WCCLS Collection Development Policy

Purpose

This policy provides WCCLS staff with guidelines for developing and maintaining collections that meet WCCLS strategic objectives. WCCLS shares this policy with its member libraries and the public so that our principles for selecting and deselecting materials are clear. This policy is written by WCCLS staff, reviewed by Washington County counsel, approved by Cooperative leadership, and is reviewed annually.

Objectives

WCCLS is not a single library location. It is an organization established to centrally support member libraries that are part of the Cooperative in Washington County. WCCLS also leads initiatives and offers some services centrally when it makes sense for the Cooperative and those being served. In this role, WCCLS manages multiple collections that are available to the public, that support the County's and the Cooperative's strategic objectives, and/or that enhance member libraries' programs and collections. Generally, WCCLS collections fall within the scope of most public library collections: popular materials and general interest. However, in its unique role, WCCLS also maintains a professional collection focused on librarianship and public service, a large collection of special formats for users of the Library Mail Service, and other titles and formats for supporting libraries that might fall outside the scope of a typical public library collection.

WCCLS recognizes that not everyone has equitable access to library collections and services and that legacy practices in librarianship have at times excluded and ignored the needs of marginalized groups. WCCLS responds by considering diversity, equity, and inclusion when making decisions about its collections. We strive to select materials that meet the needs of underserved populations and to advocate for policies that improve access to our collections for those who have been excluded.

Selection

WCCLS strives for inclusivity in selecting materials in compliance with the American Library Association's Library Bill of Rights and Freedom to Read Statement. WCCLS aims to develop its collections in line with [the American Library Association's Freedom to Read Statement](#) and [Library Bill of Rights](#). We work to represent as many viewpoints as possible, and selection of materials does not mean endorsement of their contents.

Librarians on staff at WCCLS do most of the materials selection. Below are their typical considerations when selecting materials:

- Is the cost reasonable?
- Is the format appropriate for its intended user group(s)?
- Is there demand? (Demand may be found in media coverage, industry data, circulation data, patron requests, and stakeholder requests. WCCLS recognizes that for nascent and community-specific collections metrics may be different.)
- Is the title or format being selected to meet community-specific needs (people unable to visit a physical library, people who are incarcerated, people who speak languages other than English, childcare providers, etc.)?
- If the work is intended to meet community-specific needs, was it created by someone who belongs to that group?
- Is the title broadly available and easy to replace?
- Does this title help complete a popular series?
- Is this title inclusive in both authorship and content, making it relevant to one or more communities within Washington County?
- Has this title been reviewed in the media or industry publications?
- Does this title cover a topic of interest for a specific age group?
- Are the contents of the material current, relevant, and accurate?
- Does the title have local significance?
- Has the title received or been nominated for a major award or prize?
- Does the title help expand a collection in a language prioritized by Washington County for service?

Maintenance

WCCLS staff perform regular evaluations to ensure that our collections are meeting the needs of our community. Based on these evaluations, WCCLS may shift resources from one collection to another, establish a new collection, or deselect materials to maintain existing collections. Librarians consider the following factors when de-selecting materials:

- Is usage low or declining in relation to other items or collections?
- Does an item or collection lack currency, relevance, or accuracy?
- Is a format no longer supported, no longer in demand, or difficult to maintain?
- Does WCCLS have enough physical space?
- Are searches in apps and the WCCLS catalog degraded by too many records?
- Is the item in good physical condition?
- Has the content or license for a digital title or collection expired?

WCCLS values stewardship and sustainability, so all physical materials are given a second life through repurposing when possible. Materials that are not in a usable condition are handled through Washington County's surplus procedures.

Public inquiries & reconsideration

Because WCCLS strives to provide materials of interest to all people in the community, patrons may at times disagree with the inclusion or the absence of a particular title in our collections. Members of the public may reach out to WCCLS at any time with questions, comments, or suggestions. Formal requests to remove, relocate, or recategorize a title or resource can be submitted using the WCCLS Request for Reconsideration Form (available upon request at https://www.wccls.org/askus).

Initial inquiries will be addressed by the staff who work with the collection at issue and their supervisor. If an acceptable outcome cannot be reached, the patron's concerns will be escalated to the Cooperative Library Services Manager, who is appointed by the Washington County Administrator and who may convene a Selection Review Committee.

Appendix A: E-Content

Definition of the Collection

E-content is defined as digital titles for reading, listening, and viewing that are delivered through third-party platforms optimized for digital formats. E-content includes downloadable and streaming versions of e-books, audiobooks, and video. WCCLS prioritizes popular materials for e-content in the same way that WCCLS and member libraries prioritize popular materials for their physical collections. Digital titles specific to reference, research, and learning platforms are not considered e-content and are addressed in *Appendix B: Online Resources*.

Collection Management

The Countywide Collections Team at WCCLS manages the e-content collection. When necessary, WCCLS will seek input from cooperative committees and member libraries regarding e-content.

WCCLS contracts with third-party vendors that provide platforms for delivering e-content to cardholders. When possible, the Countywide Collections Team actively manages the selection, renewal, and deselection of e-content titles. However, some vendors provide their collections "as is," which means WCCLS and its staff can provide feedback to the vendor about its collection but cannot manage individual titles.

Vendor Considerations

WCCLS considers the following when it evaluates e-content providers for selection or renewal:
- Does the vendor provide a wide selection of titles that meet the selection considerations in the WCCLS Collection Development Policy?
- Is the pricing and licensing for titles and usage reasonable within budget and staffing constraints?
- Is the pricing for a platform (including hosting and maintenance) competitive with similar platforms?
- Are the vendor's products easy to use, accessible, and reliable for cardholders?
- Are the vendor's products broadly available and frequently updated across the most common devices?
- Does the vendor provide ILS compatibility, reliable reporting tools, and technical support for WCCLS staff?
- Do the vendor's terms adhere to the [WCCLS Privacy Statement?](#)

Access

All library cardholders have access to WCCLS E-Content collections. Access may be blocked when a library card has expired or if a library card is being used in a way that violates terms of agreement between WCCLS and its vendors.

Appendix B: Online Resources

Definition & Purpose of Collection

Online resources are subscription-based or free products that WCCLS curates to support a curious, engaged, and literate community. The collection includes resources provided by WCCLS, the Oregon State Library, and other organizations approved by WCCLS. WCCLS links to these resources from its website and considers them part of the WCCLS collection.

WCCLS prioritizes (in no particular order) these categories for online resources:
- Language & literacy acquisition
- Health & consumer information
- Professional development & support
- Student support
- Business & non-profit resources
- News & civic engagement
- Hobbies & creative interests

By keeping the scope to a public library collection, WCCLS does not subscribe to specialized online resources that are more typical in academic settings. WCCLS will link to these resources, however, if they fall within the categories above and are provided freely by other organizations.

Collection Management

The Countywide Collections Team manages the collection of online resources for WCCLS. When necessary, WCCLS seeks input from cooperative committees and member libraries regarding online resources.

The State Library of Oregon provides a core collection of online resources to all libraries in the state. WCCLS then selects additional subscription-based and free resources to complement the core collection and meet the needs of the community.

WCCLS regularly evaluates the online resources that it includes in its collection and considers usage data, cost, input from staff, and the quality of vendor support when deciding whether to retain, discontinue, or replace a product.

Every online resource vendor manages its own content, and some online resources include real-time services like tutoring. WCCLS staff can provide feedback to vendors about the content of their resources and can consider how and whether to include different products on the WCCLS website. However, WCCLS does not directly manage vendors' content or oversee their services, whether the vendor contracts with WCCLS, the State Library of Oregon, or another organization.

Vendor Considerations

WCCLS considers the following when evaluating a resource for inclusion in its collection:

- Does the product serve a wide range of community members or meet community-specific needs that WCCLS has prioritized?
- Is the product easy to use, accessible, and reliable for library users?
- Does the product's content meet WCCLS standards for currency, authority, and depth?
- Is the product supported on the most common devices?
- Is the product compatible with WCCLS's ILS?
- Does the vendor provide reporting tools for evaluation and technical support for WCCLS staff?
- Do the vendor's terms adhere to the WCCLS Privacy Statement?
- Are the pricing and licensing terms competitive? And do those terms include hosting and maintenance?

Access

All library cardholders have access to WCCLS online resources. Access may be blocked when a library card is used in a way that violates terms of agreement between WCCLS and its vendors.

Appendix C: Physical Collections for the Public

Definition of Collection

WCCLS physical collections for the public are defined as physical items for reading, listening, and viewing that are visible in the WCCLS catalog and made available to library cardholders. This includes books, A/V media, and devices. WCCLS manages various collections based on its role within the cooperative. Some collections are for direct service to specific communities, such as the Library Mail Service to patrons who cannot visit a library, and some collections are for supporting member libraries, such as a centralized professional collection. WCCLS stores some items for member libraries as part of its Central Storage program; these items are managed by individual member libraries and are not considered part of the WCCLS collection. WCCLS prioritizes popular materials and professional resources and generally does not purchase reference or research materials for its physical collections. WCCLS makes some exceptions for items purchased to fill interlibrary loan requests (see Appendix D).

Collection Management

The Countywide Collections Team manages the selection and deselection of materials for WCCLS physical collections. When necessary, WCCLS will seek input from cooperative committees and member libraries regarding its physical collections.

Appendix D: Interlibrary Loan Acquisitions

Definition & Purpose

Since WCCLS serves as a cooperative hub for interlibrary loan (ILL), it will purchase items to fill ILL requests when a purchase would be more efficient and cost-effective. Because of these unique circumstances, the items purchased to fulfill interlibrary loan requests are evaluated under separate considerations that are outside the scope of a popular materials collection. Once purchased, these items are added to the WCCLS general collection, loaned to the requesting patron, and then made available for general circulation.

Selection Considerations

WCCLS understands that items purchased for ILL may be out of print, used, not published in the United States, and/or of interest to a limited audience. Although some items purchased for ILL may have limited audiences and may fall outside the scope of other WCCLS collections, they must not work counter to the objectives outlined in the WCCLS Collection Development Policy.

In addition to the objectives and selection considerations outlined in this policy, the WCCLS Countywide Collections Team (which includes Interlibrary Loan) considers the following when selecting an item to fill an ILL request:

- Would purchasing this item save WCCLS money when compared to the expenses required to find, request, process, and return the loan?
- Do multiple requests for the same item indicate demand and future circulation?
- Is the item available from a reputable online seller?
- Does the item have an existing bibliographic record in OCLC so that original cataloging is not required?
- Is the item in a print or A/V format that is standard for a public library collection (paperback, hardback, large print, CD, DVD/Blu-ray, etc.)? (WCCLS ILL does not purchase out of date formats, videogames, realia, or equipment.)
- Is the item is about a specific group of people (especially historically marginalized groups, such as by religion, ethnicity, race, ability, sexual orientation, gender identity, etc.) or a topic that requires evidence-based writing, such as health? If so,is it published by a reputable publisher, written by a qualified author, and/or reviewed in a respected trade review journal?

Appendix E: Physical Collections for Library Support

Definition of Collection

WCCLS physical collections for library support are defined as items for library programs, events, services, and staff development. This definition can include books, media, equipment, and kits that are visible and holdable via the ILS staff client but are not visible in the public catalog. These materials may be used at public events, but they are not available for cardholders to borrow. The collection does not include single-use print pieces and giveaways or items that WCCLS purchases for permanent storage or display at libraries.

Collection Management

Multiple WCCLS teams manage the selection and deselection of materials for library support collections based on each team's expertise. When necessary, WCCLS will seek input from member libraries regarding these physical collections.

These collections fall outside the scope of a popular materials collection, and each team develops its own selection and evaluation considerations for the materials they manage. Generally teams consider the following when selecting materials to support libraries:
- Are the materials age-appropriate for the group being served?
- Do the materials reflect the diverse experiences of our community?
- Have the materials been recommended by member library staff?
- Are the materials durable and of high quality?
- Do the materials have practical application for staff and users?
- Are the materials or information available elsewhere?

Individual teams may change and update these considerations apart from this policy.