

Collection Development Policy

Collection Overview

The Tacoma Public Library purchases a variety of physical and electronic formats, representing a wide variety of viewpoints and interests. Through our eight locations and online resources we strive to meet the current needs of our diverse community while also investing in collections that will be of enduring value. The Library adheres to the American Library Association's [Freedom to Read Statement](#), [Freedom to View Statement](#), and [Library Bill of Rights](#).

Collection Scope

Tacoma Public Library provides materials in print, audio-visual and electronic formats reflecting a wide range of views, expressions, opinions, and interests. Specific acquisitions may include items considered unorthodox or controversial in nature. The Library's acquisition of these items does not constitute endorsement of their content, but rather makes available its expression.

Main Branch Library

The Main Library provides the core fiction, nonfiction, and reference collections for the library system and includes materials of an enduring nature as well as current interest materials. Reference materials must remain in the library to be readily available to all residents. The Main Library houses an extensive career and education collection. The Northwest Room maintains research collections related to the Pacific Northwest, local history, and genealogy.

Branch Libraries

Branch libraries serve the unique needs of the community in which they are located and concentrate on high interest materials.

Children's

The Children's collection supports the literacy, educational, and recreational needs of youth from birth through 14 years in a variety of print and electronic formats to meet their diverse needs.

Tacoma Public Library supports the right of each family to decide which items are appropriate for use by their children. The responsibility and authority to decide the use of library materials rests with the parents and/or legal guardians.

Teen

The Teen collection supports and reflects the unique educational and recreational interests of library patrons between the ages of 13 and 18.

Online Collections

This collection includes eBooks and other downloadable and streaming media, research and reference tools, and instructional programs. The Northwest Room staff create and maintain an online collection of unique resources.

Selection Criteria for General Circulating Collection and Print Reference

Responsibility for the initial selection of library resources rests with the Library's professional staff. Library staff select materials using the criteria below.

- **Appeal and relevance to community demands, needs, and interests**
- **Evaluations in professional review sources**
- **Accuracy and timeliness of content**
- **Relation to existing collections**
- **Availability of materials from preferred library vendors**
- **Reputation of author, publisher, or creator**
- **Contemporary significance, popular interest, or permanent value**
- **Receipt of or nominations for major award or prizes**
- **Quality of production**
- **Cost of material**
- **Format**
- **Place of publication**

Material Donations

The Tacoma Public Library welcomes donated books, DVDs, and CDs that are in good condition. Donations are typically sold in the branch library book sales or via library partners online. The proceeds from these sales support the library's Summer Reading Club. On rare occasions, an item may be added to the library's collection.

Monetary Donations

Tacoma Public Library welcomes monetary donations to supplement and enhance its collections. Donations can be accepted at a local Tacoma Public Library branch or by contacting the Library Business Office.

The library also accepts bequests made through a will or trust. One can make a general donation, or specify a program or a collection to support. For more information, please contact the Library Business Office.

Suggestions for Purchase

Tacoma Public Library welcomes suggestions from the community for inclusion in the library's collections. Suggestions can be made online or through any Tacoma Public Library branch and will be evaluated using the library's selection criteria.

Requests for Reconsideration

The Library welcomes residents' expressions of opinion regarding library materials. Requests to reconsider materials will be evaluated within the context of the criteria set forth in this document and Administrative policies #10.24 and 10.25. Anyone who wishes to comment on or request that a specific item be reconsidered for the collection is asked to complete and sign the Request for Reconsideration Form, available at any Tacoma Public Library location.

Deselection, Retention, and Replacement

In order to maintain a vital, current collection that meets the needs of the community, professional library staff regularly examine materials for continued inclusion in the collection. An item is considered for discard when it is:

- Obsolete, outdated, or inaccurate
- Worn, damaged, or in poor condition
- No longer relevant
- No longer in demand
- Unnecessarily duplicated
- Superseded by a newer edition

It is the responsibility of professional staff to assess the need for replacing materials that are damaged, destroyed or lost. Items are not automatically replaced. Decisions are based on need, demand and budget. Deselected items are offered at Library Book Sales, or sold to online library partners, or recycled. Proceeds from the sale of deselected items support the library's Summer Reading Club.