

**Collection Development Policy
Driftwood Public Library
City of Lincoln City, Oregon**

Overview

Driftwood Library seeks to provide current, popular access to materials and information reflecting diverse points of view to satisfy the informational and recreational reading needs of the community. This is in order to assist library users to acquire or to adapt the skills and knowledge necessary to participate in self-government, to become more productive, to achieve economic success, and to enhance the enjoyment of life according to the full exercise of free choice. In doing so, the library meets its own mission as a center for lifelong learning, welcoming patrons of all ages, backgrounds, and interests.

The library is a public forum for the collection, use and dissemination of information and ideas available without discrimination, without coercing a viewpoint on our public and by resisting barriers to information others may wish to impose. To provide this diversity, some materials will be controversial, unorthodox, or unpopular with the majority. The Driftwood Public Library Board, as advisor to the City of Lincoln City Council, believes that reading, listening, and viewing are individual, private matters. While anyone is free to select or reject materials, the freedom of others to read or inquire cannot be restricted. Parents and guardians have the responsibility to guide and direct the reading, listening, and viewing choices of their own minor child(ren). The library does not stand in "loco parentis."

Responsibility

The Library Director and the staff of the library are responsible for the selection of library materials.

Selection of materials

Providing a high quality library collection is an art as well as a science, and many factors are considered part of the selection process. The most important factor in selecting materials is to acquire items of current usefulness and of interest to the patrons of the Library in a timely fashion. For items in high demand, duplicate copies may be purchased. Many other selection factors include:

- anticipated demand
- patron request
- price
- reviewed recommendations
- format
- presentation
- differing points of view or perspective

materials on the same subject currently owned by the Library whether similar materials may be available in another format (e.g., in electronic form).

The Driftwood Public Library may join with other libraries to jointly offer certain materials on a rotating or cooperative basis. As determined by the staff and in accordance with national and regional protocols, inter-library loans will be used to fulfill appropriate requests from patrons. This includes most out-of-print titles, highly specialized works unsuitable for our collection and other materials not owned by Driftwood Public Library but readily accessible from other libraries. The resources of the libraries in the Coast Resource Sharing Network will be searched first and, if material is held by one of those libraries, material will be ordered from a CRSN library to ensure the most efficient and cost-saving service to the library patron.

Pacific Northwest Collection

The interest of our local readers over the years and the support of the Friends of the Library has led to the creation of our Pacific Northwest Collection. The Driftwood Public Library will continue to collect and preserve information and materials relating to the Pacific Northwest in as great depth and diversity as is possible. All Pacific Northwest Collection materials circulate in the same fashion as our other materials, unless designated as "in-library use only."

Type of materials Collected

Information is collected and made available in many formats. These include, but are not limited to:

- books
- periodicals
- other printed materials
- maps and charts
- story-telling kits
- Bifolkal Memory kits
- puzzles
- audiobooks
- digital video disc (DVD)
- compact disc (music)
- computer software
- microforms
- digital information by computer
- on-line through the Internet

Because of space and budget limitations, certain types of materials may be collected in the one format which we believe to be the most useful for our patrons.

Memorials and Donations of Books and Other Material

Donations of books and other material to the library are evaluated by the staff for their usefulness to the collection, being guided by the same general principles as for newly purchased materials. Materials not suitable for the collection are passed on to the Friends of the Library for their book sales, unless otherwise specified by the donor. Donation will be acknowledged, if requested and a receipt for the number of titles donated will be issued. However, the responsibility for assigning a monetary value to the donation lies with the donor, not the Library.

The Library accepts gift subscriptions to periodicals for the general collection. If you wish to donate a subscription to the library, please call the Library Director at 996-1251 to discuss your donation.

The Library has within its collection many items donated as memorials to local residents. If you would like to memorialize a family member or friend with a donation, please contact the Library Director at 996-1251 for further information.

Removing Materials from the Collection

Space in the Driftwood Public Library is finite. The ongoing acquisition of new materials also necessitates the ongoing removal of other materials. Many factors are used to determine what materials should be removed including:

- usage statistics
- what other material is available on the same subject
- whether the material is out of date or factually inaccurate
- condition of material

Withdrawn materials, if appropriate, will be offered to the Friends of the Library for inclusion in their book sales. If not appropriate to a book sale, the material will be discarded.

Intellectual Freedom

The Library Board of Driftwood Public Library affirms its commitment to:

- The Library Bill of Rights* (see appendix)
- and
- The Freedom to Read* (see appendix)

Challenges to Materials

Any person who wishes to complain about a book or other material from the Library may fill out a Request for Reconsideration form and return it to the Library Director. The

Director will begin a formal process to handle such complaints. During the time, any complaint is under review, the material being challenged will be kept in the Director's office until the reconsideration process is complete. The material will be available for review during library hours.

**Adopted by the Driftwood Public Library Board
January 5, 2011**