

Aloha Community Library Association
Collection Development Policy
Updated February 2022

The Aloha Community Library Association (ACLA) is a 501 (c)(3) nonprofit organization that provides library services to the unincorporated area of Aloha in Washington County, Oregon. The Library first opened in 2012 as an independent non-profit run by a dedicated staff of volunteers and one part-time employee. It later joined Washington County Cooperative Library Services (WCCLS) in 2016, which provides shared technology, circulation, and courier services in addition to operational funding for all member libraries.

Vision

All members of our community have equal access to knowledge.

Mission

The Aloha Community Library serves as a gateway to lifelong learning and enrichment for our community, bringing people, information, and ideas together.

Collection Development Policy Purpose

A library collection development policy defines a library's user community, guides the selection of materials pertinent to the needs of the library's users, and codifies the procedures for maintaining the collection. The formulation of a collection development policy also illuminates why certain items are included in or excluded from a library's collection.

The policy originated with the Library Director and library staff and was reviewed and adopted by the ACLA Board of Directors.

Collection Philosophy

The Aloha Community Library provides access to materials and services to support the information needs of our community, from pre-readers to adults. We encourage all ages to find joy in gaining knowledge, developing skills, and discovering passions. The ACLA Board and staff adopt and support the [American Library Association's \(ALA\) Library Bill of Rights](#) and all ALA interpretations pertinent to the selection and use of Library materials, including:

- [Freedom to Read Statement](#)
- [Freedom to View Statement](#)
- [Diverse Collections: An Interpretation of the Library Bill of Rights](#)
- [Equity, Diversity, Inclusion: An Interpretation of the Library Bill of Rights](#)
- [Access to Library Resources and Services Regardless of Sex, Gender Identity, Gender Expression, or Sexual Orientation: An Interpretation of the Library Bill of Rights](#)
- [Services to People with Disabilities: An Interpretation of the Library Bill of Rights](#)
- [Access to Library Resources and Services for Minors: An Interpretation of the Library Bill of Rights](#)
- [Economic Barriers to Information Access: An Interpretation of the Library Bill of Rights](#)

The ACLA Board and staff recognize that democracy can only function if a full range of human thought and ideas is accessible to people. We provide books, programs, and other resources representing a variety of views and expressions, including those that may be considered unusual, unorthodox, or unpopular by some. The First Amendment of the Constitution of the United States and Article I, Section 8 of the Oregon Constitution both protect this free expression of ideas, allowing proponents of various viewpoints to make their case before the collective judgment of fellow citizens. American public libraries are forums for information and provide access to ideas, thus all material housed in American public libraries is considered constitutionally protected under the First Amendment unless judicial action deems it unprotected.

As a nonprofit public library in an urban unincorporated area of increasing racial and ethnic diversity, we have the privilege and responsibility to serve those who have historically been underserved by library services. ACLA is committed to cultivating a collection that honors the cultures, races, and traditions of those who live in our community.

The Library does not promote particular beliefs or views. It will not exclude materials based on the origin or background of the author, nor will it remove materials on the basis of partisan or doctrinal reasons. Selection of any item is not an endorsement of the author's viewpoint. The Library protects the rights of the individual to have access to information from diverse points of view, and does not restrict individuals from selecting materials for themselves or for their minor children. The Library does not stand "in loco parentis." Parents and guardians have the responsibility to structure reading, listening, viewing, and Internet browsing choices while using the Library.

The Library will not process, shelve, or label materials to reflect a value judgment, suggest a point of view, or bias. All materials shall be freely and easily accessible to all members of the public. Patrons of all ages are free to choose materials from any part of the collection without restriction by library staff.

Collection Purpose

The Aloha Community Library's collection supports the needs and interests of the members of our community. Through our collection, we strive to represent the diversity of our community, promote the sharing of ideas and perspectives, and champion the universal right to freedom of opinion, expression, and access to information without barriers. Emphasis is based on acquiring current and popular material in a variety of formats that meet the demands of our community while supporting lifelong learning for all ages.

Collection Areas

- **Children's Collection**
The purpose of this collection is to help children learn how to use the library, develop literacy skills, and foster a lifelong love of learning. This collection includes material for children from infancy through fifth grade.
- **Teen/Young Adult Collection**
The purpose of this collection is to provide informational, educational, and recreational materials that support continuing literacy for teens in grades six through twelve. Due to the wide range of interests and abilities of this age group, there may be some duplication of content in the children's and adult collections.
- **Adult Collection**
The purpose of this collection is to provide for the informational, educational, and recreational needs of adult users. The diversity of the community served requires a wide range of subjects and the presentation of multiple points of view.
- **World Languages**
The purpose of this collection is to provide materials written in languages other than English for adults, young adults, and children. The collection includes materials in languages that reflect population groups, nationalities, and ethnic communities that live within the service area of the Library.
- **Library of Things/Special Collections**
The purpose of this collection is to provide non-traditional items for patrons to check out. This collection will expand as space and budget allow relative to the interests of the community.

The Library may acquire materials in a variety of formats throughout all areas of the collection. Formats include but are not limited to hardcover and paperback books, large print books, DVDs and Blu-rays, audiobooks on compact disc, and multimedia kits. Formats may change in response to evolving technology.

Selection Guidelines

Qualified Library staff make selections of materials according to the general criteria below as delegated by the Library Director. Acquisitions are carefully selected by staff through donations and purchase of materials from designated vendors.

In making any selection decision, Library staff employ the standards and criteria of professional librarianship, including but not limited to consideration of the following factors.

- Patron interest and demand
- Timeliness and contemporary significance
- Quality, accuracy, and clarity of information
- Relevance to experiences and contributions of diverse populations
- Representative of historically marginalized and underrepresented groups
- Suitability of format and style for the intended audience
- Critical reception and awards
- Budgetary and/or space restrictions
- Relation to Library's existing collections
- Scarcity or availability elsewhere, including other WCCLS member libraries
- Durability and value in relation to cost
- Readability and usability
- Formatted for needs of users with disabilities
- Availability through diverse and varied resources

Suggestions of items and subjects to be considered for inclusion in the Library collection by the public are welcome, and regularly considered by Library staff for purchase based on the collection development policy and selection criteria. Requests may also be met by other means such as by donation or sharing resources with other libraries.

Monetary donations and gifts of materials are accepted by the Library. Donors should understand that gifts of materials may be added to the collection if they meet the same selection criteria required of materials purchased by the Library. Gift materials not meeting those criteria will be given to other organizations, sold, exchanged, or discarded. Donors may not place any special conditions upon the loan, handling, or disposition of such gift materials. All donations become property of ACLA and will not be returned to donors.

Collection Maintenance

To maintain a collection that is current and dynamic, Library staff discard materials from the collection as an ongoing part of collection maintenance. De-selection of materials follows the same guidelines used for material selection with the additional criterion of an item's physical condition. Rules for discarding materials shall not be used to sanction the removal of items based solely on controversy, nor solely on political, religious, or social viewpoint.

Materials will be reviewed by Library staff on a periodic basis, or if they are returned in unusable condition. Withdrawn items may be put into a Library sale. If unsold or in poor condition, they will be disposed of or recycled when possible.

Damaged Library materials will be evaluated by staff on a case by case basis to determine the condition of the item and its reparability relative to its value. Materials that can be repaired enough to withstand continued circulation and that still pass selection guidelines will be mended and returned to the collection.

Reconsideration of Resources

ACLA recognizes the right of individuals to question materials in the library collection. Informal conversations between patrons and staff may occur at any time when patrons have general questions.

Patrons who would like to lodge concerns or complaints about specific materials belonging to the Library are required to submit a "Request for Reconsideration of Library Resources" form. A copy of this policy, as well as pertinent ALA documents that support the policy, will be given to the patron. Materials will not be removed from the shelves or relocated to a different part of the collection during this process.

They will first be invited to discuss their questions with the Library Director or department head. People who wish to seek a more formal resolution of the issue may request a review of the material(s) and a written response. Professional staff, authorized by the Director to select

materials for the Library, will examine the completed form and the specific material in question. They will consult professional reviews and decide whether the material conforms to the Collection Development Policy. Staff will recommend a course of action to the Library Director who will act as the spokesperson to the concerned patron. The Director will send a written response within 30 days following the receipt of the complainant's completed reconsideration form.

If dissatisfied with the course of action decided upon by library staff, individuals may request time on the Library Board agenda. Such a request must be in writing and received by the President of the Board at least 20 days before the Board meeting at which it will be considered. Once a decision is made, the Board shall send the complainant written notice of the Board action. The final decision on reconsideration of a specific title shall remain in effect for three years.

Review of Collection Development Policy

Library staff and the Board will review the Collection Development Policy every three years to ensure that the Library is responsive to community needs, changing trends in information technology, and the evolving goals and objectives of the Aloha Community Library Association. Questions about the policy should be directed to the Library Director.