

Collection Development and Maintenance Policy

The Portneuf Free Library District shall select, organize, and maintain a quality collection of library materials in order to provide information, education, and recreation to the community it serves.

Process for Selection:

Selection of materials shall be based on the merit of the work in relation to the needs, interests, and demands of the Portneuf Library community. Materials which some portion of the community may find objectionable will not automatically be rejected; questionable materials face review by library staff and may be purchased if there is sufficient interest by library users, or if the work has literary, instructional, or educational value.

The Portneuf Library does not regularly provide textbooks for classes, but will provide materials to support projects for School District 25. The library will also provide books on required reading lists, when the reading lists are shared with the library from School District 25.

Factors to consider for library staff selecting materials:

- Contemporary significance or value to the collection
- Accuracy of content for education or instructional purposes
- Relation of the materials to existing collection
- Price, format, and/or ease of use
- Providing availability of information in the subject area
- Coverage of controversial topics
- Response to popular demand
- Present and/or potential relevance to identified community needs
- Literary, artistic and/or technical value

The library director and staff develop the library collection with consideration to the Library Bill of Rights and Freedom to Read statement provided by the American Library Association which can be found on their website. The ultimate responsibility for selection rests with the Library Director, who has the final say over all library user requests and staff selections.

Weeding:

Items are weeded when their relevancy, physical condition, or usefulness has passed. Weeded items are either discarded or are placed on the book sale shelves. Factors to consider when weeding are:

- Physical condition of material
- Items lacking current circulation or no longer in use
- Items containing subject matter no longer of current interest

- Multiple copies of titles no longer in demand
- Old editions of non-fiction replaced with updated editions
- Non fiction containing outdated or incorrect information

Gifts:

The Portneuf Library will accept gift donations, but will not guarantee that all gifts will be added to the collection. Gifts face assessment by library staff and only materials that replace worn, existing copies or materials that add value to the collections will be added. Other gift materials will be placed on the sale shelves or will be discarded. Gifts donated that are aged, worn, dirty, tattered, or otherwise are in poor condition shall not be added to the collection. The library shall not determine any value for tax purposes, but will provide, upon request, a letter or receipt acknowledging the gift. It is the donor's responsibility to maintain all personal records required by the donor for any purpose.

Gift Guidelines:

- The library retains unconditional ownership of the gift
- The library makes the final decision regarding the gift's use, sale, or disposal
- The library reserves the right to determine the method in which the gift is displayed, housed, accessed, and managed.

Challenging Materials:

Any materials selected under this policy are considered to be protected by the First Amendment of the United States Constitution. If a claim is made that an item is not constitutionally protected, the burden of proof rests with the person or group making the assertion. Any library patron who is a resident within the Portneuf District Library boundaries may question the presence of an item in the Library's collection. Parents/guardians retain the responsibility of supervising what their child or children read.

If the patron believes a specific item does not meet the guidelines of the Collection Development Policy, he or she may complete:

- "Request for Reconsideration" form for a standard challenge to material
- "Request for Relocation to 18 or Older Section" for challenges related to Idaho Code, Section 18-1514. This request must be completed by either the minor who accessed the item or the parent/guardian of the minor.

Upon receipt of a request, the request and associated item will be reviewed by a committee composed of the Library Director and two additional staff members who have successfully completed professional development training in collection development provided through the

Idaho Commission for Libraries or the completion of an accredited Masters degree program in Library Sciences. In reviewing all Requests the designated committee shall consider each work as a whole, and individual passages will not be considered out of context. A determination of the request shall be made within 30 calendar days of the receipt of the request, and the patron will be informed of the resulting review of the request. Material being questioned will remain available to patrons during the reconsideration process.

Patrons believing the determination made in regard to their Request for Reconsideration does not follow the Collection Development Policy may appeal to the Library Board through the Library Director within one week of the receipt of the determination. The Library Director shall forward the appeal to the Board along with any documentation relating to the committee's review of the item. After reading the item in question and full consideration of the specific material in relation to the Collection Development Policy, the Library Board shall make a final determination of the matter within 60 calendar days of the original receipt date of the request in regard to whether the Library is in compliance with the Collection Development Policy.