

Crook County Library

Collection Development Policy

Approved by the Library Board of Trustees on July 10, 2014

The library serves all the residents of Crook County. The city of Prineville is the main population center, but a significant portion of the county population lives in unincorporated communities such as Powell Butte, Juniper Canyon, Post, and Paulina. The library's main facility is located on the northern edge of Prineville with plentiful parking and connection to some residential areas. However, it is not considered to be centrally located in town and does not receive much foot traffic from children.

Since 2005 the library has provided some outreach service to outlying areas using a bookmobile. During the economic downturn in 2010 bookmobile service was reduced from two days a week year round to one day a week during the nine months of the school year.

Compared to Oregon and the US, county demographic information reveals a high percentage of residents 65 years and older (21.3%), a lower percentage of residents with a bachelor's degree or higher (15.7%), and a lower percentage of residents of Hispanic and Latino origin (7.3%).

Library users are enthusiastic and supportive of the library and according to a 2012 survey many of them visit the library several times a week. Judging by circulation activity, patron survey information, and reference staff reports patrons need access to a wide variety of educational, recreational, and cultural materials. Unemployment and poverty in the community may reduce the percentage of the population who own popular digital devices but these factors make it even more important that the library offer free access to digital information, digital technology, and high speed Internet.

Library Vision

The Crook County Library is relevant, accessible, and useful to our community. It is an environment where people come together for lifelong learning, enjoyment, and connection.

Library Mission

Our knowledgeable and engaging staff will provide traditional and innovative resources and create welcoming spaces where everyone can experience the joy of learning and discovery.

Intellectual Freedom

The right to read and access materials of varying viewpoints is an important part of the intellectual freedom basic to democracy. The principles of intellectual freedom are guaranteed in the First Amendment of the United States Constitution. In keeping with those principles, the library favors no viewpoint and endorses the following American Library Association documents, listed here and also found in Appendix C.

- Libraries: An American Value
<http://www.ala.org/advocacy/intfreedom/statementspols/librariesamerican>
- Freedom to Read www.ala.org/advocacy/intfreedom/statementspols/freedomreadstatement
- Freedom to View www.ala.org/advocacy/intfreedom/statementspols/freedomviewstatement
- Library Bill of Rights
- www.ala.org/advocacy/intfreedom/librarybill
- Free Access to Libraries for Minors
<http://www.ala.org/advocacy/intfreedom/librarybill/interpretations/freeaccesslibraries>

Collection Development Goals

The library will identify, obtain, and make easily available to all patrons a wealth of educational, recreational, and cultural materials. These resources will be provided in the most convenient and cost effective format. Emphasis will be placed on obtaining current, popular materials, stimulating children's interests in and appreciation for reading, and maintaining a core collection of classic works and local history.

The library will strive to meet or exceed the "Enhanced" designation as set forth in section D: Materials, of the *Standards for Oregon Public Libraries*.

Collection Development Authority

The responsibility for the library collection lies with the director, who may designate one or more qualified staff members to participate in selection tasks. The director may delegate the management of youth collection development to the youth and adult services librarian. All staff members and library patrons are encouraged to recommend materials for consideration as well.

Annual collection development goals related to the Strategic Plan and collection development procedures for staff and routine forms are appended to this document and may be amended without Library Board approval.

Principles of Collection Development

The library's collection will include material on most subjects, incorporate various viewpoints, and offer a wide selection of genres, themes, and items of special interest to the community. Each type of material must be considered in terms of its own merit and considered as a whole, not by selected passages or portions. To develop and maintain a diverse collection, items that represent minority viewpoints, opinions and perspectives will be included. Library materials shall not be excluded because of the political, social or religious views of the author or artist, or due to characteristics that make them part of a protected class under Federal or Oregon state law. (More information: http://www.oregon.gov/boli/CRD/pages/c_crprotoc.aspx.) Selectors consider prospective additions to the collection based on the selection criteria regardless of their personal taste. These standards apply equally to purchased and donated materials.

Reviews

Reviews in professionally recognized publications are a primary source for materials selection. Examples of such sources include *Library Journal*, *Booklist*, *Publisher's Weekly*, *School Library Journal*, *Video Librarian*, *Metacritic*, and *AllMusic*. Other sources, including recommended title lists, newspaper reviews, or expert recommendations may be used.

Criteria *(no priority implied)*

- Item meets or anticipates the needs and interests of the community.
- Item appears on bestseller lists or is highlighted by popular media.
- Popular appeal of an author or series.
- Encourages the enjoyment of reading.
- Artistic, literary, historic, and/or scientific merit.
- Contemporary significance.
- Item supplements, expands on, or supports the existing collection, including collections at Jefferson and Deschutes County libraries.
- Accuracy of content and competence of author.
- Clarity and accuracy of information.
- Availability, format, and durability.
- Budget and space considerations.

Patron Suggestions

Purchase suggestions from patrons are welcome and are considered using the standards outlined in this policy.

Protocols

- Books, audiobooks, music, and movies designated for location in the children's room are selected to serve the needs of children from birth through elementary school.
- Books and audiobooks designated for location in the young adult room are selected to serve the needs of young people from middle school through high school. Music and movies selected for young adults will be designated for location in the general adult collections.
- The library does not attempt to acquire textbooks or other curriculum-related material unless such materials also serve the general public.
- The library makes a special effort to select and retain items of local significance and history.
- Because the library serves a community with a wide range of ages, reading skills, and educational backgrounds, it will select materials of varying complexity.
- Since the library collection cannot be completely comprehensive, older series titles or esoteric titles may need to be borrowed from another library.

Digital Resources

The library offers access to downloadable e-books and audiobooks through a contract with Deschutes Public Library. Deschutes Public Library holds the sole responsibility for selection of this digital collection.

The library makes available to patrons Kindle e-readers that are pre-loaded with adult, young adult, and children's titles. Criteria: titles are selected to provide examples of popular fiction from a variety of genres and a small selection of popular nonfiction. E-reader title collections will be reviewed by assigned staff on at least an annual basis and items added or deleted according to this criteria.

Online Research Tools

The library will facilitate access to databases, reference tools, and other learning and research tools. Subscriptions will be selected based on patron need, usability, authority, and cost.

Hot Titles

The library selects extra copies of items which may be in especially high demand for location in the Hot Title collection. Hot Titles have a seven day checkout, cannot be reserved or renewed, and have no grace period. Any item, regardless of format or designated location, may be selected as a Hot Title. Once demand subsides items are moved into the general collection or removed.

Non-English Language Materials

Spanish-language books, audiobooks, movies, and magazines are selected for location in the adult and children's areas utilizing the same process outlined in this policy. At this time no other non-English language materials are actively selected.

Archival Materials

A small collection of archival materials of local historical value is kept in a locked cabinet near the circulation desk. This collection is not being actively developed. Access to the items in this collection is determined on a case-by-case basis by the Library Director.

Access

Except for the collections noted elsewhere in this policy, all materials will be freely and easily accessible to the public. Users are free to select or reject for themselves or their own children any item in the collection. Children are not limited to use of the materials in the children's or young adult areas. Responsibility for a child's selection or reading rests solely with their parent or guardian. The library will not limit access to materials based on content, and selection will not be inhibited by the possibility that children may inadvertently use such items.

Gifts

The library gladly accepts gifts of library materials with the understanding that gift items will be subject to the same selection criteria as purchased items. Gifts that are not selected for the collection may be sold for the benefit of the library by the Friends of the Library, added to the paperback exchange, or discarded. The library will not appraise gifts. Gift receipts in which the donor can indicate the number and type of items being donated are available upon request. Acknowledgement of donated items for memorial purposes may be available by request.

Replacement and Maintenance

In order to keep the collection vital and useful, the library will regularly remove items from the collection that are worn, outdated, or no longer in demand. Withdrawn items in undamaged and complete condition may be sold for the benefit of the library by the Friends of the Library.

Request for Reconsideration of Library Material

A singular obligation of a public library is to reflect within its collection differing points of view and a diversity of opinion and experience. Some materials may be offensive to individuals or groups because of individual perceptions of profanity, human sexuality, social, economic, and political ideas, religious viewpoints, the background of the author, or the kind of information provided. However, these items may be meaningful and significant to other users. Crook County Library does not endorse particular beliefs or views, nor does the selection of an item express or imply endorsement of the viewpoint of the author or content of the item. The library's role is to provide materials which will allow individuals to freely examine issues and make their own decisions. Library materials will not be marked or identified to show approval or disapproval of the contents, nor will items be sequestered or removed from free access to patrons.

County residents who express concerns about the presence of an item in the collection are given serious consideration. Such a concern expressed to a library staff member will be referred to the Library Director.

Items may be removed from the collection under the following conditions:

1. The library director approves removal after review of an item determines that it does not meet the selection criteria outlined in this policy.
2. The library trustees cast a majority vote to remove an item they agree does not meet the selection criteria outlined in this policy.

Upon request, the individual will be supplied with a copy of the Collection Development Policy, including the "Request for Reconsideration of Library Materials" form. If desired, a Crook County Library resident may complete this form and return it to the library. The Library Director will examine the item in question and determine whether it conforms to the standards of this policy. The Library Director will communicate this determination to the individual.

If the individual is not satisfied with the Library Director's decision, they may make an appeal to the Library Board by either submitting a letter to be considered at the next scheduled board meeting, or by requesting, at least three work days in advance, to be on the agenda of the next scheduled board meeting. The Library Board will consider the individual's appeal and the staff recommendation and may either make a final decision at that meeting, or postpone a final decision pending further review. Material(s) subject to reconsideration will remain available in the collection during this process.

Revision

The Collection Development Policy will be periodically reviewed by the Library Director and the Crook County Library Board.

Appendices

Appendix A: American Library Association documents –

- Libraries: An American Value
- Library Bill of Rights
- Freedom to Read Statement
- Freedom to View Statement
- Free Access to Libraries for Minors Statement

Appendix B: Purchase Suggestion Form

Appendix C: Gift Receipt Form

Appendix D: Request for Reconsideration of Library Material Form

Appendix E: Collection Development Annual Goals and Staff Procedures

Appendix A

Crook County Library

American Library Association Documents

Libraries: An American Value

Libraries in America are cornerstones of the communities they serve. Free access to the books, ideas, resources, and information in America's libraries is imperative for education, employment, enjoyment, and self-government.

Libraries are a legacy to each generation, offering the heritage of the past and the promise of the future. To ensure that libraries flourish and have the freedom to promote and protect the public good in the 21st century, we believe certain principles must be guaranteed.

To that end, we affirm this contract with the people we serve:

- We defend the constitutional rights of all individuals, including children and teenagers, to use the library's resources and services;
- We value our nation's diversity and strive to reflect that diversity by providing a full spectrum of resources and services to the communities we serve;
- We affirm the responsibility and the right of all parents and guardians to guide their own children's use of the library and its resources and services;
- We connect people and ideas by helping each person select from and effectively use the library's resources;
- We protect each individual's privacy and confidentiality in the use of library resources and services;
- We protect the rights of individuals to express their opinions about library resources and services;
- We celebrate and preserve our democratic society by making available the widest possible range of viewpoints, opinions and ideas, so that all individuals have the opportunity to become lifelong learners - informed, literate, educated, and culturally enriched.

Change is constant, but these principles transcend change and endure in a dynamic technological, social, and political environment.

By embracing these principles, libraries in the United States can contribute to a future that values and protects freedom of speech in a world that celebrates both our similarities and our differences, respects individuals and their beliefs, and holds all persons truly equal and free.

Adopted February 3, 1999, by the Council of the American Library Association

The Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. 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.

II. 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.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries that 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.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; inclusion of "age" reaffirmed January 23, 1996.

Freedom to Read Statement

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. *It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.*

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. *Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.*

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. *It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.*

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

4. *There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.*

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

5. *It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.*

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. *It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.*

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

7. *It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.*

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.

A Joint Statement by:

American Library Association

Association of American Publishers

Subsequently endorsed by:

American Booksellers Foundation for Free Expression

The Association of American University Presses, Inc.

The Children's Book Council

Freedom to Read Foundation

National Association of College Stores

National Coalition Against Censorship

National Council of Teachers of English

The Thomas Jefferson Center for the Protection of Free Expression

Freedom to View Statement

The Freedom to View, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore these principles are affirmed:

1. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

Adopted by the American Film and Video Board of Directors in February 1979; updated and approved by the AFVA Board of Directors in 1989. Endorsed January 10, 1990, by the ALA Council

Free Access to Libraries for Minors (an interpretation of the Library Bill of Rights)

Library policies and procedures that effectively deny minors equal and equitable access to all library resources and services available to other users violate the Library Bill of Rights. The American Library Association opposes all attempts to restrict access to library services, materials, and facilities based on the age of library users.

Article V of the Library Bill of Rights states, "A person's right to use a library should not be denied or abridged because of origin, age, background, or views." The "right to use a library" includes free access to, and unrestricted use of, all the services, materials, and facilities the library has to offer. Every restriction on access to, and use of, library resources, based solely on the chronological age, educational level, literacy skills, or legal emancipation of users violates Article V.

Libraries are charged with the mission of providing services and developing resources to meet the diverse information needs and interests of the communities they serve. Services, materials, and facilities that fulfill the needs and interests of library users at different stages in their personal development are a necessary part of library resources. The needs and interests of each library user, and resources appropriate to meet those needs and interests, must be determined on an individual basis. Librarians cannot predict what resources will best fulfill the needs and interests of any individual user based on a single criterion such as chronological age, educational level, literacy skills, or legal emancipation. Equitable access to all library resources and services shall not be abridged through restrictive scheduling or use policies.

Libraries should not limit the selection and development of library resources simply because minors will have access to them. Institutional self-censorship diminishes the credibility of the library in the community, and restricts access for all library users.

Children and young adults unquestionably possess First Amendment rights, including the right to receive information through the library in print, nonprint, or digital format. Constitutionally protected speech cannot be suppressed solely to protect children or young adults from ideas or images a legislative body believes to be unsuitable for them.¹ Librarians and library governing bodies should not resort to age restrictions in an effort to avoid actual or anticipated objections, because only a court of law can determine whether material is not constitutionally protected.

The mission, goals, and objectives of libraries cannot authorize librarians or library governing bodies to assume, abrogate, or overrule the rights and responsibilities of parents and guardians. As *Libraries: An American Value* states, "We affirm the responsibility and the right of all parents and guardians to guide their own children's use of the library and its resources and services." Librarians and library governing bodies cannot assume the role of parents or the functions of parental authority in the private relationship between parent and child. Librarians and governing bodies should maintain that only parents and guardians have the right and the responsibility to determine their children's—and only their children's—access to library resources. Parents and guardians who do not want their children to have access to specific library services, materials, or facilities should so advise their children.

Lack of access to information can be harmful to minors. Librarians and library governing bodies have a public and professional obligation to ensure that all members of the community they serve have free, equal, and equitable access to the entire range of library resources regardless of content, approach, format, or amount of detail. This principle of library service applies equally to all users, minors as well as adults. Librarians and library governing bodies must uphold this principle in order to provide adequate and effective service to minors.

¹ See *Erznoznik v. City of Jacksonville*, 422 U.S. 205 (1975) "Speech that is neither obscene as to youths nor subject to some other legitimate proscription cannot be suppressed solely to protect the young from ideas or images that a legislative body thinks unsuitable for them. In most circumstances, the values protected by the First Amendment are no less applicable when government seeks to control the flow of information to minors." See also *Tinker v. Des Moines School Dist.*, 393 U.S.503 (1969); *West Virginia Bd. of Ed. v. Barnette*, 319 U.S. 624 (1943); *AAMA v. Kendrick*,. 244 F.3d 572 (7th Cir. 2001).

Adopted June 30, 1972, by the ALA Council; amended July 1, 1981; July 3, 1991; June 30, 2004; and July 2, 2008.

Appendix B
Crook County Library
Purchase Suggestion Form



PURCHASE SUGGESTION

Your input is important! We welcome suggestions for items to be added to the library collection. Though we make purchase suggestions a priority, it may take anywhere from 2-6 weeks to select, order, and process a new item. If you request it a reserve will be placed for you on purchased items unless you have reached your hold request limit. If your suggestion is not selected by the library or is unavailable for purchase, you may request that the item be obtained for you through Interlibrary Loan (ILL). If you have any questions about the selection process please contact Camille Wood, Library Director, at 541-447-7978 ext 301.

Name: _____ Date: _____ Card Number: _____
 Phone Number: _____ Email address: _____
 If selected, please place Reserve for me: YES NO If not selected, please ILL for me: YES NO

Type of material suggested (check one):

Book Movie Audiobook Music CD Magazine or Newspaper
 Other: _____ **Primary Audience:** Adults Youth

Author/Performer/Composer:

Title: _____

Year: _____ **ISBN:** _____ **Price:** _____

Staff Initials: _____ Phone Request **Verification:** Catalog IPage TS3

NOTES:

Select: YES NO Request Placed: _____ (initials)

Appendix C

Crook County Library

Gift Receipt Form

The books or other materials listed on this form are given to the Crook County Library freely and unconditionally in accordance with the Collection Development Policy:

“The library gladly accepts gifts of library materials with the understanding that gift items will be subject to the same selection criteria as purchased items. Gifts that are not selected for the collection may be sold for the benefit of the library by the Friends of the Library, added to the paperback exchange, or discarded. The library will not appraise gifts. Donation receipts indicating the number and type of items donated are available upon request. Acknowledgement of donated items for memorial purposes may be available under special circumstances.”

Donation From:

NAME _____

ADDRESS _____

PHONE _____

Description if desired:

Received by:

STAFF NAME _____

DATE _____

Appendix D
Crook County Library
Request for Reconsideration of Library Material

(This form must be filled out completely.)

Title _____

Author/Artist _____

Publisher _____ Type of Material _____

Request initiated by _____

Address _____ Crook County Resident YES NO

City _____ State _____ Zip _____ Phone _____

If you are representing an organization, what is the name of the organization?

1. The entire item should be read, viewed, or listened to, before completing this form. Did you do so?
_____ If not, what portions did you review? _____

2. To what in the item do you object? _____

3. What is your concern about this book? _____

4. How do you believe this item's presence in the collection violates the library's Collection
Development Policy? _____

5. What action would you like taken regarding this item?

_____ Return it to the staff for re-evaluation

_____ Other: _____

6. What item(s) would you recommend the library add to the collection that would meet your needs?

Signature

Date

Appendix E

Crook County Library

Collection Development Annual Goals & Staff Procedures

Strategic Plan

2014/2015 Goals:

- Update the adult and youth nonfiction collections
- Assess and add new databases, collections, or content delivery methods
- Add to statistically identified high-use collections

Procedures

- The library may elect to purchase paperback editions instead of hardback editions due to lower cost.
- Some titles with cross-generational appeal may be selected and shelved in multiple areas.
- Some children's items of low durability, such as pop-up books, may be designated for in-library use only.
- Audiobooks are selected in unabridged editions and in CD format.
- Movies are selected in DVD and combined DVD/BluRay formats.
- Magazine and newspaper retention schedules:
 - Magazines, which will be pulled on a quarterly basis:
 - 6 months for weekly titles
 - 1 year for all other titles
 - 3 years for *Consumer Reports* magazine and *Buying Guide*
 - Newspapers, which will be pulled on a monthly basis:
 - Current month plus two months for the *Central Oregonian* and *Bend Bulletin*
 - One month for all other titles
- E-books may be added to the Kindle e-readers through the regular staff selection process or through patron suggestions.
- Multiple copies of popular titles may be purchased to meet demand by Crook County Library patrons.
- Patron suggestions will be given serious and speedy consideration, but a response will not be sent to the requestor.