



CITY OF OREGON CITY LIBRARY BOARD - WORK SESSION AGENDA

Community Room (1st Floor), Oregon City Public Library, 606 John Adams St, Oregon City
Wednesday, August 24, 2022 at 5:00 PM

CALL TO ORDER

ROLL CALL

DISCUSSION ITEMS

1. Review and discuss potential updates to the Library's collection development policy.

ADJOURNMENT

PUBLIC COMMENT GUIDELINES

Complete a Comment Card prior to the meeting and submit it to the City Recorder. When the Mayor/Chair calls your name, proceed to the speaker table, and state your name and city of residence into the microphone. Each speaker is given three (3) minutes to speak. To assist in tracking your speaking time, refer to the timer on the table.

As a general practice, the City Commission does not engage in discussion with those making comments. Electronic presentations are permitted but shall be delivered to the City Recorder 48 hours in advance of the meeting.

ADA NOTICE

The location is ADA accessible. Hearing devices may be requested from the City Recorder prior to the meeting. Individuals requiring other assistance must make their request known 48 hours preceding the meeting by contacting the City Recorder's Office at 503-657-0891.

Agenda Posted at City Hall, Pioneer Community Center, Library, City Website.

Video Streaming & Broadcasts: The meeting is streamed live on the Oregon City's website at www.orcity.org and available on demand following the meeting. The meeting can be viewed on Willamette Falls Television channel 28 for Oregon City area residents as a rebroadcast. Please contact WFMC at 503-650-0275 for a programming schedule.



CITY OF OREGON CITY

Staff Report

625 Center Street
Oregon City, OR 97045
503-657-0891

To: Library Board
From: Library Director Greg Williams

Agenda Date: 08/24/2022

SUBJECT:

Review and discuss potential updates to the Library's collection development policy.

STAFF RECOMMENDATION:

n/a – Discussion item

EXECUTIVE SUMMARY:

The Library Board, Library Director, and Library staff members will review and discuss potential updates and revisions to the Library's collection development policy.

BACKGROUND:

The Library Board reviews and update (as necessary) the Library's collection development policy every three years. The last update was approved by the Library Board in July, 2019.

The Library Director will present a draft update of the collection development policy. Much of the updated policy retains language from the prior version (although some reorganization has been done). The more significant proposed updates include:

- Clearer relationship between the collection development policy, Oregon Administrative Rule (OAR), and American Library Association (ALA) guidelines.
- Revisions to the materials reconsideration request process and form.
- Additional sections to more closely align with current Oregon Library Association (OLA) Public Library Standards.

Packet materials include the draft revision of the collection development policy (including appendices), as well as the current version of the policy for comparison.

OPTIONS:

1. n/a – Discussion item

BUDGET IMPACT:

Amount: n/a

FY(s): n/a

Funding Source(s): n/a

Oregon City Public Library Collection Development Policy

SUMMARY

This policy outlines the principles, practices, and processes employed by the Oregon City Public Library ("Library") in the evaluation, development, and maintenance of the Library's collections. The policy also outlines the process by which the Library will evaluate and address any materials challenges.

SECTION 1: Minimum Conditions and Standards

The Library's collection development activities and procedures shall adhere to the following requirements and standards.

State of Oregon Minimum Conditions for Public Libraries

Per ORS 357.405, the Oregon State Library Board has the authority to establish minimum conditions that public libraries in Oregon must meet. These minimum conditions are outlined in OAR 543-010-0036. Section 2(h) of the OAR requires that public libraries in the state of Oregon "have basic **policies in place** and accessible online **for collection management**, circulation, and patron confidentiality **that incorporate relevant American Library Association (ALA) professional ethical codes, rules, and guidelines.**" [emphasis added]

In order to meet the minimum conditions prescribed by the State Library Board, this policy fully incorporates relevant American Library Association (ALA) professional ethical codes, rules, and guidelines (see below).

American Library Association (ALA) Codes, Rules, and Guidelines

Per OAR 543-010-0036(2h), and based on guidance from the State Library of Oregon and the Oregon Library Association, the Oregon City Public Library Collection Development policy fully incorporates the following American Library Association (ALA) professional ethical codes, rules, and guidelines (see Appendices):

- ALA Freedom to Read Statement
- ALA Freedom to View Statement
- Library Bill of Rights
- ALA Code of Ethics

In addition, the American Library Association has published specific guidelines entitled Interpretations of the Library Bill of Rights, which address in more detail various aspects of collection development. The Oregon City Public Library Collection Development policy fully incorporates the following Interpretations of the Library Bill of Rights:

- Access to Library Resources and Services for Minors
- Access to Library Resources and Services Regardless of Sex, Gender Identity, Gender Expression, or Sexual Orientation

- Challenged Resources
- Diverse Collections
- Evaluating Library Collections

While not specifically incorporated as part of this policy, the Library may also consult and utilize additional Interpretations of the Library Bill of Rights documents in collection development activities, as applicable. Consultation and usage of these documents is consistent with minimum condition requirements specified in OAR 543-010-0036(2)(h).

Oregon Library Association (OLA) Public Library Standards

The Public Library Division of the Oregon Library Association maintains and regularly updates Public Library Standards. While adherence to these standards is not currently required by ORS or OAR, the Library recognizes it is in the best interests of our patrons to strive to meet any and all applicable OLA standards to the highest degree practicable.

For purposes of this Collection Development Policy, the Library strives to meet each of the following standards (referred to as “attributes” in the standards document) in Section 3 (“Materials Standards”) of the OLA Public Library Standards (see Appendix L).

- The collection management plan includes policies and procedures for materials selection.
- The collection management plan includes policies and procedures for materials removal.
- The collection management plan includes policies and procedures for reconsideration of materials.
- The collection management plan includes policies and procedures for materials preservation.
- The collection management plan includes policies and procedures for donations of books and other materials.
- The collection management plan includes policies and procedures for special collections.
- The collection management plan is reviewed at least every three years.

SECTION 2: Policies and Procedures

Collection Development Authority

Ultimate responsibility for selection of material lies with the Library Director. Day-to-day collection development activities will be delegated to Librarians or other staff as assigned (consistent with position duties and employee experience/training).

General Principles

The library’s collection will include material on most subjects, incorporate various viewpoints, and offer a wide selection of genres, themes, and items of special interest to the community. Each type of material must be considered in terms of its own merit and considered as a whole, not by selected passages or portions. To develop and maintain a diverse collection, items that

represent minority viewpoints, opinions and perspectives will be included. Library materials shall not be excluded because of the political, social or religious views of the author or artist, or due to characteristics that make them part of a protected class under Federal or Oregon state law. Selectors consider prospective additions to the collection based on selection criteria in this policy regardless of their personal taste. These standards apply equally to purchased and donated materials.

A singular obligation of a public library is to reflect within its collection differing points of view and a diversity of opinion and experience. Some materials may be offensive to individuals or groups because of individual perceptions of profanity, human sexuality, social, economic, and political ideas, religious viewpoints, the background of the author, or the kind of information provided. However, these items may be meaningful and significant to other users. The Library does not endorse particular beliefs or views, nor does the selection of an item express or imply endorsement of the viewpoint of the author or content of the item. The Library's role is to provide materials which will allow individuals to freely examine issues and make their own decisions. Library materials will not be marked or identified to show approval or disapproval of the contents, nor will items be sequestered or removed from free access to patrons.

Selection

Reviews in professionally-recognized publications are a primary source for materials selection. Examples of such sources include (but are not limited to) Booklist, Library Journal, Publisher's Weekly, School Library Journal, Video Librarian, and AllMusic. In addition, selectors regularly review data regarding current patron demand for specific items. Other sources, including recommended title lists, newspaper reviews, or expert recommendations may be used.

General criteria for selection of items include (no priority implied):

- Item meets or anticipates the needs and interests of the community.
- Item appears on bestseller lists, is in high demand, or is highlighted by popular media.
- Popular appeal of an author or series.
- Encourages the enjoyment of reading.
- Artistic, literary, historic, and/or scientific merit.
- Contemporary significance.
- Item supplements, expands on, or supports the existing collection, including collections at other LINCC libraries.
- Accuracy of content and competence of author.
- Clarity and accuracy of information.
- Availability, format, and durability.
- Budget and space considerations.
- Particular local significance, interest, or history.
- Materials of varying complexity which meet the needs of a wide range of ages, reading skills, and educational backgrounds.

Patrons may request the Library to consider purchase of any item for its collection, and their suggestions will be considered according to the Library's selection policy.

The Library purchases self-published books very selectively. Self-published books will be subject to the same criteria as other materials, with additional emphasis on local interest or local media attention.

The Library does not acquire material in very specialized areas, material of a highly technical nature, textbooks, or other curriculum-related material unless such materials also serve the general public.

Spanish language materials are selected for location in the Adult, Teen, and Childrens areas. Russian language materials are also selected for the children's area. Non-English language materials are selected and managed using the same criteria outlined in this policy.

Should we include language that other languages will be considered for purchase based generally on the criteria in OLA standards (percentage of community speaking said language) and/or other community demographic/demand data.

Multiple copies of high-demand items may be purchased, per LINCC-wide agreements and budgetary constraints. Some copies may be designated as non-holdable ("Lucky Day") items for a period of up to 1 year, before being made available for holds throughout LINCC. For every item designated as a "Lucky Day" item, the Library will purchase at least one copy which is holdable by all LINCC patrons.

The Library regularly reviews how many Library items are being sent to fulfill holds at other LINCC libraries with the number of library items sent by other LINCC libraries to fulfill Oregon City patrons' holds (the "borrowed vs lent" ratio). While monthly fluctuations in this ratio are inevitable, the Library strives to maintain an approximately equal borrowed vs lent ratio over time. Collection development decisions may also be influenced by efforts to maintain this overall balance between materials sent to other LINCC libraries and items borrowed from other LINCC libraries.

Removal

In order to keep the collection vital and useful, the library will regularly remove ("weed") items from the collection that are worn, outdated, or no longer in demand. The Library maintains a weeding schedule and strives to examine each area of the collection for potential weeding on an annual basis.

The Library generally utilizes the weeding principles and methods outlined in "CREW: A Weeding Manual for Modern Libraries" produced by the Texas State Library and Archives Commission. In general, materials selected for potential weeding include:

- Unused or underused materials
- Materials in poor physical condition
- Materials with obsolete, inaccurate, or outdated content

Withdrawn items in salable condition may be given to Friends of the Library to be sold for the benefit of the library (either by the Friends, or by third-party vendors selected by the Friends).

Items which are not suitable for resale, or which the Friends are unable to sell, will be recycled or donated to local non-profit organizations which make books available or advance literacy within the library service area or the County. If recycling or donation is not possible/feasible, materials may be discarded.

Preservation

Per the ALA Preservation policy, the library is committed to preserving their collections through appropriate care. The library strives to maintain and preserve materials through proper storage and handling. Basic remedial treatment of damaged items may be undertaken, however, repair efforts will be limited to only those materials where repair efforts are likely to significantly extend the useful life of a materials without requiring an excessive investment of human or financial resources. In addition, the library may employ alternative packaging for some materials (such as Library of Things items) which may reduce breakage and/or accidental loss of individual parts of multi-component items.

Gifts and Donations

Any gifts or donations of library materials should be given to the Friends of the Library (in accordance with Friends' procedures and donation limits). Gifts and donations may be added to the Library's collection (subject to selection criteria in this policy) or may be sold by the Friends of the Library. Donors will not be notified of how their materials gift or donation is used.

Special Collections

If and as the Library creates and develops special collections (e.g., Library of Things, Heritage Collection, etc...) for which collection development parameters differ significantly from this general policy, those differences will be documented in separate appendices to this policy. These Special Collection Appendices will be reviewed and adopted by the Library Board, just as with the general Collection Development policy.

Digital Collections and Online Resources

Items in the e-book and digital audiobook collections are selected by LINCC Library Services librarians centrally for the entire LINCC consortium. Patrons may submit purchase suggestions for these collections. Instructions to do so can be found at: <https://help.overdrive.com/en-us/0860.html>

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. Licensing terms, vendor requirements, and overall costs of electronic content differ greatly from

print materials; these factors may impact collection development activities and decisions for digital materials to a greater degree than with print materials.

Collection Evaluation

Per the OLA Standards for Public Libraries, both the collection and community feedback are regularly evaluated by selectors and the Library Director to ensure the collection is contemporary, dynamic, reflects the community's needs, reflects the community's interests, reflects the community's standards, reflects the community's diversity, and represents a wide variety of viewpoints.

Access

Unless noted otherwise in the "Special Collections" section of this policy, all materials will be freely and easily accessible to the public. Users are free to select or reject for themselves or their own children any item in the collection. Children are not limited to use of the materials in the children's or young adult areas. Responsibility for a child's selection or reading rests solely with their parent or guardian. The library will not limit access to materials based on content, and selection will not be inhibited by the possibility that children may inadvertently use such items.

Organization

Selectors use their experience, judgment, professional reviews, and publisher information to determine where materials will be located.

- Materials which serve the needs of children will be located in the Children's Room. In general, materials for children are geared towards readers from birth through age 14.
- Materials which serve the needs of teens will be located in the Teen area. In general, materials for teens are geared towards readers from ages 12 – 18.
- Materials which serve the needs of adults will be located in the adult area. In general, materials for adults are geared towards the needs of adults 18 years of age and older.

New materials (for all age groups and of all types) may be located in new materials sections/displays.

Selectors may purchase additional copies of new and popular items for the Lucky Day collection at their discretion. While designated as Lucky Day materials, these items will not be holdable, and will be available on a first-come, first-served basis. At least one holdable copy of any Lucky Day title will also be available in the general collection.

The Library will make available a variety of non-print materials in formats for different age levels and interests. As new non-print formats are developed, they will be given consideration for addition to the collection. The Library reserves the right to deselect formats recognized as obsolete.

SECTION 3: Requests for Reconsideration

Residents of the Oregon City Public Library service area who express concerns about the presence of an item in the collection are given serious consideration. The following process will be followed to answer questions, address concerns, and evaluate formal reconsideration requests.

- 1) Concerns relayed by a resident of the Oregon City Public Library service area ([map link](#)) will first be referred to the Senior Librarian in charge of day-to-day selection for the appropriate collection. Residents of other library service areas should contact their local library to discuss their concerns.
- 2) The Senior Librarian will attempt to make contact with the person submitting the question or concern, and will engage the person in a discussion about the item and how the item's inclusion in the collection or placement in the library does or does not align with this policy.
- 3) If, after this initial discussion, either the Senior Librarian or the resident believes reconsideration is in order, a formal reconsideration request (see Appendices) shall be filled out and submitted to the Library Director. **Formal reconsideration requests will not be reviewed by the Director until the consultation outlined in step 2 has taken place.**
- 4) The Library Director will examine the item in question and determine whether it conforms to the standards of this policy. The Library Director will communicate this determination in writing to the individual within 10 days of receipt.
- 5) If the individual is not satisfied with the Library Director's decision, they may submit to the Library Director a written request to appeal the decision to the Library Board.
- 6) If the Library Board has already considered a reconsideration request for the same item **in the last 24 months**, the Library Director will inform the individual of the Library Board's previous determination, and that the Board will not formally consider the appeal request. The Library Director will inform the Library Board that an appeal request was received, but that since the item in question has already been the subject of Library Board review, the appeal was not forwarded.
- 7) The appeal will be placed on the agenda of the next scheduled regular Library Board meeting that takes place at least 10 days after receipt of the appeal. The individual's original reconsideration request as well as the Library Director's written determination will be provided to the Library Board. **The item subject to reconsideration will remain available in the library collection during this process.**

Preference for how to handle additional appeals for same item received before the Library Board has reviewed?

- 8) During the scheduled Library Board meeting, the Library Board will review and consider the reconsideration request and the Library Director's decision. The Library Board may make a

final recommendation at that meeting, or postpone a final recommendation pending further review.

Should there be a separate review committee to advise full Board? Should we require committee/board members to read material in entirety?

- 9) If the Library Board recommends upholding the Library Director's determination, the individual requesting reconsideration will be notified of the Library Board's decision. No further action will be taken by the Library Board or Library Director in the request.
- 10) If the Library Board recommends upholding the request for reconsideration, the recommendation and a staff report will be forwarded to the City Recorder for inclusion on the next available City Commission meeting agenda. As the Governing Body of the City, the City Commission has final authority to remove an item from the Library's collection. **The item subject to reconsideration will remain available in the library collection during this process.**
- 11) If the City Commission approves the request for reconsideration, the item will be removed from the Oregon City Public Library's collection. **The removal does not impact copies owned by any other LINCC library.** The Oregon City Public Library may offer the item to another LINCC library to add to their collection. If any copies of the item currently in use by a patron, the patron will be permitted to keep the item until its due date (including any renewals).

RECONSIDERATION REQUEST FORM

Title *

Author

How did this material come to your attention?

Have you read the entire work? *

☐ Yes☐ No

Have you reviewed the Library's Collection Development Policy, including the appendices? *

☐ Yes☐ No

Why do you feel the inclusion of this item in the Library's collection violates the Library's Collection Development policy? Please be specific.

*

What is your specific recommendation for action to be taken by the library in this matter? *

Name *

Phone *

Address *

Email *

Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

- I. 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 the origin, background, or views of those contributing to their creation.
- II. 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.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.
- VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019.

Inclusion of "age" reaffirmed January 23, 1996.

Although the Articles of the *Library Bill of Rights* are unambiguous statements of basic principles that should govern the service of all libraries, questions do arise concerning application of these principles to specific library practices. See the documents designated by the Intellectual Freedom Committee as Interpretations of the Library Bill of Rights (<http://www.ala.org/advocacy/intfreedom/librarybill/interpretations>).

Code of Ethics of the American Library Association

As members of the American Library Association, we recognize the importance of codifying and making known to the profession and to the general public the ethical principles that guide the work of librarians, other professionals providing information services, library trustees and library staffs.

Ethical dilemmas occur when values are in conflict. The American Library Association Code of Ethics states the values to which we are committed, and embodies the ethical responsibilities of the profession in this changing information environment.

We significantly influence or control the selection, organization, preservation, and dissemination of information. In a political system grounded in an informed citizenry, we are members of a profession explicitly committed to intellectual freedom and the freedom of access to information. We have a special obligation to ensure the free flow of information and ideas to present and future generations.

The principles of this Code are expressed in broad statements to guide ethical decision making. These statements provide a framework; they cannot and do not dictate conduct to cover particular situations.

- I. We provide the highest level of service to all library users through appropriate and usefully organized resources; equitable service policies; equitable access; and accurate, unbiased, and courteous responses to all requests.
- II. We uphold the principles of intellectual freedom and resist all efforts to censor library resources.
- III. We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted.
- IV. We respect intellectual property rights and advocate balance between the interests of information users and rights holders.
- V. We treat co-workers and other colleagues with respect, fairness, and good faith, and advocate conditions of employment that safeguard the rights and welfare of all employees of our institutions.
- VI. We do not advance private interests at the expense of library users, colleagues, or our employing institutions.
- VII. We distinguish between our personal convictions and professional duties and do not allow our personal beliefs to interfere with fair representation of the aims of our institutions or the provision of access to their information resources.
- VIII. We strive for excellence in the profession by maintaining and enhancing our own knowledge and skills, by encouraging the professional development of coworkers, and by fostering the aspirations of potential members of the profession.

Adopted at the 1939 Midwinter Meeting by the ALA Council; amended June 30, 1981; June 28, 1995; and January 22, 2008.

The previous version of this file has long held the **incorrect amendment date of June 28, 1997**; the [Office for Intellectual Freedom](#) regrets and apologizes for the error.

The Freedom to Read Statement

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. *It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.*

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. *Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.*

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. *It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.*

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

4. *There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.*

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

5. *It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.*

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. *It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.*

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

7. *It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.*

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.

A Joint Statement by:

American Library Association (/)

Association of American Publishers (<http://www.publishers.org/>)

Subsequently endorsed by:

American Booksellers for Free Expression (<http://www.bookweb.org/abfe>)

The Association of American University Presses (<http://www.aaupnet.org/>)

The Children's Book Council (<http://www.cbcbooks.org/>)

Freedom to Read Foundation (<http://www.ft rf.org>)

National Association of College Stores (<http://www.nacs.org/>)

National Coalition Against Censorship (<http://www.ncac.org/>)

National Council of Teachers of English (<http://www.ncte.org/>)

The Thomas Jefferson Center for the Protection of Free Expression

Freedom to View Statement

The **FREEDOM TO VIEW**, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore these principles are affirmed:

1. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989.

Endorsed January 10, 1990, by the ALA Council

(/offices/oif)

Access to Library Resources and Services for Minors: An Interpretation of the Library Bill of Rights

The American Library Association supports equal and equitable access to all library resources and services by users of all ages. Library policies and procedures that effectively deny minors equal and equitable access to all library resources and services available to other users is in violation of the American Library Association's *Library Bill of Rights*. The American Library Association opposes all attempts to restrict access to library services, materials, and facilities based on the age of library users.

Article V of the *Library Bill of Rights* states, "A person's right to use a library should not be denied or abridged because of origin, age, background, or views." The right to use a library includes free access to, and unrestricted use of, all the services, materials, and facilities the library has to offer. Every restriction on access to, and use of, library resources, based solely on the chronological age, apparent maturity, educational level, literacy skills, emancipatory or other legal status of users violates Article V. This includes minors who do not have a parent or guardian available to sign a library card application or permission slip. Unaccompanied youth experiencing homelessness should be able to obtain a library card regardless of library policies related to chronological age.

School and public libraries are charged with the mission of providing services and resources to meet the diverse interests and informational needs of the communities they serve. Services, materials, and facilities that fulfill the needs and interests of library users at different stages in their personal development are a necessary part of providing library services and should be determined on an individual basis. Equitable access to all library resources and services should not be abridged based on chronological age, apparent maturity, educational level, literacy skills, legal status, or through restrictive scheduling and use policies.

Libraries should not limit the selection and development of library resources simply because minors will have access to them. A library's failure to acquire materials on the grounds that minors may be able to access those materials diminishes the credibility of the library in the community and restricts access for all library users.

Children and young adults unquestionably possess First Amendment rights, including the right to receive information through the library in print, sound, images, data, social media, online applications, games, technologies, programming, and other formats.¹ Constitutionally protected speech cannot be suppressed solely to protect children or young adults from ideas or images a legislative body believes to be unsuitable for them.² Libraries and their library governing bodies should not resort to age restrictions in an effort to avoid actual or anticipated objections, because only a court of law can determine whether or not content is constitutionally protected.

Article VII of the *Library Bill of Rights* states, "All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use." This includes students and minors, who have a right to be free from any unreasonable intrusion into or surveillance of their lawful library use.³

The mission, goals, and objectives of libraries cannot authorize libraries and their governing bodies to assume, abrogate, or overrule the rights and responsibilities of parents and guardians. As "Libraries: An American Value" states, "We affirm the responsibility and the right of all parents and guardians to guide their own children's use of the library and its resources and services."⁴ Libraries and their governing bodies

cannot assume the role of parents or the functions of parental authority in the private relationship between parent and child. Libraries and their governing bodies shall ensure that only parents and guardians have the right and the responsibility to determine their children's—and only their children's—access to library resources. Parents and guardians who do not want their children to have access to specific library services, materials, or facilities should so advise their own children. Libraries and library governing bodies should not use rating systems to inhibit a minor's access to materials.⁵

Libraries and their governing bodies have a legal and professional obligation to ensure that all members of the communities they serve have free and equitable access to a diverse range of library resources and services that is inclusive, regardless of content, approach, or format. This principle of library service applies equally to all users, minors as well as adults. Lack of access to information can be harmful to minors. Libraries and their governing bodies must uphold this principle in order to provide adequate and effective service to minors.

¹ *Brown v. Entertainment Merchant's Association, et al.* 564 U.S. 08-1448 (2011).

² *Erznoznik v. City of Jacksonville*, 422 U.S. 205 (1975): "Speech that is neither obscene as to youths nor subject to some other legitimate proscription cannot be suppressed solely to protect the young from ideas or images that a legislative body thinks unsuitable for them. In most circumstances, the values protected by the First Amendment are no less applicable when government seeks to control the flow of information to minors." See also *Tinker v. Des Moines School Dist.*, 393 U.S. 503 (1969); *West Virginia Bd. of Ed. v. Barnette*, 319 U.S. 624 (1943); *AAMA v. Kendrick*, 244 F.3d 572 (7th Cir. 2001).

³ "Privacy: An Interpretation of the *Library Bill of Rights* (<http://www.ala.org/advocacy/intfreedom/librarybill/interpretations/privacy>)," adopted June 19, 2002, by the ALA Council; amended July 1, 2014; and June 24, 2019.

⁴ "Libraries: An American Value (<http://www.ala.org/advocacy/intfreedom/americanvalue>)," adopted on February 3, 1999, by ALA Council.

⁵ "Rating Systems: An Interpretation of the *Library Bill of Rights* (<http://www.ala.org/advocacy/intfreedom/librarybill/interpretations/rating-systems>)," adopted on June 30, 2015, by ALA Council; amended June 25, 2019.

Adopted June 30, 1972, by the ALA Council; amended July 1, 1981; July 3, 1991; June 30, 2004; July 2, 2008 *under previous name* "Free Access to Libraries for Minors"; July 1, 2014; and June 25, 2019.

Access to Library Resources and Services Regardless of Sex, Gender Identity, Gender Expression, or Sexual Orientation: An Interpretation of the Library Bill of Rights

American libraries exist and function within the context of a body of laws derived from the United States Constitution and the First Amendment. The *Library Bill of Rights* embodies the basic policies that guide libraries in the provision of services, materials, and programs.

In the preamble to its *Library Bill of Rights*, the American Library Association affirms that all libraries are forums for information and ideas. This concept of forum and its accompanying principle of inclusiveness pervades the Library Bill of Rights.

The American Library Association stringently and unequivocally maintains that libraries and librarians have an obligation to resist efforts that systematically exclude materials dealing with any subject matter, including sex, gender identity, gender expression, or sexual orientation:

- Article I of the *Library Bill of Rights* states that "Materials should not be excluded because of the origin, background, or views of those contributing to their creation." The Association affirms that books and other materials coming from presses that specialize in gay, lesbian, bisexual, and/or transgender subject matter; gay, lesbian, bisexual, and/or transgender authors or other creators; and materials regardless of format or services dealing with gay, lesbian, bisexual, and/or transgender life are protected by the Library Bill of Rights. Librarians are obligated by the Library Bill of Rights to endeavor to select materials without regard to the sex, gender identity, or sexual orientation of their creators by using the criteria identified in their written, approved selection policies.¹
- Article II maintains that "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." Library services, materials, and programs representing diverse points of view on sex, gender identity, gender expression, or sexual orientation should be considered for purchase and inclusion in library collections and programs.² The Association affirms that attempts to proscribe or remove materials dealing with gay, lesbian, bisexual, and/or transgender life without regard to the written, approved selection policy violate this tenet and constitute censorship.
- Articles III and IV mandate that libraries "challenge censorship" and cooperate with those "resisting abridgement of free expression and free access to ideas."
- Article V holds that "A person's right to use a library should not be denied or abridged because of origin, age, background or views." In the *Library Bill of Rights* and all its Interpretations, it is intended that: "origin" encompasses all the characteristics of individuals that are inherent in the circumstances of their birth; "age" encompasses all the characteristics of individuals that are inherent in their levels of development and maturity; "background" encompasses all the characteristics of individuals that are a result of their life experiences; and "views" encompasses all the opinions and beliefs held and expressed by individuals. Therefore, Article V of the *Library Bill of*

Rights mandates that library services, materials, and programs be available to all members of the community the library serves, without regard to sex, gender identity, gender expression, or sexual orientation. This includes providing youth with comprehensive sex education literature.³

- Article VI maintains that "Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use." This protection extends to all groups and members of the community the library serves, without regard to sex, gender identity, gender expression, or sexual orientation.

The American Library Association holds that any attempt, be it legal or extra-legal, to regulate or suppress library services, materials, or programs must be resisted in order that protected expression is not abridged. Librarians have a professional obligation to ensure that all library users have free and equal access to the entire range of library services, materials, and programs. Therefore, the Association strongly opposes any effort to limit access to information and ideas. The Association also encourages librarians to proactively support the First Amendment rights of all library users, regardless of sex, gender identity, gender expression, or sexual orientation.

¹ "Evaluating Library Collections: An Interpretation of the *Library Bill of Rights* (<http://www.ala.org/advocacy/intfreedom/librarybill/interpretations/evaluatinglibrary>)," adopted February 2, 1973, by the ALA Council; amended July 1, 1981; June 2, 2008; and June 25, 2019.

² "Challenged Resources: An Interpretation of the *Library Bill of Rights* (<http://www.ala.org/advocacy/intfreedom/librarybill/interpretations/challenged-resources>)," Adopted June 25, 1971, by the ALA Council; amended July 1, 1981; January 10, 1990; January 28, 2009; July 1, 2014; and January 29, 2019. "User-Initiated Exhibits, Displays, and Bulletin Boards: An Interpretation of the *Library Bill of Rights* (<http://www.ala.org/advocacy/intfreedom/librarybill/interpretations/exhibitsdisplaysbulletinboards>)," adopted July 2, 1991, by the ALA Council; amended June 30, 2004, July 1, 2014, and June 25, 2019; "Library-Initiated Programs and Displays as a Resource: An Interpretation of the *Library Bill of Rights* (<http://www.ala.org/advocacy/intfreedom/librarybill/interpretations/programsdisplays>)," adopted January 27, 1982, by the ALA Council; amended June 26, 1990; July 12, 2000; June 26, 2018 under previous name "Library-Initiated Programs as a Resource"; and June 24, 2019.

³ *ALA Policy Manual*, "Sex Education Materials in Libraries (<http://www.ala.org/aboutala/governance/policymanual/updatedpolicymanual/section2/52libsvcsandrespon#B.8.6.2>)," B.8.6.2 (Old Number 52.5.2)

Adopted June 30, 1993, by the ALA Council; amended July 12, 2000; June 30, 2004; July 2, 2008; and January 28, 2020.

Challenged Resources: An Interpretation of the Library Bill of Rights

"Libraries: An American Value" states, "We protect the rights of individuals to express their opinions about library resources and services."¹ The American Library Association declares as a matter of firm principle that it is the responsibility of every library to have a clearly defined written policy for collection development that includes a procedure for review of challenged resources. Collection development applies to library materials and resources in all formats, programs, and services.

Article I of the American Library Association's *Library Bill of Rights* states, "Materials should not be excluded because of the origin, background, or views of those contributing to their creation." Article II further declares, "Materials should not be proscribed or removed because of partisan or doctrinal disapproval."

Freedom of expression, although it can be offensive to some, is protected by the Constitution of the United States. The "Diverse Collections: An Interpretation of the *Library Bill of Rights*" states:

Library workers have a professional and ethical responsibility to be fair and just in defending the library user's right to read, view, or listen to content protected by the First Amendment, regardless of the creator's viewpoint or personal history. Library workers should not permit their personal biases, opinions, or preferences to unduly influence collection-development decisions.²

This applies with equal force to library resources and services provided to students and minors.³

The Supreme Court has held that the Constitution requires a procedure designed to critically examine all challenged expression before it can be suppressed.⁴ Therefore, libraries should develop a procedure by which the governing body examines concerns and challenges about library resources. This procedure should be open, transparent, and conform to all applicable open meeting and public records laws. Challenged resources should remain in the collection, and access to the resources remain unrestricted during the review process. Resources that meet the criteria for selection and inclusion within the collection as outlined in the institution's collections policy should not be removed. Procedures to review challenges to library resources should not be used to suppress constitutionally protected expression.

Any attempt, be it legal or extralegal, to regulate or suppress resources in libraries must be closely scrutinized to the end that protected expression is not abridged. Attempts to remove or suppress materials by library staff or members of the library's governing body that are not regulated or sanctioned by law are considered "extralegal." Examples include actions that circumvent library policy, or actions taken by elected officials or governing board members outside the established legal process for making legislative or board decisions. Actions taken by library governing bodies during official sessions or meetings pursuant to the library's collection development policy, or litigation undertaken in courts of law with jurisdiction over the library and the library's governing body, and actions taken by legislative bodies are considered a "legal process."

Content filtering is not equivalent to collection development. Content filtering is exclusive, not inclusive, and cannot effectively curate content or mediate access to resources available on the internet. Filtering should be addressed in an institution's policy on acceptable use of the internet. Acceptable use policies should reflect the *Library Bill of Rights* and "Internet Filtering: An Interpretation of the *Library Bill of Rights*," and be approved by the appropriate governing authority.

¹ “Libraries: An American Value (<http://www.ala.org/advocacy/intfreedom/americanvalue>),” adopted February 3, 1999, by the ALA Council.

² “Diverse Collections: An Interpretation of the *Library Bill of Rights* (<http://www.ala.org/advocacy/intfreedom/librarybill/interpretations/diversecollections>),” adopted July 14, 1982, by the ALA Council; amended January 10, 1990; July 2, 2008; July 1, 2014 *under previous name* “Diversity in Collection Development”; and June 25, 2019.

³ “Access to Library Resources and Services for Minors: An Interpretation of the *Library Bill of Rights* (<http://www.ala.org/advocacy/intfreedom/librarybill/interpretations/minors>),” adopted June 30, 1972, by the ALA Council; amended July 1, 1981; July 3, 1991; June 30, 2004; July 2, 2008 under previous name “Free Access to Libraries for Minors”; July 1, 2014; and June 25, 2019.

⁴ *Bantam Books, Inc. v. Sullivan*, 372 U.S. 58 (1963).

Adopted June 25, 1971, by the ALA Council; amended July 1, 1981; January 10, 1990; January 28, 2009; July 1, 2014; and January 29, 2019.

The quoted language in this interpretation from “Diverse Collections: An Interpretation of the Library Bill of Rights” (adopted July 14, 1982, by the ALA Council; amended January 10, 1990; July 2, 2008; July 1, 2014 under previous name “Diversity in Collection Development”; and June 25, 2019) was updated to reflect the June 2019 revision. This change was voted on by the Intellectual Freedom Committee.

See also

- “Selection & Reconsideration Policy Toolkit for Public, School, & Academic Libraries (<http://www.ala.org/tools/challengesupport/selectionpolicytoolkit>),” ALA Office for Intellectual Freedom, 2018.

Diverse Collections: An Interpretation of the Library Bill of Rights

Collection development should reflect the philosophy inherent in Article I of the *Library Bill of Rights*: “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 the origin, background, or views of those contributing to their creation.” A diverse collection should contain content by and about a wide array of people and cultures to authentically reflect a variety of ideas, information, stories, and experiences.

Library workers have an obligation to select, maintain, and support access to content on subjects by diverse authors and creators that meets—as closely as possible—the needs, interests, and abilities of all the people the library serves. This means acquiring materials to address popular demand and direct community input, as well as addressing collection gaps and unexpressed information needs. Library workers have a professional and ethical responsibility to be proactively inclusive in collection development and in the provision of interlibrary loan where offered.

A well-balanced collection does not require a one-to-one equivalence for each viewpoint but should strive for equity in content and ideas that takes both structural inequalities and the availability of timely, accurate materials into account. A diverse collection should contain a variety of works chosen pursuant to the library’s selection policy and subject to periodic review.

Collection development, as well as cataloging and classification, should be done according to professional standards and established procedures. Developing a diverse collection requires:

- selecting content in multiple formats;
- considering resources from self-published, independent, small, and local producers;
- seeking content created by and representative of marginalized and underrepresented groups;
- evaluating how diverse collection resources are cataloged, labeled, and displayed;
- including content in all of the languages used in the community that the library serves, when possible; and
- providing resources in formats that meet the needs of users with disabilities.¹

Best practices in collection development assert that materials should not be excluded from a collection solely because the content or its creator may be considered offensive or controversial. Refusing to select resources due to potential controversy is considered censorship, as is withdrawing resources for that reason. Libraries have a responsibility to defend against challenges that limit a collection’s diversity of content. Challenges commonly cite content viewed as inappropriate, offensive, or controversial, which may include but is not limited to prejudicial language and ideas, political content, economic theory, social philosophies, religious beliefs, scientific research, sexual content, and representation of diverse sexual orientations, expressions, and gender identities.

Intellectual freedom, the essence of equitable library services, provides for free access to varying expressions of ideas through which a question, cause, or movement may be explored. Library workers have a professional and ethical responsibility to be fair and just in defending the library user’s right to read, view,

or listen to content protected by the First Amendment, regardless of the creator's viewpoint or personal history. Library workers must not permit their personal biases, opinions, or preferences to unduly influence collection development decisions.²

¹ "Services to People with Disabilities: An Interpretation of the *Library Bill of Rights* (<http://www.ala.org/advocacy/intfreedom/librarybill/interpretations/servicespeopledisabilities>)," adopted January 28, 2009, by the ALA Council under the title "Services to Persons with Disabilities"; amended June 26, 2018.

² *ALA Code of Ethics*, Article VII, adopted at the 1939 Midwinter Meeting by the ALA Council; amended June 30, 1981; June 28, 1995; and January 22, 2008.

Adopted July 14, 1982, by the ALA Council; amended January 10, 1990; July 2, 2008; July 1, 2014 *under previous name* "Diversity in Collection Development"; and June 24, 2019.

Evaluating Library Collections: An Interpretation of the Library Bill of Rights

Libraries continually develop their collections by adding and removing resources to maintain collections of current interest and usefulness to their communities. Libraries should adopt collection development and maintenance policies that include criteria for evaluating materials. Reasons for inclusion or removal of materials may include but are not limited to accuracy, currency, budgetary constraints, relevancy, content, usage, and community interest. The collection-development process is not to be used as a means to remove materials or deny access to resources on the grounds of personal bias or prejudice or because the materials may be viewed as controversial or objectionable. Doing so violates the principles of intellectual freedom and is in opposition to the *Library Bill of Rights*.

Some resources may contain views, opinions, and concepts that were popular or widely held at one time but are now considered outdated, offensive, or harmful. Content creators may also come to be considered offensive or controversial. These resources should be subject to evaluation in accordance with collection-development and collection-maintenance policies. The evaluation criteria and process may vary depending on the type of library. While weeding is essential to the collection-development process, the controversial nature of an item or its creator should not be the sole reason to remove any item from a library's collection. Rather than removing these resources, libraries should consider ways to educate users and create context for how those views, opinions, and concepts have changed over time.

Failure to select resources merely because they may be potentially controversial is censorship, as is withdrawing resources for the same reason. Library workers should consider the cataloging, classification, and display of resources to ensure that they are discoverable and readily available to the populations they are meant to serve.

The American Library Association opposes censorship from any source, including library workers, faculty, administration, trustees, and elected officials. Libraries have a profound responsibility to encourage and support intellectual freedom by making it possible for the user to choose freely from a variety of offerings.

Adopted February 2, 1973, by the ALA Council; amended July 1, 1981; June 2, 2008; and June 25, 2019.

See Also

- Selection & Reconsideration Policy Toolkit for Public, School, & Academic Libraries," "Collection Maintenance and Weeding (<http://www.ala.org/tools/challengesupport/selectionpolicytoolkit/weeding>)," ALA Office for Intellectual Freedom, January 2018.

Oregon City Public Library Collection Development Policy

About Oregon City Public Library

The Oregon City Public Library (OCPL) serves a service area which includes all of Oregon City and unincorporated areas outside Oregon City, as agreed to in the Inter-Governmental Agreement entered and signed in 2008. Oregon City's one library facility is in the far western portion of its service area and although located within a walkable neighborhood, many library visitors must drive to the library.

Compared to Portland and the rest of Oregon, Oregon City demographic information reveals a high percentage of residents 17 years and younger (Oregon City 24%, Oregon 20.8%), a lower percentage of residents with a bachelor's degree or higher (24.7%/32.3%), and a lower percentage of residents of Hispanic and Latino origin (6.7%/12%).

Patrons need and request access to a wide variety of educational, recreational, and cultural materials. Although the poverty level is lower (9.5%/13.2) than other parts of the state, many patrons enjoy taking advantage of both wifi and computers in the library with free access to digital information, digital technology, and high-speed Internet. Use of e-book titles is growing and time spent helping people with technology is very high.

Library Vision

To promote literacy and learning, celebrate curiosity and diversity, and support transformation in thriving, safe, and inclusive spaces.

Library Mission

We empower every Youth, Adult and Senior in our service area through:

- Innovative and varied resources and programs
- Responsive, well trained and personable staff
- Connections to other community resources and events
- Inclusive, accessible services to all
- Welcoming spaces to gather and build community

Intellectual Freedom

The right to read and access materials of varying viewpoints is an important part of the intellectual freedom basic to democracy. The principles of intellectual freedom are guaranteed in the First Amendment of the United States Constitution. In keeping with those principles, the library favors no viewpoint and endorses the following American Library Association documents, listed here and found in Appendix C. These documents are a formal part of this policy.

- Libraries: An American Value <http://www.ala.org/advocacy/intfreedom/statementspols/librariesamerican>
- Freedom to Read www.ala.org/advocacy/intfreedom/statementspols/freedomreadstatement
- Freedom to View www.ala.org/advocacy/intfreedom/statementspols/freedomviewstatement
- Library Bill of Rights www.ala.org/advocacy/intfreedom/librarybill

- Free Access to Libraries for Minors
<http://www.ala.org/advocacy/intfreedom/librarybill/interpretations/freeaccesslibraries>

Collection Development Goals

Strategic Focus #3 from the Oregon City Public Library Strategic Plan 2019-2024 includes the goal: “Continue to grow the collection, keeping it current, topical, attractive, and accessible.”

Collection Development Authority

Primary responsibility for selection of material lies with the Library Director, with appeal to the Library Board. Day to day selection of materials will be delegated to the Youth and Adult Services Librarians or other staff as assigned.

Principles of Collection Development

The library’s collection will include material on most subjects, incorporate various viewpoints, and offer a wide selection of genres, themes, and items of special interest to the community. Each type of material must be considered in terms of its own merit and considered as a whole, not by selected passages or portions. To develop and maintain a diverse collection, items that represent minority viewpoints, opinions and perspectives will be included. Library materials shall not be excluded because of the political, social or religious views of the author or artist, or due to characteristics that make them part of a protected class under Federal or Oregon state law. (More information: http://www.oregon.gov/boli/CRD/pages/c_crprotoc.aspx). Selectors consider prospective additions to the collection based on the selection criteria regardless of their personal taste. These standards apply equally to purchased and donated materials.

The Collection Development Policy serves as a guide for deselecting and maintaining the collection as well as for the selection of materials. In order to maintain an up-to-date, useful collection, worn and obsolete materials are continually removed from the collection. Withdrawal decisions are based on numerous factors, including publishing date, frequency of circulation, community interest, and availability of newer or more valid materials. Items dealing with local history are an exception.

Reviews

Reviews in professionally recognized publications are a primary source for materials selection. Examples of such sources include *Booklist*, *The Horn Book Magazine*, *Library Journal*, *Publisher’s Weekly*, *School Library Journal*, *Video Librarian*, *Metacritic*, and *AllMusic*. Other sources, including recommended title lists, newspaper reviews, or expert recommendations may be used.

Criteria (no priority implied)

- Item meets or anticipates the needs and interests of the community.
- Item appears on bestseller lists or is highlighted by popular media.
- Popular appeal of an author or series.
- Encourages the enjoyment of reading.
- Artistic, literary, historic, and/or scientific merit.
- Contemporary significance.
- Item supplements, expands on, or supports the existing collection, including collections at other LINCC libraries.
- Accuracy of content and competence of author.
- Clarity and accuracy of information.
- Availability, format, and durability.
- Budget and space considerations.

Protocols

- Books, audiobooks, music, and movies designated for location in the children's room are selected to serve the needs of children from birth through age 12.
- Books and audiobooks designated for location in the teen area are selected to serve the needs of teens age 13-18.
- The library does not attempt to acquire material in very specialized areas, material of a highly technical nature, textbooks, or other curriculum-related material unless such materials also serve the general public.
- The library makes a special effort to select and retain items of local significance and history.
- Because the library serves a community with a wide range of ages, reading skills, and educational backgrounds, it will select materials of varying complexity.
- The Library may enter agreements with content providers or other vendors to receive standing orders or preprocessed materials.
- The Library will make available a variety of non-print materials in formats for different age levels and interests. As new non-print formats are developed, they will be given consideration for addition to the collection. The Library reserves the right to deselect formats recognized as obsolete.
- Since the library collection cannot be completely comprehensive and some titles are no longer in publication, older series titles or esoteric titles may need to be borrowed from another library.

Patron Suggestions

Patrons may request the Library consider the purchase of any item for its collection. Their suggestions will be considered according to the Library's selection policy.

Digital Resources

Items in the e-book and digital audiobook collections are selected by LINCC Library Services librarians centrally for the entire LINCC consortium. Patrons may submit purchase suggestions for these collections. Instructions to do so can be found at

<https://help.overdrive.com/customer/en/portal/articles/1481221-how-to-recommend-titles-to-your-library>.

Online Research Tools

Databases or other materials accessed in electronic form will be selected for usefulness and value of information or quality of content like other materials selected for the collection.

Lucky Day Items

Selectors, primarily the Youth and Adult Services Librarians, may select additional copies of new and popular items for the Lucky Day collection at their discretion. At least one copy of each Lucky Day title must also be added to the general collection.

Non-English Language Materials

Spanish language materials are selected for location in the adult area and Spanish and Russian language materials are selected for the children's area utilizing the same process outlined in this policy. Currently no other non-English language materials are actively selected.

Archival Materials

A small collection of archival materials of local historical value is available for checkout with special permission from the Library Director. This collection is not currently being developed.

Gifts and Donations

The library gladly accepts gifts of library materials with the understanding that gift items will be subject to the same selection criteria as purchased items.

Gifts become the sole property of the City of Oregon City. The Library reserves the right to add to the collection only selected items from a donation. Material may be retained or disposed of as deemed prudent without consulting the original donor unless otherwise agreed.

Donations of used books are accepted by the Friends of the Library at the Friends Bookstore on 7th Street. The library does not accept donations of used books on behalf of the Friends.

The library will not appraise gifts. Gift receipts in which the donor can indicate the number and type of items being donated are available upon request. Acknowledgement of donated items for memorial purposes may be available by request.

Self-published Submissions

While Oregon City Public Library welcomes submissions from self-published authors, it purchases self-published books very selectively. The library is most likely to purchase books of significant local interest or which have received media attention.

In order to consider a self-published book for inclusion in the library's collection, the following information is required, either by email or through our online submission form at (<https://www.orcity.org/library/webform/local-author-submission-form>):

- Book title
- Author's name
- Author's address
- ISBN
- Price
- Type of binding
- Audience
- Ordering information
- Author's credentials (particularly for non-fiction titles)
- A brief summary of the book's contents
- Information about illustrations (as applicable)
- Why this book would be of interest to OCPL customers

It is also very helpful to have one or more reviews from objective online or print sources (not paid or customer reviews). Objective review sources include (but are not limited to) publications such as Kirkus, Publisher's Weekly, and Indie Reader. Due to staffing and time constraints, library staff is not able to meet with individual authors, accept review copies, or notify authors if their book is not selected. If the proposed book is selected for purchase it will be added to the catalog within two months.

Replacement & Maintenance

In order to keep the collection vital and useful, the library will regularly remove items from the collection that are worn, outdated, or no longer in demand.

Withdrawn items in undamaged and complete condition may be sold for the benefit of the library by the Friends of the Library or an otherwise specified retail vendor (i.e. Better World Books <https://www.betterworldbooks.com/>).

Items which are damaged or not suitable for resale will be recycled or donated to local non-profit organizations for usage by area citizens.

Access

Except for the collections noted elsewhere in this policy, all materials will be freely and easily accessible to the public. Users are free to select or reject for themselves or their own children any item in the collection. Children are not limited to use of the materials in the children's or young adult areas. Responsibility for a child's selection or reading rests solely with their parent or guardian. The library will not limit access to materials based on content, and selection will not be inhibited by the possibility that children may inadvertently use such items.

Request for Reconsideration of Library Material

A singular obligation of a public library is to reflect within its collection differing points of view and a diversity of opinion and experience. Some materials may be offensive to individuals or groups because of individual perceptions of profanity, human sexuality, social, economic, and political ideas, religious viewpoints, the background of the author, or the kind of information provided. However, these items may be meaningful and significant to other users. Oregon City Public Library does not endorse particular beliefs or views, nor does the selection of an item express or imply endorsement of the viewpoint of the author or content of the item. The library's role is to provide materials which will allow individuals to freely examine issues and make their own decisions. Library materials will not be marked or identified to show approval or disapproval of the contents, nor will items be sequestered or removed from free access to patrons.

Residents of the Oregon City Public Library service area who express concerns about the presence of an item in the collection are given serious consideration. Such a concern expressed to a library staff member will be referred to the Library Director. Items may be removed from the collection under the following conditions:

1. The library director approves removal after review of an item and determines that it does not meet the selection criteria outlined in this policy.
2. The library board casts a majority vote to remove an item they agree does not meet the selection criteria outlined in this policy.

Upon request, the individual will be supplied with a copy of the Collection Development Policy, including the "Request for Reconsideration of Library Materials" form. If desired, a resident of the Oregon City Public Library service area may complete this form and return it to the library. The Library Director will examine the item in question and determine whether it conforms to the standards of this policy. The Library Director will communicate this determination to the individual.

If the individual is not satisfied with the Library Director's decision, they may make an appeal to the Library Board by either submitting a letter to be considered at the next scheduled board meeting, or by requesting, at least three work days in advance, to be on the agenda of the next scheduled board meeting. The Library Board will consider the individual's appeal and the staff recommendation and may either make a final decision at that meeting, or postpone a final decision pending further review. Material(s) subject to reconsideration will remain available in the collection during this process.

Revision

The Library Board will review this policy every three years.

Appendices

ALA Documents, Purchase Suggestion Form, Gift Receipt Form, Request for Reconsideration of Library Material Form.

Appendix D: Request for Reconsideration of Library Material Form

OREGON CITY PUBLIC LIBRARY
 606 John Adams, Oregon City, OR 97045
www.orcity.org/library

Pursuant to the Oregon City Public Library Collection Development Policy, which you may find online or request, the Library Director will review all submitted Request for Reconsideration of Library Material forms and respond to the applicant directly, which applicant should expect in about one week. If the applicant wants to appeal the Library Director's decision, they may do so to the Library Board. The Library Board meets on the second Wednesday of each month at 5:00 p.m. The applicant will notify the Library Director of their wish to appeal in order to get the topic placed on the agenda.

Title _____

Author _____

In this matter are you representing: _____ Self _____ Group

If representing a group, please provide its name and address: _____

How did this material come to your attention? _____

Have you read the entire work? Yes _____ No _____

Specifically, what is your objection to this material? Please provide page numbers or location. _____

Do you feel this material is objectionable to all, or just to some segments of the public, and what is the adverse effect of reading this material? _____

Have you read or heard any review of this material in the media? If so, where? _____

Is there any other material you could recommend that conveys the same viewpoint, purpose, or value?

What is your specific recommendation for action to be taken by the library in this matter? _____

Name _____ Phone _____

Address _____

Email _____

Thank you for your interest in the Oregon City Public Library.