



Lake Oswego Public Library Materials Collection Policy

General Philosophy

The Lake Oswego Public Library's collection serves as an informational, educational and cultural resource for the public. The Library's collection also provides opportunity for entertainment or personal enrichment. The Library curates a diverse collection to meet the information needs and interests of all members of the community. The Library affirms the rights of all members of the community to access all collection materials.

Collection materials will not be excluded because of the origin, background, views or actions of those contributing to their creation. In accordance with state and federal anti-discrimination laws, collection materials will not be excluded on the basis of their creators' state or federally protected class (race, color, religion, sex, pregnancy, sexual orientation and/or gender identity, national origin, age, disability, and genetic information) or on the basis of content pertaining to state or federally protected classes.

Access to the Collection

It is the Library's policy to provide the public with free access to Library collections. These will be organized, marked and maintained to help members of the public locate and easily access materials. Library materials will not be labeled, altered or sequestered because of any controversy that may surround the subject matter or author.

While anyone is free to select or reject materials for themselves, the freedom of others to read, listen, or view will not be restricted. The Library does not stand in the place of parents (in loco parentis). Parents and guardians, therefore, have the responsibility to guide and direct the reading, listening and viewing choices of their own children.

For more information about the Library's role in providing access to information and ideas, please refer to the Library's Intellectual Freedom Policy.

Collection Scope

Within the limitations of budget, space and availability, the Library provides materials in a variety of established and emerging formats in an effort to meet and anticipate community needs, interests and abilities. The diverse collection helps to fulfill the Library's role as a community resource for information and enrichment for all. Materials are supplied on a full range of subjects, presenting differing points of view on current and historical issues, in an effort to provide a holistic collection as well as to satisfy the interests of every segment of the community at all age levels. The inclusion of a title in the Library collection is not an endorsement of content or a particular point of view.

Selection Criteria

Selection and collection maintenance of Library materials is delegated to qualified Library staff, under the authority and at the discretion of the Library Director. In alignment with the City's commitment to serve everyone, staff may collaborate with other library professionals and community members with diverse lived experiences in order to build a relevant and diverse collection that meets community needs.

All materials, whether purchased or donated, are considered in terms of the criteria listed below. Applying selection criteria when considering materials is consistent with professional library collection development practices. An item need not meet all of these standards in order to be added to the collection.

- suitability for meeting the needs of the community
- appeal to the interests of the community
- artistic excellence
- literary merit
- local interest
- technical quality
- reputation and significance of the author, generally and in the local community
- accuracy
- authoritativeness
- reviews in the professional and popular media
- originality of thought
- lasting value
- popular demand
- relation to existing collections and other material on the subject
- inclusion of title in standard or special bibliographies or indexes
- budget, cost and space considerations
- contemporary significance and current usefulness
- suitability of physical form for library use
- availability of materials at other libraries
- availability of materials online

A.I. generated or A.I. assisted materials are held to the same selection criteria listed above.

Withdrawn Materials

According to accepted, professional practices, materials which are no longer useful will be systematically withdrawn from the collection. Materials that are considered for withdrawal include damaged or worn items, titles that are outdated, and titles that have not circulated frequently or for a long period of time. Other factors impacting the withdrawal decision include but are not limited to the following: whether updated or revised materials may replace them, whether the item can be mended or repaired, whether the item is out of print, whether another title might better serve the same purpose, whether the material is no longer of sufficient interest to the community, and whether the item has historical value. Withdrawal decisions are also informed by collection criteria and made in a viewpoint neutral manner. At the Library's discretion, withdrawn materials are provided to the Booktique to be offered for sale to the public, or if unable to be sold, donated or discarded.

Donations to the Collection

The Library requests that donated materials be directed to the Friends of the Lake Oswego Public Library through the BOOKtique. The Library reserves the right to accept or to decline acceptance of any donation. If a donation is accepted by the Library, it becomes the sole property of the Lake Oswego Public Library. The Library reserves the right to decide upon the disposition of all gifts received.

Books and other donated materials that the Library does not add to the collection are donated to the Friends of the Lake Oswego Public Library. Items that the Friends cannot use are either donated to local charities or other organizations, or recycled if deemed unusable. Materials that are not normally accepted as donations include magazines, Reader's Digest abridged books, and textbooks.

Donations to the Library's collections are screened for acceptance using the same selection principles that are used to evaluate materials for purchase. Similarly, donated items are withdrawn using the same criteria that are applied to purchased materials.

Citizen Requests and Challenges

The Library upholds the rights of all individuals to freely express thoughts, ideas, and feelings about collection materials, and welcomes comments and communication from the public.

Patrons may request the Library to consider purchase of any item for its collection, and their suggestions will be considered according to this Materials Collection Policy. Patrons may request the Library to consider withdrawal of any item from its collection. A formal request must be submitted on a Request for Reconsideration form, available from any public service desk at the Library. The following criteria must be met for the form to be eligible for staff consideration: Only one item can be requested for reconsideration per form; the person submitting the form must provide their full legal name; no groups or organizations may submit a request for reconsideration; the person submitting the form must be a registered Lake Oswego Public Library cardholder; only one request for reconsideration form may be submitted per calendar month per person.

An individual title will only be reviewed one time per calendar year. No item shall be removed from circulation during the review process.

The item in question will be reviewed according to this Materials Collection Policy. Determinations under this section will be made in a content- and viewpoint-neutral manner consistent with Oregon and federal law. The person submitting the request will be advised by the collection's operating Manager in writing within 30 days of the action taken. Such action may be appealed to the Library Advisory Board within 30 days of notification. The Library Advisory Board will review the appeal and make a recommendation to the Library Director for a final decision.

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