

Policy Name: Collection Development Policy #10.01

Adoption Date: September 20, 2023

Supersedes: Collection Development Policy #10.01 dated 01/20/2016

BACKGROUND

Tacoma Public Library purchases a variety of material in physical and electronic formats representing a wide range of viewpoints and interests. Through our neighborhood libraries and online resources, we strive to provide an accessible collection that meets the current needs of our diverse community. The Library adheres to and upholds the American Library Association's [Freedom to Read Statement](#), [Freedom to View Statement](#), and [Library Bill of Rights](#). The Library provides a diverse collection to the residents of Tacoma as an active interpretation of the Library Bill of Rights.

TPL acknowledges the potential for friction between its stated values around racial equity, inclusion, social justice, diversity, the Freedom to Read, and the right of all to intellectual freedom. Tacoma Public Library upholds the right of individuals to access information, even though some content may be controversial, unorthodox, or unacceptable to others.

POLICY INTENT

This policy guides the selection, evaluation, and maintenance of Tacoma Public Library's collection. The goal of the Library is to provide a collection of books and other materials in a variety of formats and languages for all ages that is responsive to the needs and interests of the community. The collection is general in scope, offering a breadth, rather than depth, on various subject matters. Our collection is selected with high use in mind as well as for alignment with our strategic plan.

Intellectual Freedom

Tacoma Public Library is committed to supporting intellectual freedom by providing collections that represent a diversity of cultures, views, and opinions. Our collections are organized and maintained to facilitate access. There shall be no prejudicial labeling, sequestering, or alteration of materials because of controversy surrounding the author or subject matter. The library shall not act in loco parentis. Parents and guardians have the right and responsibility to guide and direct the reading, listening, and viewing of their own minor children. See [Parent Caregiver Responsibility Policy #10.51](#) for more information.

Responsibility for Selection and Management

The Library Director is responsible for the selection and management of materials. The Director may delegate this function to qualified staff members.

Selection Criteria for General Circulating Collection and Print Reference

Neighborhood library collections are designed to serve the unique needs of the community in which they are located. The Northwest Room maintains research collections related to the Pacific Northwest, local history, and genealogy. Neighborhood libraries do not maintain local history or archival collections.

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

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

Donations

See [Gifts and Donations Policy](#) #24.0.

Suggestions for Purchase

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

Requests for Reconsideration

A patron questioning material in the collection is encouraged to talk to Library staff. Tacoma Public Library cardholders (excluding reciprocal borrowers, unverified, and Ecard holders) may submit a Request for Reconsideration of Library Materials form, which is available at any Library location. Staff will follow the Request for Reconsideration procedure and review the request in relation to the criteria set forth in this policy. Any item in question will not be removed from the shelf during the reconsideration process.

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 in demand
- Unnecessarily duplicated
- Superseded by a newer edition
- Readily available elsewhere

It is the responsibility of designated 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.

STRATEGIC PLAN ALIGNMENT

X	<p>Equity and Access We are committed to racial equity and social justice. It guides our work in serving Tacoma’s diverse communities, especially the most vulnerable and underserved.</p> <p>Ensures our ability to provide current and culturally relevant resources. Policy supports diverse perspectives, material types and formats, and languages to ensure we are responsive to community demand.</p>		<p>Cultivate and Engage Community We will be the center for connecting people, ideas, and places.</p>
	<p>Learning, Creativity, and Innovation We will be the place for learning, discovery, and innovation.</p>		<p>Responsible and Resilient We will be an integral partner in a sustainable network that supports a thriving Tacoma.</p>
	<p>Investment in Youth We believe that youth are the future and will prioritize services, programs, and partnerships that nurture and develop young minds.</p>		

RELATED DOCUMENTS & LINKS

None.

POLICY HISTORY

Action	Date	Notes
Last amended?	September 20, 2023	