Library is developing a special collection of materials about Japan, its language and culture, as well as materials in Japanese for both children and adults. Their support has allowed us to raise the collection goal in this area from the Basic Information level to the Basic Study/Research level. The Library will seek to maintain the needed level of private support to continue the development and maintenance of the Japanese Collection to that collection level.

8. NORTHWEST COLLECTION:

Northwest Non Fiction
The primary geographical scope of this special subject collection is Oregon, Washington, Idaho, British Columbia, Alaska, the Yukon, and the western Northwest Territories of Canada, with some incidental coverage of California, Montana, Alberta and other nearby areas when they are combined with treatment of the primary area. The collection aims at a basic study/research level of materials relating to Northwest travel, history, biography, native cultures, literature, arts, industry, government, natural history, geology, geography, wildlife and related areas. Non-historical books of a practical nature, with a Northwest element secondary to their primary subject focus, such as legal guides, gardening books, and cookbooks, are located with the appropriate subject areas rather than in the Northwest Collection in order to avoid separating items of similar use and interest.

Northwest Fiction:
This collection contains older fiction of historical interest and contemporary fiction of some literary merit, set in Oregon or the Pacific Northwest.

9. LARGE PRINT COLLECTION:
A representative collection of large print books for the benefit of readers with impaired vision is provided, with emphasis on fiction and high interest non-fiction with appeal for seniors.

10. PERIODICAL COLLECTION:
Our goal is to provide at least 10 current periodical subscriptions per 1000 population served, including both newspapers and magazines of general interest or which support the collection goals for subject areas. Periodicals for which the Library has indexing will be preferred and will be retained according to continued use to the extent that space permits.

C. Non-Print Collections:
The Library will make available a variety of non-print materials in formats for different age levels and interests. Non-print materials that are included in the holdings of the Library include audiobooks, recorded music, computer software, online databases, and films and television shows. As new non-print formats are developed or requested, they
will be given consideration for addition to the collection.

The Library's goal is to provide a collection of instructional, educational, and leisure materials that will complement and enhance the Library's existing print collections. Non-print materials will cover topics for information, discussion, current events, as well as recreation.

Similar to the print collection as expressed in Section I.A., the non-print collection will reflect the library profession’s basic tenets of intellectual freedom. No subject content will be excluded as long as the material meets criteria detailed in Section I.B., and in this Selection Policy. The library recognizes some materials may be considered controversial or may offend some users. Material which represents a single point of view may be selected to provide necessary alternatives to other material. The existence of a particular viewpoint in the collection should be seen as an expression of the library's policy of intellectual freedom, not an endorsement of that particular point of view.

Because audio/visual formats change frequently, the Library may continue to circulate, but no longer purchase superseded formats. Formats currently held are:

- **FICTION AND NON-FICTION FILMS:**
  - Current Collection Formats: VHS, DVD, Blu-ray Disk
  - Current Formats Purchased: DVD, Blu-ray Disk

- **AUDIOBOOKS AND MUSIC**
  - Current collections: Tape, CD, MP3, Playaways and downloadable files
  - Current formats purchased: CD, MP3, Playaways and downloadable files

A television and several CD/DVD players (with headphones) are also available in the library for public use.

1. **GENERAL AUDIO VISUAL MATERIAL SELECTION:**
   - Along with selection criteria listed in Section I. B., the following selection criteria will be considered for visual materials:
     - favorable reviews in reputable, generally available publications and standard library reviewing sources
     - production quality
     - appropriateness of the subject to the collection
     - appropriateness to the interests and skills of the intended users
     - timeliness of information
     - demand
     - cost

2. **MOTION PICTURES**
   - **Feature Films and Television Series**
     - Feature film and television series selections will attempt to represent the breadth of current popular culture, but will favor those works that are culturally, historically, locally, or aesthetically significant. The library will also give special attention to
collecting limited release and foreign language films that meet these criteria. Popular material intended purely for entertainment purposes will be collected, but will be of secondary consideration in comparison with works of lasting importance.

The Library will not attempt to have enough copies to meet initial popular demand of new release feature films. As a general rule the library will collect 1 copy for each 10 patron holds for items in demand, with a maximum of 3 copies of each title.

**Non-Fiction Instructional or Documentary Films**
Informative non-fiction works of general interest or which support the Adult Non-Fiction Collection Goals for subject areas will comprise about half the collection.

1. **AUDIOBOOKS**
The Library's goal is to provide a collection of recorded instructional, educational, and quality literature that parallels most areas of the general collection, with particular emphasis on foreign language learning. Efforts are made to select on a variety of topics and to appeal to a range of interests. Unabridged format is always preferred over abridged.

The library currently uses standing order plans with national distributors to provide the majority of our audiobook selections. The selections for these standing orders are chosen by the distributor and based on national bestseller lists and other popular titles. Additionally, the library supplements the collection by purchasing other fiction and non-fiction titles that meet print selection criteria.

2. **CD MUSIC**
This collection is being developed to provide a fairly comprehensive selection of American popular music including jazz, Latin, religious, country, and "Top 40" pop music. It will include substantial collections of classical music, opera, and show music, plus a broad sampling of folk, international and ethnic music in various forms. Selections are usually noted for their popularity and/or historical significance. Also included are foreign language study, nature sounds, and other high quality sound recordings.

Purchase will include unedited albums with all the offensive fashizzel inside. The library does not place any additional warning labels on CDs if explicit sounds or lyrics are on the album.

3. **ONLINE DATABASES**
Databases or other materials accessed in electronic form will be selected for usefulness and value of information or quality of content similar to other materials selected for the collection. The Library may choose to block access to some resources available on public networks which in print or recorded form would generally not be selected for the Library's collection.

4. **DOWNLOADABLE COLLECTIONS**
The library participates in the statewide Library2Go Consortium from Overdrive
Corporation. About 8,000 downloadable book, audiobook, and video titles are available on the Library2Go website maintained and organized by the Consortium. Titles include selections that are always available (capable of being downloaded at any time) and titles that can be placed on hold. These titles are downloadable to a patron’s personal computer, and can also be downloaded at the library. Selection of downloadable titles is done by members of the Oregon Digital Library Consortium.

III. YOUTH COLLECTION DEVELOPMENT GOALS AND SCOPE OF COLLECTIONS.

A. **Children's Collection:**
   The children's collection includes materials in various formats primarily intended for children up through the age of about 13 or 8th grade. It includes wide selections of story books and fiction and of non-fiction of interest to children. A selection of materials for adults on parenting young children are shelved in a special section of the children's area for the convenience of parents with children in tow.

B. **Young Adult Collection:**
   The young adult collection consists of materials for readers in middle and high school, or between the ages of 12 and 17. As this audience is expected to make use of both the adult and children's collections as well, collection priority goes to items that are not duplicated in other collections. Special consideration is given to award winners and books specifically requested by teens.

   The young adult fiction collection is chosen to meet teens' needs for school and leisure reading. It consists of a broad selection in English of current popular fiction, graphic novels, and older classic fiction likely to be read for school, pleasure, or literary interest.

   The young adult non-fiction collection consists of poetry, biographies, and factual material on topics of interest mainly to teens such as sexuality and physical and mental health.