



## AGENDA

### MOLALLA CITY COUNCIL WORK SESSION

August 9, 2023

6:00 PM

Molalla Civic Center

315 Kennel Ave, Molalla, OR 97038

**Mayor Scott Keyser**

**Council President Jody Newland**  
**Councilor Terry Shankle**  
**Councilor Eric Vermillion**

**Councilor Leota Childress**  
**Councilor Crystal Robles**  
**Councilor RaeLynn Botsford**

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*In accordance with House Bill 2560, the City of Molalla adheres to the following practices:*  
*Live-streaming of the Molalla City Council Meetings are available on Facebook at "Molalla City Council Meetings – LIVE" and "Molalla City Council Meetings" on YouTube.*  
*Citizens can submit Public Comment in the following ways: attend the meeting, email the City Recorder @ [recorder@cityofmolalla.com](mailto:recorder@cityofmolalla.com) by 4:00pm on the day of the meeting, or drop it off at City Hall, 117 N. Molalla Avenue.*

#### **1. CALL TO ORDER AND ROLL CALL**

#### **2. DISCUSSION ITEMS**

- A. Molalla Public Library – Collection Development and Materials Selection Policy (Hadley)

#### **3. ADJOURN**

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*Agenda posted at City Hall, Library, and the City Website at <http://www.cityofmolalla.com/meetings>. This meeting location is wheelchair accessible. Disabled individuals requiring other assistance must make their request known 48 hours preceding the meeting by contacting the City Recorder's Office at 503-829-6855.*



## CITY OF MOLALLA

117 N. Molalla Avenue  
PO Box 248  
Molalla, OR 97038

### Staff Report

### Agenda Category: General Discussion

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**Agenda Date:** August 9, 2023

**From:** Diana Hadley

**Approved by:** Dan Huff, City Manager

**SUBJECT:** Collection Development and Materials Selection Policy and Reconsideration Form

**FISCAL IMPACT:** None

**RECOMMENDATION/RECOMMEND MOTION:** To adopt

#### **BACKGROUND:**

The goal of this policy is to create a transparent, accessible policy available to the public that describes how the Molalla Public Library creates its collection and offers a way for the public to request reconsideration of materials in the collection. Every library has such a policy.

The State of Oregon Library's annual report form asks if a library has the policy posted on their website and we need to follow those guidelines. The policy is short, yet detailed.

This item has been discussed with the Molalla Library Board and is supported by that body.

# COLLECTION DEVELOPMENT AND MATERIALS SELECTION POLICY

## MOLALLA PUBLIC LIBRARY

### 1. PHILOSOPHY

To support the mission of the Molalla Public Library, library materials are selected and made accessible to the public. The Molalla Public Library staff will use this as guidance in selecting materials and inform the public about the principles upon which selections are made. While a policy cannot replace the judgment of librarians, stating goals and indicating boundaries will assist in choosing from a vast array of materials available. The Molalla Public Library Board adopts this materials selection policy and supports the Library's staff.

### 2. POLICY STATEMENT

The Molalla Public Library upholds the following principles of service:

- Provide open, non-judgmental access to collections and services without regard to ethnicity, citizenship, national origin, age, gender, educational level, economic status, religion, disability, or any other protected class, qualification, or condition.
- Create an environment that encourages users to encounter a rich diversity of ideas and concepts.
- Promote and provide free access to the communication of ideas and information.
- Advocate and support First Amendment rights and the [Library Bill of Rights](#), and protect library materials from censorship.

While anyone is free to select or reject materials for themselves, the freedom of others to read, listen, or view will not be restricted by the Molalla Public Library. Parents or legal guardians have the right and responsibility to guide and direct the reading, viewing, or listening of their own minor children. The library does not take the place of the parent or legal guardian.

### 3. CRITERIA FOR SELECTION

- Employ a policy of selectivity in acquisitions. No library can feasibly acquire all print and non-print materials. Selection decisions are made on the basis of professional reviews and other professional selection tools, staff member judgment and expertise, knowledge of the community and its needs, and knowledge of what is currently in the collection.
- Select materials that meet the cultural, informational, educational, and recreational needs of the citizens of Molalla and the surrounding area.
- Acquire materials of both contemporary significance and permanent value. The Molalla Public Library strives for representative and current materials that reflect new trends, ideas, and controversial topics from various points of view, as well as a broad range of material that illuminates the past.
- Evaluate each item selected or donated per established library procedures.
- Choose websites and online information consistent with this Collection Development and Materials Selection Policy's goals and principles.

The ultimate responsibility for the selection of library materials rests with the Library Director, who operates within the framework of this policy.

# COLLECTION DEVELOPMENT AND MATERIALS SELECTION POLICY

## MOLALLA PUBLIC LIBRARY

### 4. RECONSIDERATION OF MATERIALS

The Molalla Public Library supports the [First Amendment](#), and intellectual freedom - the right of library users to read, seek information, and speak freely as guaranteed by the First Amendment (American Library Association). Intellectual freedom is one of the core values of the library profession; it promotes access to information and guides the defense against censorship. It endorses the following intellectual freedom statements: [Freedom to Read](#) (American Library Association), [Library Bill of Rights](#) (American Library Association), and [Freedom to View](#) (American Library Association)

Library users may request materials be re-evaluated for placement or re-considered for inclusion in the library collection. The criteria employed in the selection process are intended to be inclusive, rather than exclusive, and are deliberately flexible. Although all relevant factors are considered in the selection process, some may be given more weight than others in any specific selection decision. The evaluation of materials is characterized by flexibility and responsiveness to the changing needs of the Molalla Public Library's citizens. These changing needs require that materials be evaluated initially and on a continuing basis. The library's varied collection is available to all; however, it is not expected that all of the collection will appeal to everyone.

Anyone questioning material in the collection may ask the staff about such materials. A staff member will give the patron a copy of this policy.

Individuals still questioning library materials may complete a written "Request for Reconsideration of Library Materials" form. The form will be referred to the Library Director. The Library Director, qualified staff, and the Library Board will consider whether the material meets the criteria of the selection policies described in this policy. The Library Director will respond, in writing, as soon as possible citing the reason(s) for the decision.

### 5. DE-SELECTION

Library staff continuously monitor materials within the library's collection. Staff may withdraw items if they contain outdated or inaccurate information, are superseded by a newer edition, become worn, badly marked or damaged, or are duplicates or seldom used materials. Factors in the decision to withdraw items will include material space, replacement cost, and the quality and appearance of the collection.

### 6. PATRON REQUESTS AND DONATIONS

The library encourages its patrons to suggest items, topics, or authors they would like to see included in the collection. Patron suggestions will receive serious consideration and requested materials will be purchased whenever possible in accordance with this policy.

Donations, memorials, and gifts of material to the library will be accepted subject to this same selection criterion.