

JUNCTION CITY PUBLIC LIBRARY  
COLLECTION DEVELOPMENT POLICY  
July 1, 1999

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## INTRODUCTION

The Junction City Public Library Collection Development Policy presents the basic material selection, maintenance and withdrawal criteria for the library collection. It was developed with the mission statement and library roles as its focal point and sets guidelines to maintain consistency in daily decision making, selecting materials for the collection and using alternative methods to access information.

## DESCRIPTION OF THE COLLECTION

As of July 1999, the library's collection totaled approximately 20,000 titles and five computer terminals. All items except the reference collection and computer software are available for loan. Materials are accessible through an automated catalog attached to the Springfield Public Library circulation system and the county-wide database at the Eugene Public Library. They are also accessible through county-wide interlibrary loans and OCLC out of county interlibrary loans. Terminals accessing the county-wide database are available to the public.

The collection consists of books, periodicals, newspapers, cassette tapes (talking books), videocassettes, computer software and world wide web internet terminals. The library has access to online databases at the Oregon State Library, the University of Oregon Library, and periodicals through Infotrac.

Single copies are purchased for general loan materials except when duplicates are considered to be a necessity by the Library Director. The collection consists primarily of English language materials with a few foreign language learning resources and a limited collection of foreign language materials. The Junction City Public Library does not collect textbooks.

## COLLECTION RESPONSIBILITIES AND SELECTION PROCEDURES

The Responsibility for the selection and acquisition of all library materials rests with the Library Director.

Resources used for selecting material include but are not limited to:

- bibliographies
- indexes and subject lists
- library staff expertise
- suggestions from JCPL patrons
- library journal reviews
- trade catalogs, announcements, and advertisements

Selection of material is determined by:

- library roles and mission statement
- informational needs of the users
- acquisition goals defined in this policy
- existing collections in other institutions available through cooperative efforts
- available funds
- adherence to local laws

Also taken into account are the following selection criteria:

- author's qualifications and other published works
- reliability and reputation of the publisher
- accuracy of contents
- literary excellence
- originality of work
- special features such as indexes, bibliographies, charts, maps, photographs, etc.

The library accepts gifts in all forms of print and non-print materials appropriate to the mission statement. Monetary gifts are also accepted. The library reserves the right to accept or dispose of any gift offered. Gifts and donations will be evaluated in accordance with the Collection Development Policy. Bookplates may be provided for gifts and, if requested by the donor, the Library Director will write a letter for tax purposes.

## COLLECTION MAINTENANCE

The Junction City Library collection receives ongoing revision and periodic weeding to maintain the best possible condition consistent with the library's mission and space limitations. Weeding considerations are as follows:

- poor content
- obsolescence (care is taken not to weed classic works or historically useful material)
- subject (not within the collection development policy scope)
- poor physical condition (not feasible for repair)
- duplication
- use

Materials that are withdrawn from the collection may be offered as a gift to other libraries or agencies, ~~distributed to the public~~ or stored and later sold during periodic library book sales.

## CHALLENGES AND CENSORSHIP

The Junction City Library supports intellectual freedom and endorses the "Library Bill of Rights" and "Freedom to Read Statement" of the American Library Association. In addition, the 1997 *Oregon Revised Statutes*, Chapter 357, states

The State of Oregon recognizes that:

- (1) An informed citizenry is indispensable to the proper functioning of a democratic society.
- (2) Libraries constitute a cultural, informational and educational resource essential to the people of this state.
- (3) Library services should be available widely throughout the state to bring within convenient reach of the people appropriate opportunities for reading, study, and free inquiry.
- (4) Providing and supporting adequate library services is a proper and necessary function of government at all levels.
- (5) It is the basic right of citizens to know about the activities of their government, to benefit from the information developed at public expense and to enjoy access to the information services of state agencies.

The library recognizes the right of anyone to question the presence or absence of materials in the library's collection. This also includes information accessed via computer terminals. A concerned individual is free to discuss their objections with any member of the library staff. If, after this discussion, the party still objects, they must submit a written complaint to the Library Director fully explaining the basis for the objection. They should use the appended form "Statement of Concern about Library Materials."

The Library Director is responsible for reviewing complaints that request materials not normally included in the library's collection. Within thirty days, the Library Director will either schedule inclusion of the material or explain why it does not meet the standards set in this policy. The Library Director will submit a written statement concerning the action taken to the complainant, the library board and the city.

The Library Director submits all written complaints about current materials and the subject materials to the library board for review. Removal of the objectionable material may be enacted only if a library board quorum finds that its content does not adhere to the Collection Development Policy (this

document). No material shall be judged for exclusion by taking a single passage out of context. The library board will act upon the complaint within two months of the date of the next board meeting after the written complaint was given to the librarian. The library board will submit a written statement concerning the action taken to the complainant, the Library Director and the city. The materials under complaint will remain as normal, circulating items pending the library board decision.

## FICTION COLLECTIONS

### ADULT FICTION

Popular fiction in a variety of genres, best sellers, classics and the best of modern literature. Emphasis is on popular fiction.

### JUVENILE FICTION

Picture books, books for beginning readers, and chapter books for reading grade levels 3 - 12.

## SPECIAL COLLECTIONS

### VIDEOCASSETTES

VHS cassettes for adults and children. Includes how-to tapes, documentaries on a variety of subjects, classic feature films, and high-quality children's stories and cartoons. Provides materials not normally available in local video rental shops. Current feature films are not collected. Variety is enhanced by including the rotating collections owned by the Lane Council of Librarians.

### AUDIOCASSETTES

Talking books.

### SCANDINAVIAN COLLECTION

Developed because of interest generated by the Scandinavian Festival. All Scandinavia materials are shelved in a special area. Includes costumes, folklore, language, cookery, arts & crafts, literature, history, and travel, and some items in Scandinavian languages.

### PERIODICALS

Newspapers and magazines. Provides current materials for popular reading as well as news commentaries, current information on science and technology, consumer information, travel, sports, hobbies, etc. The Abridged Reader's Guide and Infotrac provide access to catalogued articles. Selection is largely determined by popular demand. Back issues of magazines are kept, space permitting, with priority given to those magazines most likely to be needed for research. *National Geographic* is bound and collected permanently.

Newspapers are selected to cover local, state, national and international news. The *Tri-County News* is collected permanently; other titles are only kept for 2 weeks, or as space permits.

## NON-FICTION COLLECTIONS BY DEWEY SUBJECT AREAS

### SUBJECT 000: Generalities

Computers, journalism, and general encyclopedic works. The major emphasis is on personal computers, both general theory and works on the operation of specific programs.

### SUBJECT 100: Philosophy and related disciplines

Both ancient and modern philosophy, psychology, logic, ethics, and paranormal phenomenon. Includes works of historical as well as contemporary interest. The major emphasis is on self-help psychology and parapsychology. Secondary emphasis is on philosophy, logic and ethics.

### SUBJECT 200: Religion

Current and historical writings on the religions of the world. Emphasis is placed on non-denominational informative or inspirational works, with a secondary emphasis on biblical study for the lay person. Informational works on religions other than Christianity are also collected. Materials will be added to the religion section only if a favorable review can be found in a professional journal.

### SUBJECT 300: Social Sciences

Political science, law, economics, family relationships, social problems, education, commerce, and customs. The major emphasis is on self-help law, crime, and social problems, with secondary emphasis on customs and economics.

### SUBJECT 400: Language

Items relating to derivation and usage. The major emphasis is on English usage, with secondary emphasis on instruction in other languages, including sign language.

### SUBJECT 500: Pure Sciences

Mathematics, astronomy, physics, chemistry, and earth, botanical, and zoological sciences. Current emphasis is on zoology and astronomy, with secondary emphasis on botany and earth science. The collection is slanted to popular rather than scholarly works.

### SUBJECT 600: Technology (Applied science)

Medicine, engineering, agriculture, home economics, business management, manufactures and building. The medical section comprises popular works on health, exercise, prevention and cure of disease. Agriculture includes gardening, animal husbandry and pet care. Home economics features a large collection of cookbooks as well as childcare, invalid care, and sewing. A strong business collection features books on various aspects of small business



management. The building section contains works on constructing various structures from many different materials.

#### SUBJECT 700: The Arts

Landscape design, architecture, fine arts, handicrafts, music, and recreation. The main emphasis is on instructional materials on a variety of handicrafts, photography, art, and sports, with a secondary emphasis on works of specific artists. The recreation section has titles on a wide variety of sports, including hunting and fishing.

#### SUBJECT 800: Literature

Titles on writing and publishing as well as works in various literary forms, including poetry, drama, and humor with the major emphasis on English literature. There are English translations of some classic works of literature from other languages.

#### SUBJECT 900: History and travel

Works of historical and contemporary interest. The major emphasis is on current travel books and U.S. history, especially Oregon history. Secondary emphasis is on European and Asian history. There are numerous holdings covering all aspects of World War II.

#### SUBJECT 92-920: Biography and autobiography

Predominantly about people from the past two centuries, but some earlier figures are represented. There is a mix of people from all walks of life, some famous and some not.

### JUVENILE NON-FICTION

#### SUBJECT 000 & 100: Generalities and Philosophy, Psychology

Bigfoot, computers, UFO's, psychology and paranormal phenomena.

#### SUBJECTS 200 & 300: Religion & Social Sciences

The religion section is largely devoted to Bible stories. Social science includes political and military science, social problems (crime), customs and folklore,

#### SUBJECTS 400 & 500: Language & Science

The language section includes English usage, sign language and hieroglyphics. Science includes astronomy, experiments, botany, zoology, etc. The emphasis is on animals, with other areas covered to a lesser degree.

#### SUBJECTS 600 & 700: Technology and Arts & Recreation

Technology includes health & hygiene, vehicles, agriculture, animal care, and cookbooks. Emphasis is on health and pet care. Arts & Recreation includes

handcrafts, recreation, and performing arts. The emphasis is on craft instruction and sports.

**SUBJECTS 800 & 900: Literature, History & Biography**

Literature includes poetry, humor, and writing instruction. The history section covers ancient and modern history, information about other countries and states. There is a large collection of biographies of significant historical figures.

## COLLECTION ASSESSMENT LEVELS

The following collection level codes are taken from the Pacific Northwest Conspectus Database, *Pacific Northwest Collection Assessment Manual*, 2d ed. Salem, OR: Pacific NW Conspectus Database, Oregon State Library Foundation, 1988. These collection level codes were used for assessment and developmental goals of Junction City Library's collection.

Description of PNCD collection levels:

- O Out of scope. The library does not collect in this area.
- 1a Minimal, with uneven coverage: Unsystematic representation of subject.
- 1b Minimal, but well chosen: Few selections made, but basic authors, core works, and ideological balances are represented. Can support fundamental inquiries.
- 2a Basic information level: A collection of up-to-date general materials that serve to introduce and define a subject and to indicate the varieties of information available elsewhere. It may include dictionaries, encyclopedias, historical surveys, bibliographies and periodicals in the minimum number that will serve the purpose. A basic information collection can support school instruction and routine public inquiries, but is not sufficiently intensive to support higher-level academic courses, independent study or the wide-ranging recreational reading demands of a highly educated general public.
- 2b Augmented information level: As above, except more major periodicals, selected editions of important works, wider selection of reference materials.
- 3a Basic study level: Includes the most important primary and secondary literature, a selection of basic representative journals/periodicals, and the fundamental reference and bibliographic instruction, for independent study and for the lifelong learning needs of the general public.
- 3b Intermediate study level: As above, except a wider range of basic monographs, wider selection of the more important writers and secondary materials, stronger journal/periodical support. Collection adequate to support college-level term paper research.
- 3c Advanced study level: As above, except adequate for honors undergraduate or most graduate instruction of sustained independent study. Adequate to maintain knowledge of a subject required for limited or general purposes but not strong enough for original research in a subject. It includes complete collections of the works of secondary writers, a selection of representative journals/periodicals, and all the reference tools and fundamental bibliographic apparatus pertaining to the subject.

- 4 Research level: A collection that includes the major published source materials required for dissertations and independent research, including materials containing research.
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## SUBJECT AREAS AND COLLECTION DEVELOPMENT LEVELS

SUBJECT	DEWEY	ACQUISITION GOAL LEVEL	EMPHASIS
Agriculture and animal husbandry	630	Augmented information	Gardening, forestry pet care
American literature	810	Basic information	Poetry, humor, creative writing
Ancient history	930	Minimal, well chosen	Egypt, Rome, Greece
Art & architecture	720 750-770	Minimal, well chosen	Home design photography
Arts & crafts	740	Basic information	Handicrafts, painting
Biography	920	Basic information	Modern biography
Business & economics	650, 330	Basic information	Small business, tax & investment info.
Computer science	001	Basic information	Personal computing
Education	370	Minimal, well chosen	Test study guides
Engineering & technology	620	Basic information	Auto & machinery repair
Home economics	640	Augmented information	Cookery, child care
Language	400	Minimal, well chosen	Foreign language instruction
Life science	570-590	Basic information	Field guides
Mathematics	510	Minimal, well chosen	Instructional guides
Medicine	610	Augmented information	Prevention and care of diseases
Modern history	940-990	Basic information	American, European, Asian
Philosophy	100	Minimal, well chosen	Classics
Physical science	520-560	Minimal, well chosen	Astronomy, geology, physics
Political science	320	Basic information	Systems, international relations, law
Psychology & parapsychology	130, 150	Basic information	Self-help books paranormal events

Recreation	790	Basic information	Sports, games
Religion	200	Minimal, well chosen	Inspirational, world religions
Sociology	300, 600	Basic information	Family, life changes, social problems
Travel	910	Basic information	Guides

#### CHILDREN'S BOOKS

Agriculture & animals	630	Basic information	Pet care, gardens
Arts & crafts	740	Basic information	Crafts
Biography	920	Basic information	Modern biography
Customs & Folklore	390	Basic information	Folk-tales
Engineering, technology	620	Minimal, well chosen	Land, air, space
History	930- 990	Basic information	Ancient and modern
Philosophy, religion	200's	Minimal, well chosen	World religion
Psychology	150	Minimal	Paranormal events
Recreation	790	Minimal, well chosen	Sports, games
Science	500s	Basic information	Life science
Sociology	300s	Minimal, well chosen	Social problems

## STATEMENT OF CONCERN ABOUT LIBRARY MATERIALS

Use this form to express written comments and concerns regarding specific materials in the Junction City Public Library collection. Submit it to

Library Director  
Junction City Public Library  
726 Greenwood St  
Junction City, OR 97448

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_ Phone \_\_\_\_\_

REPRESENTING: \_\_\_INDIVIDUAL \_\_\_GROUP/ORGANIZATION (identify)

\_\_\_\_\_

Materials on which you are commenting

\_\_\_ Book      \_\_\_ Audiovisual/Computer material

\_\_\_ Magazine      \_\_\_ Newspaper

\_\_\_ Other (Please identify) \_\_\_\_\_

TITLE \_\_\_\_\_

Author/Producer: \_\_\_\_\_

What brought this title to your attention?

Please comment on the resource as a whole, as well as being specific on those matters which concern you. Use other side if necessary.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_