

Pendleton Public Library
Collection Development Policy

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Table of Contents

1. Mission Statement
2. Purpose of Collection Development Policy
3. Philosophy of Collection
4. Selection Criteria
5. Collection Addition Requests
6. Requests for Reconsideration
7. Collection Management
8. Collection Descriptions

1. Mission Statement

The Pendleton Public Library strives to provide access to free educational programs, literary experiences, and information resources within our facility and beyond.

2. Purpose of Collection Development Policy

The collection development policy outlines the philosophies that create and shape the Pendleton Public Library's collection, the practices that maintain it over time, and the guidelines that help the collection respond to community needs while protecting the collection from societal and political pressures.

3. Philosophy of Collection

The Pendleton Public Library collects materials, in a variety of formats, which support its function as a vital information source to the community of Pendleton, Oregon. Customer use is a powerful influence on the Library's collection. Circulation, customer purchase requests, and interlibrary loan are all closely monitored to ensure that items in high demand are added to the collection in a timely fashion.

In addition to patron demand, selections are made to provide depth and diversity of viewpoints to the existing collection. The library upholds the right of the individual to access information, even though the content may be controversial, unorthodox or unacceptable to others.

Materials for children and young adults are intended to broaden their vision, support reading habits, facilitate the development of reading skills as well as supplement their education. The reading and viewing activity of children and young adults is the responsibility of parents, who guide and oversee their own child's development.

4. Selection Criteria

The Librarian uses his or her training, knowledge and expertise along with the following general criteria to select materials for the collection.

- Relevance to interests and needs of the community
- Anticipated demand
- Current or historically significant author and/or subject
- Local significance
- Relevance of existing collections strengths and weaknesses
- Reputation and qualifications of the author, publisher or producer
- Suitability of format to library circulation and use
- Price, availability and library materials budget

5. Collection Addition Requests

Patrons may request items that library does not own. Each request is reviewed for inclusion in the collection. To request an item patrons may obtain a “Purchase Suggestion Form” from the circulation desk, fill out the form, and return it to the circulation desk.

6. Requests for Reconsideration

The Pendleton Public Library selects materials using established criteria and full consideration of the varying age groups and backgrounds of its patron base. Requests for removal of items from the collection may be made using the Reconsideration of Materials form. This form may be picked up at the circulation desk. Upon receiving a request for reconsideration, qualified staff will assess the material and determine its relevance in the collection.

7. Collection Management

The library’s collection is a living, changing entity. As items are added, others are reviewed for their ongoing value and sometimes withdrawn from the collection. Great care is taken to retain or replace items that have enduring value to the community.

8. Collection Descriptions

- EX Children’s Picture Books
EX is suitable for lap reading, read aloud, or simply flipping through. Books in this collection are family friendly, with fictional content.
- REA Children’s Easy Readers
Titles marked REA are intended for beginning readers, typically in grades K-2. This collection contains both fiction and non-fiction. These titles often contain sight words and are ideal for building reading skills. Some kits are included in REA.
- BX Board Books
Materials designated BX are suited for babies 2 and under. Their durable pages are made to withstand the drooling, gnawing, habits of our earliest readers.
- X Juvenile Fiction
These fictional novels are written for grades 3-8 and thus are written about characters in that age group. The majority of these works do not contain mature content however, some titles of historical significance do explore controversial themes. Parental discretion is advised.
- X 000-999 Juvenile Non-Fiction
Spanning all age ranges, this collection is organized by Dewey Decimal number and contains all non-fiction with the exception of folk tales, classic literature, and poetry, each of which has its own Dewey Decimal classification.

- PA Parenting

The parenting collection contains titles relevant to all stages of parenting, including but not limited to: child care, pregnancy planning, children's medical care and homeschool materials. The parenting collection contains a small selection of music/storytelling CD's as well as DVD's.
- J DVD Juvenile DVD's

The Juvenile DVD section contains family friendly titles rated PG13 or lower.
- CD X Juvenile Audio

The Juvenile Audio collection contains audio books in CD format suitable for children grades 8 and below.
- YA GR YA Graphic Novels

These fictional and non-fiction comic style novels are for grades 8 and up. They OFTEN contain controversial themes and images. Parental discretion is advised.
- YA Young Adult Fiction

These fictional novels are written for grades 8 and Up and thus are written about characters in that age group. Some items do explore controversial themes. Parental discretion is advised.
- YA DVD Young Adult DVD's

The Young Adult DVD section contains films rated anywhere from G to R and includes documentaries of serious subject matter.
- YA CD Young Adult Audio

The Young Adult Audio collection contains audio books in CD format suitable for children grades 8 and Up.
- Young Adult Video Games

The Young Adult Video Games collection spans anywhere from child friendly games to first person shooters. Please consider the game rating before checking out. Parental discretion advised.
- F Adult Fiction

These fictional novels are written for adults. Some items explore controversial themes.
- W Adult Western

These fictional novels feature western themes and stories.

- M Adult Mysteries
These fictional novels feature stories of mystery ranging from cozy to hard boiled detectives, some are gritty and explore controversial themes.
- SF Adult Science Fiction and Fantasy
These fictional novels contain stories both of science fiction and fantasy.
- GR Adult Graphic Novels
These fictional and non-fiction novels are presented in comic strip format and OFTEN contain controversial themes and images.
- IN Inspirational Fiction
These fictional novels feature uplifting stories often with a religious element. Crude language and content is not included.
- 000-999 Non-Fiction
This collection is organized by Dewey Decimal number and contains all non-fiction with the exception of folk tales, classic literature, and poetry, each of which has its own Dewey Decimal classification.
- Q Oversized
This collection contains adult items that do not fit on standard shelving.
- DVD DVD's
The DVD collection contains films rated anywhere from G to R.
- CD Adult Audio
The Audio collection contains audio books in CD format. It is divided by genre.
- Library of Things
A growing collection of non-traditional items is currently in process. Non-traditional items range anywhere from toys to technology and small household equipment.

