

Collection Development

Policy

The Sumner Public Library offers collections to further the Library's mission (Sumner Public Library provides quality customer service, with free and equal access to resources that meet the informational, cultural and recreational needs of our citizens). The freedom to know is the foundation of our democracy. Sumner Public Library strives to be an information center for the Sumner community to preserve and encourage the free expression of ideas essential to informed citizens. The Sumner Public Library Board of Trustees has adopted this Collections Policy to provide guidance for the selection and evaluation of materials which anticipate and meets the needs of the Sumner community.

Responsibility for selection

The Sumner Public Library Board of Trustees delegates authority for the selection of materials to the Library Director and those staff designated by the director.

Materials budget

The Sumner Public Library Board of Trustees develops an annual materials budget in consultation with the Director. This budget is certified by the Sumner City Council.

Selection guidelines and practices

The Sumner community includes people from diverse educational, cultural and economic backgrounds who display a variety of interests, needs, values and viewpoints. Librarians at the Sumner Public Library make selections based on a general knowledge of the subject and its literature, familiarity with the materials in the collection, an awareness of the selection tools for the subject, and recognition of community needs. The librarians apply professional standards and work within specific selection and review procedures.

Selectors recognize the importance of aware and effective citizens who are familiar with their heritage and with issues facing the community. The Sumner Public Library has adopted the role of a popular materials center. To fulfill this role, librarians select materials to serve the full range of ages, cultures, lifestyles, education, and reading skills of community citizens. The materials selected reflect the complex culture shared by the community. The collection includes diverse points of view and a choice of formats, treatments, and levels of difficulty. Librarians achieve a balanced collection through a diversity of materials, not an equality of numbers, working within constraints of budgets, availability, and space.

The collection is generally not archival, and items are expected to be used frequently.

Formats

Materials are purchased in the most appropriate format for library use. Books are generally purchased in hardcover editions because of their durability. However, paperback editions are preferred if the hardcover is expensive and the title would be used infrequently or is ephemeral or if it is the only format available. Library editions may be purchased because of their durability.

Sumner Public Library recognizes the place of non-print formats in the collection as legitimate educational and recreational resources for the community, including digital formats. The Library monitors the development of new formats and may add these to the Collection. The Library cannot afford to purchase and house all new formats.

Placement of materials

Sumner Public Library catalogers use the Dewey Decimal Classification system and Library of Congress subject headings to place materials in the proper subject area and to assign them to shelving categories. Librarians take into account age recommendations in reviews as they choose and classify materials. Sumner Public Library shelving areas are divided in sections such as Juvenile, Fiction, Reference, and DVDs for ease of use, but patrons of any age may use all sections of the library. It is the responsibility of parents or legal guardian, not Sumner Public Library staff to monitor library use by minors.

Interlibrary loan

Interlibrary loan is a transaction in which Sumner Public Library borrows materials directly from another library on behalf of its customer, or another library borrows materials from Sumner Public Library on behalf of its customer. Interlibrary loan is not a substitute for collection development. It supports the mission of the Sumner Public Library by expanding the range of materials available to library customers without needlessly duplicating the resources of other libraries. In meeting patron needs, Sumner Public Library follows state and national interlibrary loan protocols. Items in frequent or recurring demand are considered for purchase.

Exclusions from collections

Sumner Public Library does not keep, acquire or purchase material that violates the legal definition of obscene material as defined by state statute.

No material will be excluded from selection because of the race, ancestry, place of origin, color, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, age, marital status, receipt of public assistance, political affiliation, disability, level of literacy and/or socio-economic status of the creator of the work.

Sumner Public Library generally does not buy items of a promotional nature, such as those advertised in infomercials.

The Sumner Public Library endorses the following American Library Association statements:

- **Library Bill of Rights**
- **Freedom to Read Statement**
- **Freedom to View Statement**

Selection aids

Sumner Public Library selectors rely on professional tools for selection. These may include but are not limited to: Booklist, Kirkus Reviews, Library Journal, Publisher's Weekly, New York Times Book Review, VOYA, School Library Journal, Horn Book, local newspapers, websites and award winning lists.

Sumner Public Library patrons are encouraged to recommend purchase of library materials. These requests are evaluated using the selection criteria reflected in this policy. “Patron Request Forms” are available at the circulation desk.

Gifts

Sumner Public Library welcomes the donation of money and materials for the collection as outlined in the Library’s “Gifts Policy.” The library does not accept items for temporary or indeterminate periods of time. Once donated, items become property of Sumner Public Library, and at the discretion of staff may be given to other libraries and non-profit agencies, sold, traded, or discarded if they are not added to the collection. Donated items will not be returned to the donor and Sumner Public Library will not accept any item that is not an outright gift. Sumner Public Library reserves the right to decide when a gift added to the collection will be withdrawn.

Weeding

Circulating materials undergo an assessment over a three- year time period to make space for current materials, to make collections more attractive, to facilitate ease of use by customers and staff, and to reduce the damage to materials by overcrowding, space limitations, and overuse.

Weeding decisions are based on the following criteria:

- Currency
- Accuracy
- Low use based on analysis of circulation statistics
- Wear and damage
- Durability
- Changes in format
- Duplicated holdings with low demand
- Space limitations
- Community interest
- Availability from other libraries

Expressions of Concern

Sumner Public Library recognizes that some materials are controversial. Any item may offend some patrons. Sumner Public Library’s role is to provide materials, which will allow individuals to freely examine subjects and make their own decisions. While patrons are free to reject for themselves materials that they do not approve of, they cannot exercise this right of censorship to restrict the freedom of access to others.

Selection of materials for the collection is based on the principles described in this policy rather than on the basis of anticipated approval or disapproval. Selection of any item does not constitute endorsement of the author’s viewpoint nor does Sumner Public Library endorse particular beliefs or views.

Sumner Public Library materials will not be marked or identified to show approval or disapproval of their contents, and no library materials will be sequestered, except to protect them from damage or theft.

Responsibility for reading, listening and viewing of materials by minors rests with their parents or legal guardians. At no time will Sumner Public Library staff act in loco parentis (in place of parent). Selection of library materials will not be inhibited by the possibility that they may be read

or viewed by children. Parents are encouraged to accompany their children to the library to choose materials.

The Sumner Public Library Director and the Board of Trustees are aware that patrons may take issue with the inclusion of any specific item in the collection and they welcome the expression of concern by our patrons. Patron concerns will be dealt with promptly and courteously as detailed in the following process:

1. Sumner Public Library staff will direct patrons to discuss their concerns with the Sumner Public Library Director.
2. The Library Director will discuss the material with the concerned individual or group.
3. After discussion with the Sumner Public Library Director, an individual or group still concerned about library material may submit an official statement to the Sumner Public Library Board of Trustees using the “Statement of Concern about Library Resources” form. The concern on the “Statement of Concern about Library Resources” form will be considered by the Sumner Public Library Board of Trustees at a regular meeting.
4. At the meeting, the individual or group may present their comments during the input from Sumner citizens.
5. The Sumner Public Library Board of Trustees will make a final ruling on the concern and send a written response to the individual or group.

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