



Collection Guidelines

Supplemental Document

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Authorized by: Executive Director

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Overview:

Timberland Regional Library (TRL) is a popular materials collection that meets the cultural, informational, educational and recreational needs of our five-county region. Library materials and resources will be selected and retained in a variety of formats and comprehension levels. Particular to the TRL collection and our strategic directions, we will continue to build collections in local history, materials related to native tribes in the five-county region, and language collections in Spanish. In all collections, we will collect materials and resources that not only represent and reflect our communities, but also provide windows to diverse voices, experiences, and perspectives as part of our ongoing efforts to provide equitable, diverse, and inclusive resources.

The Board of Trustees delegates its authority to purchase library materials to TRL's Executive Director, who delegates this function to the Collection Services Director and the Collection Development Librarians.

Intellectual Freedom:

TRL neither encourages nor discourages any particular viewpoint. No library materials that meet the TRL's selection criteria shall be excluded because of the origin, background, or views of the author or those contributing to its creation. Selection of materials does not mean endorsement of the contents or the views expressed in those materials. Not all materials will be suitable for all members of the community.

The library collection will be organized and maintained to facilitate access. There will be no prejudicial labeling, sequestering, or alteration of materials because of controversy surrounding the author or the subject matter.

TRL promotes and defends the principles of intellectual freedom based on the First Amendment of the U.S. Constitution. TRL does not condone, condemn, or endorse opinions and views expressed in provided resources. TRL resources will not be marked or identified to show approval or disapproval. None will be sequestered except for the purpose of protection against theft or injury. Parents are responsible for their children's use of library resources. TRL's goal is to make available resources encompassing a diversity of views and opinions.

To support this goal, Timberland Regional Library Board of Trustees has adopted the following documents from the American Library Association:

- [Library Bill of Rights](#)
- [Freedom to View](#)
- [Freedom to Read](#)

Purchase Suggestions and Gifts:

TRL will be responsive to public suggestion of titles and subjects to be included in the library collection when these requests meet selection criteria. Remaining requests may be met through resource sharing with other libraries (interlibrary loan), electronic delivery, or other means when feasible.

Gifts of materials may be accepted with the understanding that the same standards of selection are applied to gifts as to materials acquired by purchase, and that any gifts may be discarded at TRL's discretion.

Library Resource Review:

The Board of Trustees recognizes the right of individuals to question resources in the library collection. The library will give serious consideration to each patron's opinion. Material under consideration will remain available to patrons until a decision is made. Any patron questioning resources in the library collection may ask the library staff about such materials. Staff members will make every effort to reach resolution of the patron's concerns through discussion, before offering the form. Please refer to the Library Resource Review Procedure.

General Criteria for Selection of All Materials:

All resources should meet one or more of the following criteria:

- Support of the library's mission
- Importance of the subject matter or point of view to the collection
- Accuracy and timeliness
- Community demand and interest
- Importance of title when compared with other works on the subject
- Clarity of presentation and ease of use
- Scope and depth of coverage
- Enrichment and supplementation of school curricula
- Need for retrospective coverage
- Insight into human and social conditions
- Importance as a document of the times
- Representation of ideas that are unique, alternative, experimental, or controversial
- Originality in content or approach

- Reflects a diversity of human experience
- Authority; reputation or qualifications of author, artist, publisher, or producer
- Attention of critics, reviewers and the public
- Relevance of format and content to the intended audience
- Effectiveness and suitability of format in communicating the content
- Critical acclaim as demonstrated by awards, nominations for awards, and/or reviews
- Impact on materials expenditure plan
- Availability of information elsewhere


Collection Maintenance:

Some of the factors which will be considered in adding to or removing materials from the library collection shall include: present collection composition, current and anticipated community needs, public interest, demand, timeliness, audience, current or historical significance of author or subject, diversity of viewpoint or representation, community relevance, effective expression, cost and funding, and shelf space. TRL's current mission, vision, values, and strategic directions will also provide focus to collection development work.

As a popular materials library, the systematic removal of materials is critical for maintenance of the collection. An item will be transferred or removed from the collection for any of the following reasons: poor physical condition, obsolete information, insufficient public use, number of copies exceeds demand, availability of similar or more recently published materials in the subject area, and prohibitive cost of maintaining the material.

Related Policies, Procedures, and Supporting Documents:

- [Collection of Materials Policy](#)
- [Donations of Materials Policy](#)
- [Interlibrary Loan Policy](#)
- [Internet Use Policy](#)
- [Gift Policy](#)
- Library Resource Review Procedure and Form [insert link]
- [Access to Library Resources and Services for Minors: An Interpretation of the Library Bill of Rights](#) - American Library Association

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