

RESOLUTION NO. 2011-37

**RESOLUTION ADOPTING THE FOREST GROVE CITY LIBRARY
MATERIALS SELECTION POLICY
AND REPEALING RESOLUTION NO. 1980-79**

WHEREAS, The City Library has been established to serve the patrons; and

WHEREAS, funds are regularly expended for materials to add to the City Library's collection; and

WHEREAS, a written policy for the selection of those materials is necessary to guide city library staff in their selection and to inform the public of the policy under which materials monies are expended; and

WHEREAS, the Library Commission approved the said policy at its meeting of May 10, 2011, and made recommendation to submit to the City Council for consideration the revision set forth in the Forest Grove City Library Materials Selection Policy as described in the attached Exhibit A.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF FOREST GROVE AS
FOLLOWS:**

Section 1. The City Council hereby adopts the Forest Grove City Library Materials Selection Policy as described in the attached Exhibit A.

Section 2. Resolution No. 1980-79 is hereby repealed in its entirety upon the adoption of this resolution.

Section 3. This resolution is effective immediately upon its enactment by the City Council.

PRESENTED AND PASSED this 23rd day of May, 2011.

Anna D. Ruggles, City Recorder

APPROVED by the Mayor this 23rd day of May, 2011.

Peter B. Truax, Mayor

EXHIBIT A

FOREST GROVE CITY LIBRARY

MATERIALS SELECTION POLICY

Section 1. Purpose. This policy is written to provide the basic framework within which library staff will select material for the library collection. Ultimate responsibility for this policy, as for all city policy matters, rests with the City Council. Responsibility for selection of library materials belongs to the Library Director, who administers the library program under the supervision of the City Manager.

Section 2. Function of the City Library. The City Library is a center for information and recreation in the community. Library staff serves all members of the community by providing access to information in a variety of formats. In so doing, staff

- Evaluates, selects and maintains materials for the local collection
- Contributes to collection building and access decision-making at the county-wide cooperative level;
- Provides programming for all ages

Section 3. Goal of Collection Building. In selecting materials for the library, the staff shall pursue the following goals:

- | | |
|----------------------|--|
| Diversity: | Are the wide range of interests and needs of community members being met by the library collection; does the collection reflect the reading abilities of the community; does the item in question fill an unmet need? |
| Timeliness: | Is the item in question up-to-date if current information is important to the subject? |
| Balance: | If the subject matter of the item in question is controversial, does it provide a responsible, authoritative expression of one of the sides of the controversy; if it were not purchased, would the collection tend to either ignore or represent just one viewpoint on an issue of public debate? |
| Existing Collection: | Does the material add to the collection's ability to fill public need, as expressed in these goals, or is it unnecessarily redundant? Do the online databases provided through WCCLS and by the State of Oregon provide the information needed so that the library need not duplicate its resources? |

- Cooperative Agreements: Do inter-library agreements make this kind of material readily available on loan from other libraries, or is it the kind of item our library should provide directly?
- Popular Demand: Have there been patron requests for materials on this subject or for this particular title?
- Probable Use: Will our patrons use this item? How often? Will multiple copies be necessary to meet demand?
- Format: Will this item hold up to repeated use? If it is in a medium that requires special equipment for use, do a significant number of library users own or have access to such equipment?
- Historical Preservation: Does the material reflect the spirit, opinions, or events of the past? Does it record details of local, national, or world history of value to today's library user?
- Quality: Of the material on the subject, is this one of the better written, authoritative titles? Has it been favorably reviewed?
- Budget: Does the purchase of the item deal with the factors above and fall within budgetary limitations? Is there sufficient staff to prepare materials to loan, maintain, and circulate item? What new staff demands will new media impose?

Section 4. Selection Process. The library staff composes an annual collection development statement based on the amount of the materials budget and an analysis of the current state of the collection. After making allocations for individual collections, staff makes selections for purchase based on the above Collection Building Goals. Other criteria include professional reviews, patron requests and interest to the local community.

Section 5. De-selection Process. "Weeding" is the process of removing items from the collection when they no longer meet the Collection Building Goals due to age, format, condition and/or poor circulation. Removal of an item may necessitate its replacement with something more current or in better physical condition.

Section 6. Selection vs. Censorship. The difference between selection and censorship is not just word-play – it defines the basic approach to collection

development.

Selection takes all the goals above into account when considering the merits of a book or other written material. Selection is positive in that, if a piece of material meets any of the goals, it is worth adding. Censorship is negative in that the censor looks for some reason, however narrow, to reject a book. The selector responds to the diversity of the community, seeks an inclusive collection, and favors liberty of thought. The censor fears diversity and controversy, collects by exclusion and rejects liberty of thought.

It is the policy of the City Library that selection, not censorship, shall be the guiding principle in choosing materials for the library collection.

Section 7. Request for Removal of Materials from the Library Collection.
Individuals or groups may request removal of an item from the library collection. They may do so by talking to the Library Director or by filling out the attached form (Form I) and making an appointment with the Director to discuss their objections.

If the Director determines, after reviewing the material in question, that the material does not meet the letter or spirit of the materials selection policy, he or she shall remove it from the collection and inform the complainant. If the director finds the material to be in keeping with the policy, it will be retained and the complainant informed, in writing, of the details of the Director's decision.

If the complainant wishes to pursue removal of the material, they shall meet with the Library Director and complete Form II (attached), which will be signed by the complainant, reproduced by the Director, and distributed to the Library Commission for action at their regularly scheduled meeting.

At this meeting, the Library Commission shall determine whether retention of the material would violate the letter and spirit of the materials selection policy. The complainant is welcome to attend the public meeting.

If the commission votes to retain the material and the complainant wishes to pursue the request for removal, the City Council will ultimately decide whether the title is being retained in keeping with the letter and the spirit of the materials selection policy.

FORM I

Forest Grove City Library

REQUEST FOR RECONSIDERATION OF A BOOK OR OTHER LIBRARY MATERIAL

Date: _____

Name of Complainant: _____

Address: _____

Telephone Number: () _____

Author of Book: _____

Title: _____

Publisher and date of publication (if known): _____

Have you read the Forest Grove City Library Materials Selection policy? _____

If so, how do you think that the inclusion of this item in the library's collection violates this policy?

FORM II

Forest Grove City Library

REQUEST FOR RECONSIDERATION OF A BOOK
CONFERENCE REPORT

Date: _____

Author: _____

Title: _____

Publisher: _____

Request Initiated By: _____

Address: _____

Telephone: () _____

Complainant represents:

Him/ Herself

Group or Organization: _____

- 1) Why do you object to this book?
- 2) To what specifically in the book do you object?
- 3) What do you feel may be the result of reading this book?
- 4) For what age group would you recommend this book?
- 5) Is there anything good about this book?
- 6) Did you read the entire book? Yes / No If not, which parts?
- 7) What do you believe to be the theme of this book?
- 8) Are you aware of the judgment of this book by professional critics?
- 9) What review of this book have you seen?
- 10) What would you like your library to do about this book?

Signature of Complainant