MATERIALS SELECTION POLICY

Adopted by the Cedar Mill Community Library Association Board of Directors
November 16, 1993, Revised March 17, 2016, January 18, 2022

Introduction and Philosophy of Materials Selection

Located outside city boundaries, the Library is operated by the 501(c)(3) non-profit Cedar Mill Community Library Association. The Library is one of the largest nonprofit association libraries in the United States with a collection of 250,000 items and more than 2.5 million loans annually. The Association operates a Main library in Cedar Mill and a branch in the Bethany Village Shopping Center. The Libraries are members of WCCLS, Washington County Cooperative Library Services, which provides operational funding, shared computer, circulation and courier services and a common card that offers free access to the more than 1.6 million items found in Washington County public libraries

The Library seeks to help provide the community a sense of identity and to serve as its intellectual and cultural center. The mission of Cedar Mill Community Library is to provide materials and information services for all members of our changing community. The Library will place special emphasis on helping children become lifelong readers, learners, and library users.

The Cedar Mill Community Library Association Board recognizes American democracy can only function if a full range of human thought and ideas is accessible to the people. Proponents of various points of view must be free to make their cases before the individual and collective judgment of their fellow citizens. This principle, guaranteed by the First Amendment of the Constitution, protects the free expression of ideas. American public libraries are forums for information and provide access to ideas. All material housed in American public libraries is considered constitutionally protected under the First Amendment unless judicial action deems it unprotected.

The Board recognizes the rich diversity within our community. It is committed to making available the widest variety of views and modes of expression, including some that may be unusual, unorthodox, or unpopular. This does not imply numerical balance of titles on controversial subjects.

The Library does not promote particular beliefs or views. Selection of any item is not an endorsement of the author's viewpoint. The Library protects the rights of the individual to have access to information from diverse points of view. Individuals may select materials for themselves, but they shall not restrict the freedom of others to read or inquire. The Library does not stand "in loco parentis." Parents and guardians, not the Library, have the responsibility to guide and direct the reading, listening, viewing and Internet browsing choices of their minor children.

The Board adopts and supports the American Library Association's (ALA) Library Bill

of Rights and all ALA interpretations pertinent to the selection and use of library materials. The Board also upholds ALA's statements on Intellectual Freedom, Freedom to Read, Freedom to View, Free Access to Library Resources for Minors, and Economic Barriers to Information Access. Principles stated in these documents are considered integral parts of Cedar Mill Community Library policy. Full texts are on file in the Library or available from the Executive Director and online at ALA.ORG.

The Scope of the Library's Collection

Cedar Mill Community Libraries provide a dynamic collection which reflects the community's needs, interests, local standards, and diversity. Emphasis is placed on obtaining current popular material in a variety of formats and supporting lifelong learning for all ages. Cedar Mill Main Library has a larger capacity and will hold more titles and items than Bethany.

Principal Areas of the Collection

- **Children's Collection**. The purpose of this collection is to help children learn to use the library, gain early literacy skills and develop a lifetime appreciation for books and learning. The children's collection includes basic materials for children from infancy through the sixth grade, as well as materials to meet the needs of parents, caregivers, and teachers.

- **Teen or Young Adult Collection.** The purpose of this collection is to provide basic informational, educational, and recreational materials to young adults, grades six through twelve. Due to the wide range of tastes and abilities of this age group, there may be some duplication between the teen collection and both the adult and children's collections.

- **Adult Collection.** The purpose of this collection is to provide for the informational, educational and recreational needs of a range of adult users. The diversity of the community served requires a wide range of subjects and the presentation of multiple points of view.

- **World Languages.** The purpose of this collection is to provide materials written in languages other than English for adults, young adults and children. The collection should include materials in languages that reflect significant needs of population groups, nationalities, and ethnic communities that live within the service area of the library.

- **Reference Collection.** The library maintains small reference collection for adults which is used to answer questions and serve the informational needs of library users. Reference sources are characterized by their ability to summarize, condense, or give a comprehensive overview of a topic. They

remain in the library to be readily available to all users. The Library expects this collection to decrease as more print reference resources become available in electronic format.

The Library may acquire materials in a variety of formats throughout all areas of the collection. Formats include but are not limited to hardcover and paperback books, magazines and newspapers, large print, DVDs and Blu-rays, compact discs, e-books, digital content and electronic databases. The Library's formats may change in response to evolving technology.

Guidelines for Materials Selection

Materials selection shall reflect the Library's mission. Responsibility for selection of materials, within policy guidelines, rests with the Executive Director who shall authorize qualified staff to assist with selection. Authority for policy determination for the selection and acquisition of library materials rests with the Board.

Factors to be considered in adding specific materials to the Library's collection shall include: support of the library's mission, present collection composition, demand, timeliness, the current audience, significance of subject, critical acclaim, suitability of physical form to library use, permanent value as source material, budgetary or space restrictions, viewpoint diversity, the contribution of a work to its subject area, and quality of production. An additional factor is the availability of materials in other Washington County and Portland metro area libraries, and the cooperative collection development efforts among such libraries. Both the adult, teen and children's collections will contain supplementary sources for student use, but the Library cannot provide sole curriculum support. The Library usually will not purchase textbooks.

Self-published materials and works by local authors which meet the materials selection guidelines will be considered for inclusion. However, due to the increased staff time required to evaluate and process these materials, only those with high local interest or demand are likely to be added.

Suggestions of items and subjects to be considered for inclusion in the Library collection by the public are encouraged. Professional staff shall regularly consider all suggestions for purchase according to the materials selection policy. Such requests may be met through means other than purchasing such as resource sharing with other libraries or electronic delivery.

Monetary donations and gifts of materials will be accepted by the Library. Donors should understand that gifts of materials will be added to the collection if they meet the same selection criteria required of materials purchased by the library. Gift materials not meeting those criteria will be given to other organizations, sold, exchanged, or discarded. Donors may not place any special conditions upon the loan, handling, or disposition of such gift materials.

Professional staff will determine whether a monetary donation is designated for a specific item or a general category, for example, children's DVDs or audiobooks. The staff will then use the funds within the guidelines of the selection policy. The Library will provide the donor with a letter for tax purposes acknowledging receipt of the gift.

Professional staff will discard materials from the collection as an ongoing and important part of collection maintenance. Criteria for discarding shall follow the same guidelines used for materials selection, with the additional criterion of an item's physical condition. Rules for discarding materials shall not be used to sanction the removal of controversial library materials.

The Library will not process, shelve or label materials to reflect a value judgment or suggest the point of view or bias. All materials shall be freely and easily accessible to all members of the public. Children are not limited to the children's or teen area collections.

Cedar Mill Community Library strives to provide materials for the interest and information of all people in the community. It is inevitable that there will be disagreement on the merit of various items. While unable to read or review each item before ordering, the library selection staff will use standard review sources as much as possible.

Reconsideration of Materials

The Board recognizes the right of individuals to question materials in the library collection. People residing within the Cedar Mill and Bethany service areas who have concerns or complaints about library materials are encouraged to discuss their questions with the Executive Director or Department Head(s). A copy of this policy**,** as well as pertinent ALA documents that support the policy, will be given to the patron.

People residing within the Cedar Mill and Bethany service areas who wish a more formal resolution of the issue may then submit a "Request for Reconsideration of Library Materials" form. Professional staff, authorized by the Director to select materials for the Library, will examine the completed form and the specific material in question. They will seek reviews and decide whether the material conforms to the Materials Selection Policy. Staff will recommend a course of action to the Executive Director who will act as the spokesperson to the concerned patron. The Director will send a written response within 30 days following the receipt of the complainant's completed reconsideration form.

Individuals may request time on the Library Board agenda if dissatisfied with the course of action decided by library staff. Such a request must be in writing and received by the President of the Board at least 20 days before the Board meeting at which it will be considered. The Board shall send the complainant written notice of

the Board action. The completed decision on reconsideration of a specific title shall remain in effect for three years.

Review of the Materials Selection Policy

The Executive Director and the Board will review the Materials Selection Policy **every three years.** This will ensure the policy remains responsive to the changing goals and objectives of the Cedar Mill Community Library Association.