

## Collection Development

The Umatilla County Special Library District (UCSLD) Board and staff envision a vibrant community, with access to resources that build strong, literate residents, connected to the world. The UCSLD enriches Umatilla County through access to quality library services in various ways.

The UCSLD works with partner libraries, distributing tax funds to support the public libraries in providing carefully selected books and other materials to aid the individual in the pursuit of education, information, research, pleasure, and the creative use of leisure time. Each library has their own collection development policy guiding their selection of resources to best serve their community.

The UCSLD Take Off! program directly offers daycares, preschools, Head Start schools and other clientele a selection of carefully selected early literacy books, manipulatives and story time support resources for the development of early literacy skills.

The collection development policy sets out the conceptual framework, guiding philosophy, and major procedures of the UCSLD's Take Off! program collection development plan. Selection of materials is based on emergent literacy goals, clientele needs and the principles of intellectual freedom. The library honors diversity of viewpoints and the right of individuals to receive information. The UCSLD endorses the American Library Association Library (ALA) Bill of Rights, Freedom to Read statement, and Freedom to View. These statements may also be viewed on the ALA website at [ala.org](http://ala.org).

### **Authority**

The responsibility for the Take Off! collection lies with the Early Literacy Manager under the supervision of the District Director. The Board of Directors determines the broad policies for collection development set forth in this document and the strategic plan.

Requests for specific materials are accepted from clientele and if they fit with the guidelines of this policy and the Take Off! budget, they can be added to the collection.

### **Access**

The UCSLD makes materials available in a variety of formats in an effort to provide inclusive and equitable access to resources for all clientele, such as print, audio, and digital materials including books and magazines, audio books, electronic books, research and subscription databases, and manipulatives used to build emergent literacy.

### **Labeling**

The Early Literacy Manager employs objective professional judgment through selection, cataloging, classification, and readers' services to make available the information that Take Off! program clientele want or need.

### **Umatilla County Special Library District**

Adopted - 10/22/2020

Reviewed & Updated -

Labeling systems in the UCSLD are employed as a means of organizing resources, providing guidance to users, and are viewpoint-neutral. Labels are used as directional aides and may include broad categories or themes.

### **Criteria for Selection**

Because of the volume of publishing, as well as the limitations of budget and space, the UCSLD must have a selection policy with which to meet community interests and needs. The materials selection/collection development policy is used by the Early Literacy Program Manager in the selection of materials and also serves to acquaint the general public with the principles of selection. Collection materials are selected by trained staff members (selectors). Selectors may consult a variety of resources including but not limited to professional and amateur publications, websites, blogs, reviews, bestseller lists, current media, and local sources. Items will be selected considering the following criteria.

1. The main points considered in the selection of materials are:
  - Relevant to youth from birth to approximately five years of age.
  - Artistic, literary, historic, and/or scientific merit.
  - Clientele needs and interests.
  - Relevance and diversity of viewpoints.
  - Availability, format, and accessibility.
  - Clarity and accuracy of information.
  - Current and historical significance

In addition to the above criteria, selectors will choose and categorize materials using the following protocols:

- Materials in the children's collection are selected to serve the needs of youth from birth through early school age.
- Suggestions from clientele are welcomed and considered using the standards outlined in this policy.
- The UCSLD will acquire materials in languages commonly spoken by Umatilla County residents, including English and Spanish.
- The UCSLD makes a special effort to select and retain items of local significance and history that are appropriate for children from birth to age five.

### **Weeding**

An up-to-date, attractive and useful collection is maintained through a continual withdrawal and replacement process. Replacement of worn volumes is dependent upon current demand, usefulness, more recent acquisitions, and availability of newer editions. The UCSLD makes every effort to rehome discarded material, as long as it is in reasonable condition.

### **Donated and Gifted Materials**

### **Books and Materials**

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The UCSLD accepts donations of books and other library materials in good condition which meet current collection development criteria. Items in poor physical condition, outdated material formats, condensed/abridged titles, textbooks, magazines and encyclopedias will not generally be accepted for donation. The district's acceptance of a donated item does not constitute an agreement to add it to the collection; the UCSLD will make all necessary decisions as to the retention, location, cataloging and other considerations related to the use, disposition and disposal of all donations. The UCSLD does not assess the value of gifts made to the district. Valuation should be determined by the donor.

### **Cash Donations**

Monetary donations may be made to the Umatilla County Special Library District.