

Nampa Public Library

# **COLLECTION DEVELOPMENT POLICY**

Adopted by Board of Trustees  
August 2011

## **I MISSION**

As the gateway to an ever-changing world of information, we deliver excellent library service to our community. We create an inviting gathering place to inspire and promote lifelong learning and love of reading through free access to dynamic library resources, services and programs.

## **II PURPOSE**

The Collection Development Policy reflects the Library's stated mission. This policy guides staff, and informs the public, in the principles of collection management. Collection development is the ongoing process of assessing the materials available for purchase or licensing, making the decision on their inclusion, on their retention, and their location within library collections. This policy describes the role of collection development and management in achieving the Library's mission and strategic objectives.

## **III SCOPE**

The collection offers materials in choices of format, treatment, language and level of difficulty. "Materials" has the widest possible meaning and includes but is not limited to print, audiovisual, and electronic formats. "Collection" is defined as materials that are selected for the Nampa Public Library; those selected materials may be physically owned by Nampa Public Library or may be accessed via digital medium. "Selection" refers to the decision that must be made to add a given item to the Library collection and made accessible either in a physical location or through digital means.

## **IV BACKGROUND**

Nampa is the largest city in Canyon County, whose population is largely blue-collar and whose history is connected to an agriculture-based economy. Approximately 78% are Caucasian White, 20% are of Hispanic origin, with the majority speaking Spanish. About 10% of the population is aged 5 years and under and nearly 70% are aged 18 and older. With regards to economic characteristics, 16.2 % percent of people live below the poverty level. Significant employers in the community are education, manufacturing, retail trade, and construction. Non-cardholding customers are welcome to use library facilities, equipment, programming, and materials within the library building.

## **V FUNDING**

Nampa Public Library is funded by property taxes as a city library established according to the laws of the State of Idaho. The library depends on these funds to maintain and add to its collections. The library seeks to supplement tax funds by applying for grants and by encouraging monetary donations from individuals and community groups.

## VI RESPONSIBILITY

The Board of Trustees has delegated to the Library Director the authority and responsibility for the selection of all collection materials. Responsibilities for actual selection will be assigned to appropriately trained personnel who discharge this obligation consistent with this policy.

## VII SELECTION CRITERIA

Selection is a subjective process, requiring a general knowledge of the subject and recognition of the needs of the community. Material is judged on the basis of the content and style of the work as a whole, not by selected portions or passages. The library strives to collect and make available differing points of view.

Library materials are selected for their value as informational, educational, cultural, and recreational resources. The following general criteria are used in selecting materials for addition to the collection:

- Importance and value to the collection and library users.
- Significance of the subject matter.
- Current appeal and popular demand.
- Local interest.
- Cost and budgetary constraints.
- Authority, accuracy, and artistic quality.
- Professional reviews

Specific guidelines and considerations for each area of the collection are noted in the Collection Development Plan.

## VIII NAMPA HISTORY COLLECTION

The library's Nampa History Collection (NHC) includes non-circulating materials in various formats. Items considered for purchase for this collection should be directly related to Nampa or Canyon County history, community, geography, or governance. The works of Nampa authors or artists residing locally will be given serious consideration. Gifts of suitable materials are encouraged. Books with special relevance to Idaho or Northwest issues may also be purchased selectively for this collection.

## IX DONATIONS, MEMORIALS AND TRIBUTES

Donations can be made to the Library for the purchase of items to honor or memorialize loved ones or friends. In the case of a cash gift for the purpose of memorial, tribute or other recognition, the donor has the option of helping select the subject and/or audience of the item(s) to be purchased. A book plate can be affixed to the book with acknowledgment of the donation. Should the donor indicate no preference for a specific use of the gift, the donation will be used for materials, equipment or programs that are deemed to be of greatest need to the library. All items are subject to the above policy.

## X PLACEMENT OF MATERIAL

The library collection is organized and maintained to facilitate ease of public access. Placement of materials within the library is determined by library staff, who may use cataloging information and recommendations of reviewers in their decision process. Materials are not restricted, sequestered, or altered because of issues related to their author, subject matter, intended or potential audience.

## XI SHARING AGREEMENTS

- Sharing agreements are established to enhance the library's resources available to the citizens of Nampa.
- The Nampa Public Library participates as a member of the Lynx! Consortium and serves customers of the participating libraries as outlined in the consortium agreement.
- Nampa Public Library provides interlibrary loan services without charge as part of our basic library assistance to all NPL card holders

## XII WEEDING OR WITHDRAWAL OF MATERIALS

The withdrawal of materials, also called weeding, from the collection is an ongoing part of collection development. Materials that are worn, damaged, outdated, duplicate, no longer accurate, and no longer used may be removed from the collection. The professional staff of the library, under the authority of the Library Director, will be solely responsible for the weeding of the collection. (Evaluation and management of the collection is guided by professional manuals and guidelines.)

## XIII CONSTITUTIONAL PROTECTION

The Library Board considers all materials selected under this policy to be constitutionally protected under the First Amendment of the United States Constitution and the Idaho State Constitution.

If a court having jurisdiction over Nampa Public Library decides that any material in the collection is not constitutionally protected, such material will be removed. Material under court consideration will remain available to patrons until a final court ruling is made after all appeals are exhausted.

## XIV REQUEST FOR RECONSIDERATION

The Library Board maintains the position that while anyone is free to reject for themselves materials of which they do not approve, they cannot exercise censorship to restrict the freedom of use and access to others. The choice of library materials to use is also an individual matter.

The responsibility for the reading and use of library materials by minors rests ultimately and completely with their parents or legal guardians. It is the duty and responsibility of the library staff to provide advice and reading guidance, but library staff shall not deny use of materials to minors, upholding the rights of minors and those of their parents or legal guardians. Items in any

format are not necessarily excluded because of language, frankness, sexually explicit passages, images, or because of objections by staff, trustees, or the public. Individual passages or illustrations, in whatever format or medium, when taken out of context or purpose, are not considered adequate reason for the rejection or removal of an item.

The Board of Trustees recognizes the right of individuals to question materials in the library collection.

1. Whenever a patron has questions regarding the presence or absence of any library material, they can discuss their concerns with library staff.
2. Following the discussion, if the patron desires a - "Request for Reconsideration of Library Materials" form can be completed and submitted.
3. This completed form will be given to the Library Director, who will then meet with the professional staff to evaluate the material in question and consider the merits of the completed request form.
  - a. The Director will consider whether the material meets the selection criteria outlined in this policy.
  - b. A decision will be made regarding whether or not to change the status of the material within 30 days, with written reasons for the decision conveyed to the patron.
4. If the patron is dissatisfied with the Director's decision or the written reply, he or she may appeal the decision to the Board at a regularly scheduled Board meeting.
5. The Board, after receiving public testimony from the patron, other interested parties, and from the Director, will decide whether or not library policies have been followed and whether to change the status of the material in question.

## XV POLICY REVIEW AND REVISION

This collection development policy will be reviewed every three years by library staff and trustees.