
Collection Development Policy



INTRODUCTION

The Yakima Valley Libraries' Board of Trustees recognizes that there are individuals and groups with diverse interests, backgrounds, ages, and needs, and that the Library was created to serve all of the people within the communities it serves.

The Collection Development Policy is based on and reflects the Library's mission, vision, values and strategic goals. The Yakima Valley Libraries' (YVL) Board of Trustees declares that it adheres to and supports:

[First Amendment of the Constitution of the United States](#);
[Library Bill of Rights](#) (American Library Association);
[Freedom to Read Statement](#) (American Library Association);
[Freedom to View Statement](#) (American Library Association);
[Washington Library Association Intellectual Freedom Statement](#).

Therefore, the above-listed documents are considered to be a part of this policy. The Board of Trustees affirms reading, listening, and viewing to be an individual's private matter. Full, confidential, and unrestricted access to the library collection is essential for the residents to participate in our democracy. While library customers are free to select or reject materials for their own use or for the use of their minor children, the freedom of others to use the library collection will not be restricted. Parents and guardians have the right and responsibility to guide and direct the use of the library collection for their own minor children. Library staff do not serve in place of parents (in loco parentis) in guiding children's use of the library collection.

OBJECTIVES

The collection will support the mission, vision, values and strategic goals of YVL. Library materials will be selected and retained in a variety of formats and comprehension levels, to serve diverse interests, backgrounds, ages, and needs.

The Board of Trustees recognizes that the library is a community resource for people of all ages, races, creeds, national origins, sexual orientation, and political or social views. It is a physical and virtual place where ideas and information are freely exchanged. A variety of viewpoints are represented in the library collection and the library upholds the right of the individual to obtain information, though the content may be controversial, unorthodox, or unacceptable to others. The existence of a particular viewpoint in the collection is an expression of the Library's commitment to intellectual freedom and not an endorsement of the particular point of view.

MATERIAL SELECTION PLAN

Responsibility for Selection

The Board of Trustees entrusts the development of the library collection to the Executive Director, who may in turn delegate selection of library collections to professional staff.

Assessment of Collection

To provide materials that meet our users' interest and needs, YVL engages in a process of continual assessment to determine when an item should be transferred from one location to another, or removed from the collection.

Selection Criteria

Collection development staff use their training, knowledge, and expertise along with the following general criteria to select materials for the collection:

- Current and anticipated needs, interests or demand for the material
- Evaluation of the material in professionally-recognized critical review sources, bibliographies, and awards concerning the material
- Accuracy and timeliness of the material; publication date
- Reputation and qualifications of the author, publisher or producer, with preference generally given to titles vetted in the editing and publishing industry
- Contribution to the diversity or breadth of the collection
- Local interest, local history, community or national relevance
- Quality, durability, format, and physical appearance of material
- Impact on the materials budget
- Availability of materials through our preferred vendors, electronic resources, interlibrary loan
- Not all criteria need be met

Patron Recommendations

Patrons may request the Library purchase items it does not own. Each request is reviewed for potential inclusion using the selection criteria.

Criteria for Weeding and Withdrawal

We believe that a high quality library collection must be kept up-to-date by judicious weeding, which removes outdated and worn-out items, while preserving, and when necessary and possible, replacing, classics and items of lasting value.

- Accuracy/obsolescence
- Poor physical condition
- Low circulation
- Completeness (sets)
- Availability of similar materials
- Community or historical value
- Availability of replacement material

Materials discarded from the collection are disposed of at the Library's discretion. Options include, but are not limited to, making discarded materials available to the Yakima Valley Libraries Foundation and

Friends of the Library groups for book sales. Materials not sold by the Foundation or Friends will be disposed of at the discretion of Yakima Valley Libraries.

Request for Reconsideration

If a Yakima Valley Libraries' customer would like the Library to reconsider a material purchased or a collection assignment, they can visit any YVL location and ask for a "Request for Reconsideration of Library Material" form. The completed form can be returned to any YVL location. The Library will send a receipt of acknowledgement to the library customer within five (5) business days of its receipt. No action will be taken to modify, remove, or restrict access to any material(s) until the Library has made a final decision.

Requests will be reviewed and the Collection Development Policy will be used for guidance. The Public Library Services Director will inform the customer of any action taken and the reasons for that action within fifteen (15) business days of the Library's receipt of the formal request. Should the library customer wish to appeal the Public Library Services Director's decision, an appeal in writing may be made within fifteen (15) business days, to the Library's Executive Director. Appeal decisions will be made by the Executive Director within fifteen (15) business days of receiving the written letter of appeal, and the customer will receive written notification from the Executive Director. The Executive Director's decision will be final.

Resolution #24-004

Adopted: November 1992

Revised: December 2007

Reformatted: July 2010

Revised: January 2024