



**Jefferson County Library**  
241 SE 7<sup>th</sup> Street  
Madras, OR 97741  
(541) 475-3351  
<http://www.jcld.org>

## General Collection Development Principles

The Jefferson County Library District is a public forum; a place where ideas and information are freely communicated, where a broad spectrum of opinion and a variety of viewpoints is presented in its collection, displays, programs and services and where all of these reflect both majority and minority cultures, the work of men and women, respect for young and old and the various lifestyles and abilities and diverse aspects of our society. The library strives to present materials representing all sides of an issue in a neutral, unbiased manner. The existence of a particular viewpoint in the collection is an expression of the library's policy of intellectual freedom, not an endorsement of the particular point of view.

The Jefferson County Library District endorses the Library Bill of Rights of the American Library Association as stated below:

1. 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.
2. 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.
3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
5. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
6. 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.

### [Responsibility for Selection](#)

Library material selection is vested in the Library Director and such members of the professional staff who are qualified by reason of education and training. Any library material so selected shall be held to be selected by the Jefferson County Library District Board. Patrons are also an important part of the selection process. Forms by which customers can request material are available at the public service desk. Patrons may also request purchase of items by telephone or via the library's website.

### [General Selection Criteria](#)

These general criteria are taken into account for all materials selected for the Jefferson County Library District. Additional specific criteria are listed when appropriate for different types of materials. All items selected will meet several of the general or specific criteria.

- Current and anticipated needs and interests of the public
- Accuracy of content
- Timeliness of information
- Author's, artist's or publisher's qualifications and/or reputation
- Evaluations in review media
- Contribution to diversity or breadth of collections
- Inclusion of title in standard bibliographies or indexes
- Receipt of or nomination for major awards or prizes
- Quality of production
- Affordability
- Support of library's mission and roles

## Selection Tools

The library subscribes to several periodicals, which are used as review, and evaluation sources for material selection. Among these are:

- Library Journal
- Booklist
- Publisher's Weekly
- New York Times Book Review
- School Library Journal
- VOYA (Voice of Youth Advocates)

## ADULT MATERIALS

### Adult Fiction

The library provides a collection of standard and contemporary fiction in English and Spanish as well as genre fiction for the intellectual enrichment, information, and entertainment needs and interests of the adult population of Jefferson County. Multiple copies of frequently used titles are provided. Large print and audiocassette and compact disc copies of some popular titles are also available.

Special Criteria (in addition to General Criteria)

- Collection's need to reflect minority as well as majority cultures
- Literary merit

### Adult Nonfiction

The library maintains a collection of general interest nonfiction titles to provide for the information needs and browsing interests of library patrons. Materials for which there is heavy, temporary demand may be selected with less emphasis on the general criteria listed above. Special Criteria (in addition to General Criteria)

- Suitability for intended audience (research-level books not purchased)
- Ease of use, including index, bibliography and illustrations

### Periodicals

The library maintains a collection of magazines for informational and recreational reading. Most periodicals are retained for two years.

Special criteria (in addition to General Criteria)

- Available indexing (lack of indexing will not exclude a title if it meets patrons needs)
- Community interests as measured by surveys, purchase requests and interlibrary loan requests
- Availability of display shelving and storage space

### Newspapers

Newspapers are selected to provide local, state, regional and national coverage. Local newspapers plus a selection of regional and national titles are purchased. Issues are retained for one to two months.

### Reference Materials

Reference materials provide timely and accurate information on a wide variety of topics. Because of method of use, rarity, or cost, they are maintained for in-library use only.

Special criteria (in addition to General Criteria)

- Currency of the material
- Thoroughness of coverage
- Importance of subject matter to the collection
- Ease of use (especially indexing)

- Reference Materials in Electronic Format
- Some reference tools are purchased in computer-based formats (CD-ROM, on-line, etc.).
- Special criteria (in addition to General Criteria)
- Ease of use
- Timeliness of updates
- Licensing restrictions
- Technical support
- Hardware and software requirements

### Oregon Collection

Nonfiction books about Jefferson County and the State of Oregon are housed in a separate collection. These materials are selected and retained under the following criteria: The library attempts to be as inclusive as possible in obtaining books pertaining to the history, economic, social and cultural life of Jefferson County. The library makes no attempt to be inclusive in its collection of materials on the State of Oregon. The library does not collect letters, papers, documents, photos, or other primary resource material of local interest other than books.

### Genealogical Materials

The Jefferson County Library District purchases a limited amount of specialized genealogical materials and these are available at the Juniper Branch of Family Finders.

### YOUNG ADULT MATERIALS

The Jefferson County Library District's young adult collection provides educational and recreational materials for young adults ages 12-18. Due to the wide range of tastes and abilities in this age group, there is some duplication between the young adult collection and both the adult and juvenile collections. Multiple copies of frequently requested titles, including series titles, are provided.

#### Young Adult Fiction

Special criteria (in addition to General Criteria)

- Reputation and popularity of author or title among young adults
- Presentation at a level and in a format that appeals to young adults
- Inclusion of material on recommended or curriculum-related reading lists
- Subject matter of special interest to young adults

### CHILDREN'S MATERIALS

Children's materials in English and Spanish are selected to meet the recreational, educational and cultural needs of children from infancy through age 12. Additional materials are selected to assist adult caregivers with the changing needs of children. Multiple copies of frequently requested titles are provided.

#### Juvenile Fiction

The library maintains a variety of children's fiction from the most distinguished in children's literature to popular titles and new, enticing titles that will attract readers of many tastes and abilities. Popular series titles are purchased in response to patron requests. Special criteria (in addition to General Criteria)

- Appropriate reading level and interest level
- Appeal of author, genre, series for children
- Inclusion of material on recommended reading lists
- Awards

## Picture Books

These books, in which illustration is as important as text, serve to introduce children to the world of books. The library includes a wide variety for adults to read to toddlers and preschoolers and for children to look at and use as they begin to read. This collection includes beginning readers, concept books, wordless books and board books as well as picture books.

Special criteria (in addition to General Criteria)

- Relationship of illustration to text
- Appeal of story and illustration to children
- Age appropriateness of art, text, topic
- Durability of format

## Juvenile Nonfiction

The juvenile nonfiction collection contains general informational works, browsing items and subject-oriented materials on topics of interest to children preschool age through sixth grade. J non-fiction is 2<sup>nd</sup> through sixth and E is preschool to 2<sup>nd</sup> grade. The library does not provide basic texts or materials needed in quantity for schoolwork. It does, however, purchase supplementary materials to enrich the resources available at area schools.

Special criteria (in addition to General Criteria)

- Suitability for intended audience
- Ease of use, including index, bibliography and illustrations
- Quality of illustrations, maps, graphics and photographs
- Usefulness of material for research

## MULTIMEDIA

### Computer Software

The library provides word processing, spreadsheet and educational software for use in the building on the public personal computers. Additional software is purchased based on the General Criteria. CD-ROM The library maintains a circulating collection of educational, reference and entertainment titles on CD-ROM.

Special criteria (in addition to General Criteria)

- Ease of use and installation
- Availability of technical support
- Popularity of platform (IBM, Windows, DOS, etc.)
- Proper licensing for circulation

### Video Cassettes/DVD

The video/DVD collection informs and entertains library users of all ages. The emphasis of new title additions will be informational and instructional. Special criteria (in addition to General Criteria)

- Award winners
- Production quality
- Technical quality (audio and video integrity etc.)
- Based on Previously published material

### Audio/Music

The library actively collects and maintains compact disc and audiotape music collections in a broad range of styles and eras for both recreational and educational use.

Special criteria (in addition to General Criteria)

- Excellence of interpretation and technique
- Technical quality

## Audio/Spoken

The spoken audio collection, in cassette and compact disc formats, is intended to fill the recreational and informational needs of adults, young adults and children. Both abridged and unabridged formats are included but no attempt is made to provide a comprehensive or in-depth collection.

Special criteria (in addition to General Criteria)

- Availability of replacement tapes
- Quality of production (especially of the reader)

## Gifts

Gifts are accepted but must undergo the same scrutiny and meet the same standards as the materials purchased for the collection. Donated periodical subscriptions for which there is no indexing and which have limited appeal are marked "Complimentary" and no back files are kept. The library reserves the right to refuse any donations of materials. Donations not added to the collection are given to the Foundation of the Jefferson County Library for their sales.

## Controversial Materials

The Board of the Jefferson County Library District endorses the FREEDOM TO READ STATEMENT and its interpretations. Materials selected under the Collection Development Policy are considered protected under the First Amendment of the United States Constitution.

Public libraries preserve and enhance the people's right to a broader range of ideas than those held by any one librarian, publisher or government. On occasion, there can be diverse opinions by individuals or groups as to what is acceptable or appropriate for the collection. Library collections are not limited to only those ideas and information one person or group believes to be true, good and proper.

The Jefferson County Library District Board believes that anyone is free to reject for himself/herself library materials of which he or she does not approve. However, the individual cannot restrict the freedom of others to read, view or hear.

Parents or legal guardians have the responsibility to guide and direct the reading, viewing or listening of their own minor children. The library does not take the place of the parent or guardian. Patrons who initiate comments or complaints will receive copies of the Library Bill of Rights, the Freedom to Read, and the Collection Development Policy and the form, Statement of Concern About Library Materials. The Library Director will go over these materials with the patron. It is important to understand that concerns call into question selection decisions that have been made according to policy. The process of registering complaints is designed to make sure the selection was appropriate and results in informing the patron about the philosophy and criteria used. Patrons whose concerns are not satisfied by staff are invited to the next meeting of the Jefferson County Library District Board. Their decision will be final.