



## LIBRARY BOARD AGENDA

May 28, 2025 at 6:30 PM

Wilsonville Public Library

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<https://us02web.zoom.us/j/82896702617> PARTICIPANTS MAY ATTEND THE MEETING AT:

Library, 8200 SW Wilsonville Road, Wilsonville, Oregon

Zoom:

<https://us02web.zoom.us/j/82896702617> TO PARTICIPATE REMOTELY OR PROVIDE PUBLIC COMMENT:

Register with the Library:

[LB@wilsonvillelibrary.org](mailto:LB@wilsonvillelibrary.org) or 503-570-1593

Individuals may submit comments by 12:00 PM on the day before the meeting date via email to the address above, or may mail written comments to:

Wilsonville Library

8200 SW Wilsonville Road, Wilsonville, OR 97070

### CALL TO ORDER

1. Roll Call

### CONSENT AGENDA

2. Approval of Minutes: 04.23.2025

### ONGOING BUSINESS / CALENDAR ITEMS

3. Director's Report
4. [Policies and Procedures](#)
5. City Budget Committee
6. SRP Overview
7. Friends of the Library Report
8. Library Foundation Report

### NEW BUSINESS

### ROUND ROBIN

### ADJOURN

## **NEXT MEETING**

Wednesday, June 25, 2025 6:30 PM

*Time frames for agenda items are not time certain (i.e. agenda items may be considered earlier than indicated). The City will endeavor to provide the following services, without cost, if requested at least 48 hours prior to the meeting by contacting Haley Spaeth, Administrative Assistant at 503-570-1593 or [hspaeth@wilsonvillelibrary.org](mailto:hspaeth@wilsonvillelibrary.org): assistive listening devices (ALD), sign language interpreter, and/or bilingual interpreter. Those who need accessibility assistance can contact the City by phone through the Federal Information Relay Service at 1-800-877-8339 for TTY/Voice communication.*

*Habr  interpretes disponibles para aqu llas personas que no hablan Ingl s, previo acuerdo. Comun quese al 503-570-1593.*

## Collection Development Policy – Appendix A: Collection Profiles

This document provides brief profiles of all of the sub-collections in the Wilsonville Public Library, in support of the Collection Development Policy. It has two primary purposes:

1. To provide the City, the Library Board, and the community with a summary of the range and scope of the collections, along with highlighting particular areas where our collections might differ from those of a typical public library.
2. To provide the Selectors with general guidance about the collections for which they are responsible.

Because publishing trends, technology, and communities change over time, profiles should be reviewed, and if necessary updated on an annual schedule. The review process will be done by the selector responsible for the sub-collection in collaboration with either the Adult Services Librarian or the Youth Services Librarian.

## Adult Collections and Sub-Collections at the Wilsonville Public Library

### Adult Nonfiction Collections

#### General Adult Nonfiction

The Library provides access to a wide range of human knowledge based on community interests, anticipated need, and demonstrated circulation patterns. The collection includes both hardcover and paperback formats, and focuses on specific subjects of interest to the general community and also the needs of local special interest groups. Again, weeding should be done with a broad eye toward maintaining the diversity of this collection, as well as other factors such as shelf appearance or circulation. Assuming without evidence that there is a newer work on a given topic may be a poor reason for weeding a given item.

#### 000s

A set of general encyclopedias are available for circulation. Subject encyclopedias may be placed in the subject area of the collection.

Computer and Internet books are maintained with as much currency as possible and are retained as long as patrons find them useful, based on circulation patterns. While computer and software companies frequently update their products, patrons find the manuals and instruction books useful for longer periods, since not every user upgrades, and some users rely on secondary markets for both hardware and software.

#### 100s

Philosophical thought, philosophers, and the history of philosophy are covered as broad surveys and general introductions. Specific related topics (e.g. Ethics) are included as there is general popular interest in the subject.

Psychology coverage includes psychology as both an area of study and a matter of general interest, with a particular focus on self-help works (Dewey 158s). Mental health topics, including specific mental disorders, are covered in addition to specific psychological topics of continuing and current general interest.

#### 200s

The focus of the religion collection includes survey and exploration of the basic tenets and doctrines of individual religions; the history of religion, both generally and specifically; the major sacred texts, their study and explication; prayer and spirituality; and religious-based thought on contemporary cultural and social issues. Atheism and humanism are newer and growing sub-topics of interest in this area, as is Wicca.

Effort is made to provide access to the full spectrum of religious thought.

### 300s

The social science collection generally emphasizes contemporary thought and practice, although historical surveys may also be included.

Law materials are kept as current as possible so that confusion caused by misleading or superseded information is avoided.

Materials on government and politics covering the structure, functions and history of political institutions reflects the broad political spectrum. An increasing number of books and authors have a definite political point of view or bias, and tend to be more ephemeral in their value for the collection, but they are useful for decision-making within the democratic political process. Such materials may include candidate biographies, party platform statements, candidate statements on election issues, and commentaries on candidates and issues. The Library attempts to provide balance of these types of materials even though individual materials may be polemical.

The Library includes materials on homeschooling, adult GED, and literacy in the collection in both print and electronic formats in support of family literacy. Test preparation manuals are included in the collection as an aid to lifelong learning and career development.

Tax guides are acquired annually, but only the current and previous year are retained.

### 400s

At the Wilsonville Public Library, the 400s comprise books covering various holidays, their celebrations, and associated artwork, crafts, history, etc. This is a comparatively small collection, but selectors should be aware of materials that could enrich it. Traditional Dewey 400s (Language and Literature) have been merged into the 800s.

### 500s

General science and mathematics topics meet the broad interests of general readers and also support the needs of students. A large subsection of this area consists of popular science materials explaining or popularizing scientific concepts. These materials may have a longer shelf life than traditional science titles, for which care should be taken to keep current, avoiding confusion or misinformation.

### 600s

The useful arts section of the collection is generally intended to meet specific needs of daily life. Topics covered range widely – agriculture and gardening, medicine, building and home repair, cooking, all forms of transportation, technology and the trades, pets and farm animals, business. The collection in this area is kept current, with some attempt to retain items of lasting reference value beyond normal considerations of circulation.

Because of the need for accurate, up-to-date information specifically in the medical collection, these materials should be more quickly replaced or discarded by selectors.

### **700s**

The fine arts section of the collection includes architecture and landscaping; visual arts, including cartooning and comics, as well as the more traditional drawing, painting, and watercolor; plastic arts, such as sculpture and ceramics; fiber arts; photography; film, theater, and television; music, sports and fitness. Materials selected for these areas are intended primarily to interest the general reader and secondarily to have an introductory/instructional purpose in serving the needs of students.

### **800s**

The writing, language, and literature section of the collection includes general books on writing skills, editing, and writing for publication as well as the study of literature, poetry, and linguistics. Surveys and critical interpretations of major authors and major works are also included, although individual classic (and translated) works of literature are generally found in the adult or YA fiction collections.

The collection also includes linguistics generally, and the study of the English language, its development, and current state and practice. Foreign language dictionaries and grammars support many foreign languages, including less well-known languages for which there are no other LINCC resources. Again, care should be taken not to weed in these areas based solely on demand.

Some materials for speakers of English as a Second Language are provided through both print and computer-based programs. A small number of materials written in foreign languages other than Spanish may also be found in this section.

### **900s**

Individual and collective biographies and autobiographies are located in a separate Biography Collection (see below). The history section of the collection includes historical periods and events of specific countries and regions, with emphasis on the United States.

## **Adult Nonfiction Sub-Collections**

### **Biography Collection**

The Biography Collection was pulled from the standard Dewey 920-921 (and associated) range in early 2021. As a separate collection, the subjects are arranged by Dewey order to keep groups, such as “singers,” “presidents,” and “athletes” in easily identifiable sections. The goal is to increase browsing access and circulation.

### **Government Documents**

The Government Documents Collection is comprised mainly of City of Wilsonville documents, with a smattering of County of Clackamas documents. City documents generally arrive at the library with an appended flag from City Hall, showing how long the document should be kept. Selectors should periodically (perhaps yearly) organize the collection by issuer and date and remove any superseded

documents. A very few documents, such as City Budgets and major development plans will be saved and added to the Reference Collection as they are replaced by newer versions.

### **Great Courses Series**

The Great Courses Series are college-level lectures that have been recorded (on audio or video) and made available for listening. Because these items are not packaged to draw the eye, they have been relegated to an out-of-the-way corner of the shelves. Generally, a once-per-year order of 5-10 courses in both audio and video formats is recommended to refresh this collection. Care should be taken to remove or replace Great Courses that are missing any of their component parts.

### **Heritage Collection**

The Heritage Collection is the only collection in the building that is curated for purposes other than popular circulation. This collection was initially funded via a City of Wilsonville tourism grant to give assistance to researchers studying the histories of localities and residents of local counties, the State of Oregon, and the Western United States, in that order.

This collection will most benefit from establishing selection and weeding priorities to ensure its topicality, while still fitting into its limited shelf space. Generally, more comprehensive coverage will be accorded to areas geographically closer to Wilsonville and Clackamas County, while locations more geographically distant from these areas will receive more limited attention. Using this guideline, selectors should purchase and weed to maximize the strengths of the collection while still enabling it to conform to its allocated shelf space.

Emphasis will be placed on collecting resources (both printed and digital) that further this goal, as well as an additional overall goal of teaching genealogical research skills. A major long term goal for this collection will include digitizing and indexing the eligible printed resources in a way that can hopefully move this information online, thereby making it accessible to more users. Going forward, we can assume that the physical space for this collection will not grow, and may indeed be reduced in the future. Therefore, a strict weeding policy should be observed when considering or making additions.

### **History of Things Collection**

The History of Things Collection (HOT) attempts to gather popular nonfiction reading material in the form of a single volume exploration of a given object or concept. These books can often include a definition, a historical overview, and perhaps a freewheeling current exploration of the object or concept being explored. Examples include wine, manners, chickens, trash, etc. An increasing amount of popular nonfiction could fall into this category. Selectors should look to see if other books, presently in other Nonfiction collections, could find a better home here.

### **Northwest Collection**

Adult nonfiction books focused on Oregon, Washington, Idaho, and Alaska are kept in a separate collection. The collection includes any Dewey subject area focusing on a city or region in these areas, particularly geography and activity guidebooks, flora and fauna, art and architecture, biography, history,

and government. Weeding in this section should be undertaken with care, as many of these books cannot be replaced with other, newer titles.

### **Oversized Nonfiction Collection**

The Oversized Collection is comprised of nonfiction books that are too large to fit spine-out on the shelves. This collection is cataloged separately because these books are heavy and sometimes awkward to handle. Care should be taken that the shelving chosen to handle this collection is suitably sturdy and does not present a danger to browsers. This collection is expected to grow very slowly, as these materials tend not to circulate well.

### **Periodicals and Newspapers**

The Library provides the local and major regional newspapers in print format primarily for current reading purposes. Most are retained for the current month. The Oregonian is retained for two months, and the Wilsonville Spokesman is retained until the library receives the biannual volume for which we contract with a bindery. The Internet provides other newspaper holdings, although some may require fees for viewing or printing.

Periodicals are selected for the collection based on broad popular appeal, general interest, and anticipated circulation. The magazine collection is not intended to meet the academic needs of students; academic libraries in the area have more appropriate holdings for academic research. Holdings are limited to the current year except in limited cases of longer retention. Selectors should keep in mind that many periodicals are transitioning to digital-only format.

### **Professional Collection for Staff**

There is currently no designated location for the professional collection. The books are kept with the department or staff member that may utilize and benefit from these titles the most or whomever needs access the titles on a regular basis.

### **Reference**

Reference titles are selected based on positive reviews, anticipated need, and demonstrated demand or use, and relationship to subject areas in the general collection. The reference collection may include local information, county documents, telephone books, and pamphlets as well as computer-based databases and programs. Because reference materials are generally consulted to obtain specific facts or information rather than read in their entirety, and because they tend to have potentially recurring use, they do not circulate.

Some traditional reference-type materials are placed in the circulating collection, based on the nature of their use. Price guides and product rating guides are placed in the circulating collection so that patrons can use them for more extended analysis and comparison. Some specialized subject encyclopedias or handbooks are placed in the circulating collection for extended study.

### **Travel Collection**

Geography and travel guidebooks from all over the world (including the local area) are maintained with as much currency as possible, and ideally are replaced within four years, since they are most often used



for travel planning. Generally, broader and more lasting books that touch on travel or activities, but are not published by a travel-associated publisher, or do not emphasize extremely current information about hotels and restaurants, are shelved in the General Nonfiction (or the Northwest) collections.

## **Adult Fiction Collection**

### **General Fiction Collection**

The General Fiction Collection exhibits the greatest variation in terms of acquisition and weeding in the entire collection. It includes literary classics, translated literature, bestsellers, general fiction, historical fiction, some romances, inspirational fiction, and short story collections in both hardcover and paperback formats. Hardcover books are preferred, although quality paperback format is preferred over pocket books, although all formats are added. Multiple copies of a given book are added or retained according to demand. It should also not be assumed that the library will have a complete set of any given series, although those for which a strong and continuing demand has been observed should be purchased.

Classics are generally retained in the collection for purposes of breadth. Their circulation may be worse in comparison with more modern works, but care should be taken to replace any copies in poor condition. Duplicate copies should be considered for purchase when hold requests build up to a five to one ratio between owned copies and local patron requests. Although the majority of the collection is enhanced by the addition of new books, as an author becomes popular, there may also be an attempt to build a back run of earlier titles, either through new acquisitions or donations.

Weeding of copies and titles occurs as author popularity fades. There is some effort to include titles by Oregon authors, but titles are added on individual merit more than the geographical proximity of the author. Self-published works by local authors (i.e. residents of Clackamas and Washington Counties) may be added, although their work may not be on par with our usual standards. Poor quality works will be removed via the weeding process in the future. This policy does not apply to Children's materials.

## **Adult Fiction Sub-Collections**

### **Christian Fiction Collection**

The Christian Fiction Collection comprises fiction with a heavy tilt toward romance, lack of violent or sexual situations, and a tendency for characters to turn to Christian faith to overcome problems or issues. More so than other General Fiction subcategories, Christian Fiction selection tends to be author-driven. Christian Fiction works tend also to be published as series, although it is not at all imperative that the Library collect each work of any given series.

### **Large Print Collection (contains both fiction and nonfiction)**

The Large Print Collection leans heavily toward fiction works, and is obviously limited by which books publishers choose to create in large print. Selectors should keep in mind that many (though not all) users

are older, and select material with this fact in mind. Subsections include Westerns and Christian Fiction, also generally more popular with older readers, so additional thought and emphasis should be placed on strengthening these sub-collections. This collection at present receives additions from publisher standing orders, and selectors should periodically review the suitability of the received orders, as well as exercising caution that duplication with directly ordered materials is kept to a minimum.

### **Mystery Collection**

The Mystery Collection is mainly comprised of books by authors who write in the mystery or police procedural genre, and whose series feature recurring characters. It is understood that in modern times there is a very fuzzy border between some mystery books and other regular fiction works. Periodically we should re-evaluate the usefulness of keeping this collection separate.

### **Pulp Romance Collection**

Like the jigsaw puzzles, this collection is not cataloged. Comprised mainly of 'brand name' pocket paperback romances (e.g. Harlequin, Avon, etc.), these books can (and are) taken in bulk and often not returned. This collection is replaced via donations, so almost no collection development time needs to be spent on it. Some of the authors represented in this collection also have works that appear in the General Fiction Collection, often due to the fact that initial demand for the book triggers a short-lived spike, causing the book to end up on a purchase list.

### **Science Fiction Collection**

The Science Fiction Collection is generally comprised of both traditional Science Fiction as well as Fantasy novels, which have become much more popular in recent years. Like the Mystery Collection, the Science Fiction collection shares a fuzzy border with General Fiction. Periodically we should re-evaluate the usefulness of keeping this collection separate.

### **Western Collection**

Western Collection fiction has been rapidly declining in popularity over the last several decades, and is now dominated by the works of deceased authors. Selectors should consider adding 10-12 titles each year, and selectively weeding, based on circulation. The long-term future of this collection as a stand-alone collection is doubtful, so the usefulness of keeping the materials separate should be evaluated.

### **Spanish Language Collection**

Because a considerable portion of Wilsonville area residents speak Spanish as a primary language, the library tries to maintain a curated topical collection in both the adult and juvenile areas. The collection should be built with special attention to the needs of the Spanish-speaking community. Secondly, this collection serves the needs of students in the school district's [Dual Language program](#). The Outreach Librarian is the primary resource for the building and maintenance of this collection.

### **World Languages Collection**

The library currently has a small collection of Spanish books and books in Japanese and Russian. Efforts will be made to expand the number of languages in this collection.

### **Other Non-English Languages**

The library sees the value in maintaining small collections of materials in non-English languages. We currently offer roughly 100 titles each in Japanese and Russian. A future project could be researching the languages used and taught in our community, then developing a plan to address those needs.

### **Adult Graphic Novels**

The Adult Graphic Novel collection is comprised of graphic novels and trade collections aimed at an older audience. It includes fiction and nonfiction works though it leans heavily towards fiction. Main characters are generally adults or older teens, and adult themes are included. The collection may also include non-fiction and classics in the graphic novel format and illustrated works about graphic novels.

## **Adult Audio-Visual (and Other) Collections**

### **Audiobooks**

The audiobook collection includes both MP3s and CDs. Audio titles may or may not duplicate book format titles. A portion of the collection is purchased through standing orders. The availability of downloadable audiobooks through the library means that the collection of physical materials will decrease.

### **Music CDs**

CDs other than audiobooks will be added to the collection in limited numbers. Streaming audio and easy transfer of digitized audio formats are making (at least the 'Popular Music' category) less useful as a community lending collection. Other portions of the collection, which are more difficult to find on streaming services, may more easily retain their value over time, but the collection as a whole is not expected to be high circulation.

### **Videos**

Videos are selected on both adult and juvenile levels. Selection is based on reviews, anticipated interest, and documented circulation patterns. The rating system of the film industry is considered in selection but is not a major criterion for either including or excluding. Streaming services have also cut into the circulation of the DVD collection, but circulation is still relatively strong, as more streaming content is fenced in among multiple providers. Our collection's coverage is intended to be somewhat selective (for reasons of space and selection) and focused on feature length films, with a few multi-part series added. We currently collect DVDs, Blu-Rays, and 4K DVD formats. We will continue to monitor various formats for popularity and use.

**Jigsaw Puzzles**

WPL has a popular collection of jigsaw puzzles comprising 100-1000 pieces each. These items are not cataloged, and are available for users to freely take and/or return. Labels affixed to the side of each box ask the user to indicate if there are pieces missing. If the puzzle is returned, and there are more than 0 pieces missing, the puzzle should be discarded. Puzzles are replaced by donations, and only very rarely, by purchase.

**Library of Things**

The Library of Things Collection includes utilitarian non-book or media items that can be checked out and used by patrons in their homes. Examples of such items may include: bakeware, board games, event/party equipment, and other helpful home equipment such as stud finders, VHS to DVD converters, kitchenware, musical instruments, or tools.

The Library of Things collection supports the Library's goals of providing popular materials to stimulate the imagination, build community, provide new leisure experiences, and promote lifelong learning. Care should be taken that all equipment is carefully checked upon return and found to be clean, complete, and in working order. Additions to the collection should be evaluated based on usefulness, durability, cost, and, uniquely, the potential for patron harm.

## Youth Collections and Sub-Collections at the Wilsonville Public Library

### Children's Nonfiction Collections

#### General Juvenile Nonfiction

The Library provides access to a wide range of informational and other nonfiction books for children from ages three to thirteen. The collection covers general areas of learning for those ages. Materials are not intended to fully support classroom curricula, but selection should take into account the most frequently assigned school topics. Age range is primarily preschool - middle school. Books for the youngest readers (preschool to grade 1-2) are catalogued with "JE" rather than "J" and given a yellow spine label cover and middle school books are referred to as "Young Teens" and catalogued with a "YT".

Beyond subject coverage, browsing materials with strong visual appeal are emphasized. Out of date materials should be weeded: this includes content that is no longer accurate and also books that clearly have a dated look. "Primary areas of focus" refers to sections that warrant regular attention due to popularity and/or subject importance.

#### 000s

Primary areas of focus:

- 001s: Unexplained mysteries
- 031s: Trivia, weird facts, record books

Computer technology books should be limited to current, general overviews, along with current guidebooks for the most popular platforms that kids work with.

#### 100s

Primary areas of focus:

- 150s: Feelings and behavior. Especially books that adults use to support children. Some books in this category may also be placed with Picture Book Topics - Behavior.

#### 200s

Primary areas of focus:

- 220s: Bible stories:
- 290s: Myths and legends: Mythology collections and individual tales are fairly popular with browsers.
- 290s: World religions: Circulation may be lower, but the Library should have current materials on religions throughout the world. Older books with dated visuals should be replaced.

### 300s

Primary areas of focus:

- 398s: Folklore: Collections and individual tales should represent a wide variety of cultures. Should include fairly new copies of the most commonly asked for tales.

Numerous sub-topics within the 300s warrant attention due to popularity, including military, government, and firefighting.

Many subjects in this range must be kept current to reflect modern sensibilities regarding topics such as gender, race, diversity, and inclusion.

### 400s

The most popular holidays are in great demand during the month or so before they happen. The holiday storage collection, which is mostly picture books, does include some multiple copies of informational holiday books. Beyond the most popular holidays, celebrations from all cultures should be represented, with books that do not look dated.

### 500s

Primary areas of focus:

- 507s: Science experiments
- 510s: Mathematics: Illustrated explorations of math concepts are popular. Workbooks with practice problems for photocopying have been useful. We generally do not purchase math textbooks, but donated copies have been heavily used.
- 520s: Astronomy: Update and weed regularly to reflect current science
- 550s: Earth, including weather
- 567s: Dinosaurs
- 590s: Animals

The 500s are the area where school assignments and browsing intersect most often. Focus on books with high visual appeal and popular topics. Kids are interested in these topics throughout their learning growth, so consider providing titles aimed at different age levels within single topics.

### 600s

Primary areas of focus:

- 610s: Human Body
- 613s: Adolescence, Growing Up: include a variety of age levels and approaches to topic
- 620s: Transportation: especially trains. Keep fairly current with strong visuals.
- 630s: Pets: include general guides and specific breed series. Horses, dogs, and cats should be especially robust.
- 640s: Cookbooks
- 688: Legos: a highly popular topic for the past ten years

## 700s

### Primary areas of focus

- 740s: Crafts and drawings: Consider books that kids can use on their own and ones that they would use alongside an adult. There should be a steady stream of new books in these topics.
- 791s: Movie and television tie-ins: Can include character guides, visual guides, etc. These can be weeded once the media lapses in popularity.
- 793s: Puzzle books: *Where's Waldo* and *I Spy* are perennially popular and need frequent replacement.
- 794s: Games: We don't attempt to provide handbooks for all games, but focus on the most popular.
- 796s: Sports: Includes overviews, instruction, and history. Biographies of current stars can be mostly paperback series, replaced frequently for currency.

Books about artists and musicians receive mild, but steady use. So do instructional books about painting, sculpture, etc.

## 800s

### Primary areas of focus

- 810s: Poetry: Not hugely popular, but add the best new titles regularly to keep current and relevant.
- 818s: Jokes and Riddles
- 860s: Learning Spanish: Supports language immersion schools. Books in Spanish are in a separate collection.

Keep only small collections of books in languages other than English and Spanish, though a recent large donation provided a stronger group of Chinese children's books.

## 900s

### Primary areas of focus

- 921: Biography: A larger collection that includes varied age levels and subjects that are well-known and otherwise.
- 930: World History: Ancient Egypt, Greece, and Rome get steady use from students
- 940s-990s: Country Books: Because of currency and cost, we purchase books on the most commonly asked for countries; not everything. 1-2 recent titles is enough. Delete country books that are ten years old or more.
- 970s: State Books: 1-2 copies of standard state books is enough. Delete material that is ten years old or more.

## Juvenile Non-Fiction Series

This collection features popular series that cover a variety of topics within non-fiction. The purpose is to group these books together, rather than dispersing them throughout the Dewey ranges. We commonly own multiple copies of individual titles, with one or more in both Dewey and JNF-S. The series presentation can also serve as a "leveled reading" resource for kids who like non-fiction and want to read books with similar formats and vocabularies.

Newly popular series may be added; series that lose popularity should be removed, keeping the collection space and number of featured series consistent.

### **Parenting**

Books for adults on parenting topics are kept in the Children's Room. Topics include

- Current hot topics in parenting
- Baby names
- General parenting information
- General homeschooling information
- Helping kids learn
- The importance of play
- The importance of reading and early literacy
- Toilet training, including advice for parents and picture books to share with children

The focus is on raising children from 0 - 10, rather than adolescence.

Material in this area can look dated fairly quickly, so weed regularly.

There is some crossover between selecting for this collection and for materials in the adult collection; this should be clarified and shared clearly with the public.

Parents may also find useful books in the Picture Book Topics section (such as "Behavior" and "First Experiences" and in the Nonfiction area (especially in the J150s).

## **Children's Fiction Collections**

### **Children's Picture Books**

Picture books are the largest of the Children's collection and among the most popular. We cover ages from birth through 2nd or 3rd grade, with a widely varied collection that includes popular characters and authors, high quality writing and illustrations, classics, "useful" books with learning content, and everything in between. Multiple copies are often warranted for the most popular authors and titles. In recent years picture book publishing has moved strongly towards more inclusive and diverse content, and our collection should reflect that, with strong representation of "mirrors, windows, and doors."

### **Picture Book Topics**

About 40% of picture books are grouped in Picture Book Topics. This section groups books in selected categories that are either highly popular with kids and caregivers or especially useful when shelved together, or both. Some, but not all titles in Picture Book Topics may be duplicated in the regular Picture Book section, depending upon popularity. Some titles may be duplicated in more than one Picture Book Topic.

The goal of Picture Book Topics is to offer a good variety of books on the topics that kids and adults are most interested in. The intention is *not* to include *all* books that fit the topic. The number of Picture



Book Topics has steadily increased over time, and may continue to do so. When a new Topic is added, there should be at least 40 titles in the start-up collection.

Almost all picture book purchases are hardcover. Because of heavy use and the age of the book handlers, picture books age quickly with page tears, markings, spine damage. This collection should look fresh and appealing, so we typically delete rather than repair, replacing with new copies if warranted.

### **Board Books**

The Board Book collection ranges from books for the youngest babies to reformatted versions of stories for preschool ages. Coverage includes concepts, simple stories, songs and rhymes, and popular authors. The collection should include a diverse representation of people, cultures, and topics that parents and caregivers want to share with young children. Books in board book format that contain more complex information may be shelved in the general nonfiction collection. Currently board books are not given separate call numbers and are not shelved in any order. This approach should be regularly evaluated in terms of ease of use, processing, and staff.

Board Books in Spanish are currently shelved alongside Board Books in English.

### **Early Readers**

The Early Reader collection serves children who are in the early years of reading independently, typically from Kindergarten through second grade. Though this is a smaller collection, it addresses a crucial period of a young readers' growth, so it should remain well stocked with high quality, useful materials.

The collection is grouped into four levels of difficulty, which we number from 1 through 4. Library staff designate the level for each book, based on vocabulary, sentence structure, and format. Other possible indicators such as publisher's assigned levels and lexile ratings are not determining factors.

Popular authors and series make up the bulk of the collection. Tie-ins to movies, super heroes, legos, and other popular topics are included, often in paperback bindings due to the rise and fall of popularity.

Small collections of nonfiction books in Early Reader formats are maintained for Levels 1 and 2 only. We maintain a small collection of phonics-based readers, such as "Bob Books," in undersized paperback formats.

### **First Chapter Books**

This collection includes chapter books that are the most natural next step for readers moving up from Early Readers. This is a smaller collection with a tightly focused age-range, but like Early Readers, the books can be especially important for advancing readers.

Library staff identify the books and series that belong in this collection based on a variety of factors, including vocabulary level, sentence structure, page length, illustrative material, and formats such as font size and line spacing. A large portion of the collection is made up of continuing series. We will

collect all titles of a series that is especially popular, but it's fine to keep only a partial selection based on popularity and shelf space. Depending on availability and the likely lasting appeal of a series, copies may be purchased in hardcover or paperback.

Many series can be purchased automatically through standing order lists, though it's important to keep these current and add or drop as popularity shifts. Because of the limited size of the collection, regular weeding is important and can include removing a full series once its popularity has ebbed. We may consider expanding the size of this collection in the future.

### **Juvenile Fiction**

This collection includes materials for readers from 3rd through 8th grade. It covers a wide variety of genres, formats, and reading levels. It includes standards and classics, along with the newest titles. Series fiction is popular, so maintaining a full collection of the heavily used series is important, often with an extra copy or two of the first title in the series. Fiction use varies through the year and is especially strong during the summer. It is sometimes necessary to buy multiple copies of popular titles, even though they may all be on the shelf during the lulls in circulation. Figuring out an efficient way to store extra copies, then bring them out when needed, could be a useful project.

Though most books in this collection are shelved alphabetically by the author, browsers benefit greatly by seeing similar books grouped together. Separate shelves that group books by age level, genre, and other topics can strongly aid reader's advisory by library staff and self-selection by patrons. Rather than permanently designating individual books in a genre collection, we use rotating collections, selected by staff, so these collections remain fresh and so that books by individual authors are not dispersed too broadly. Our current process of designated genre shelves is under review; possible changes include "display checkouts" and some form of "book bundles."

Space for this collection is limited; this is compounded by the need to purchase many series. Regular weeding is required, and can sometimes include removal of books that are high quality and not that old, but simply have not caught on with enough readers based on circulation statistics.

### **Young Teen**

The Young Teen section is comprised of books whose subject matter, content, writing style, and characters represent an age group that is more mature than general juvenile fiction, but not quite as advanced or serious as some of the writing and themes in the Young Adult section. This section contains Fiction, Graphic Novels, and Non-Fiction appropriate for this demographic. Books for this collection are determined by the selectors.

### **Juvenile Graphic Novels**

This section includes books that match the format of graphic novels: panels and word balloons are the key identifying features. Along with actual "graphic novels," though, we include comics, nonfiction, and other books consistent with the format.

This collection has shown the greatest increase in popularity in recent years. Owning multiple copies of the most popular titles is a must. This can be as many as 10+ copies in some cases (currently: “Dog Man” and Raina Telgemeier books). Other perennially popular series such as “Garfield” and “Big Nate” may not require as many copies per title, but should always have a good selection on the shelf.

Paperback is the preferred format for most readers of this genre, though some hardcover copies are fine to include. Because of the number of paperbacks, many with bindings that are not made for heavy use, weeding for condition must be done regularly.

A possible project for the future: Because books within the graphic novel format are so widely varied, we should consider ways to divide this collection to make it easier for browsers to navigate. Possible subtopics include comics, non-fiction, and books for younger readers. The planned “Young Teen” section will include a substantial part of the Children’s Graphic Novel collection.

### **Juvenile Spanish**

This collection includes books in Spanish only as well as bilingual titles. The bilingual titles are identified with a spine label. It includes translated versions of English titles as well as books written in Spanish. We purchase from vendors in the U. S., but also select copies from the Guadalajara Book Fair when we are able to send staff.

The collection is primarily aimed at native Spanish speakers, but because there are currently two Spanish Immersion schools in Wilsonville, we also try to meet the needs of Spanish language learners through grade 8.

Materials are grouped similarly to the English children’s collections, with separate sections for Picture Books, Fiction, Non-Fiction, Early Readers (in four levels), First Chapter Books, Graphic Novels, and Kits.

## **Children’s Audio Visual Collections**

### **Children’s Videos**

This includes feature films for children and families, television-based series, educational videos, and picture books on film. The intended audience is from birth to about nine years old, weighted more heavily towards the younger range. Videos with a PG rating may be included. Multiple copies are warranted for the most popular titles, such as recent feature films.

Most materials are in DVD format; we recently added a starter collection of Blu Rays. This collection is fairly small compared to those at similarly sized libraries. It will likely decline in size as more kids and families turn to streaming and cable for their video choices, but its current steady use indicates that this format will be valued by some library patrons for a while still.

### **Children's Audiobooks**

Books on CD and books on Playaway are collected. Books on MP3 were purchased in past years but were discontinued due to low use. Fewer children, families, and cars use CD players than in the past, so the CD portion should steadily reduce over time. CD Audiobooks will also reduce as our eAudiobook collection use continues to grow.

### **Kits**

For many years, kits have consisted of book/CD combinations. In 2021 we began purchasing "Wonderbooks," which offer books with the sound piece built in. Because of the decline in CD players, moving towards formats like this is preferred.

### **Music**

We maintain a small collection of children's music on CD. As with Kits and Audiobooks, CD technology is less available. Some libraries offer children's music through streaming subscription platforms such as Hoopla, which could be the best direction for us to go as well.

### **Magazines**

We currently have a small collection of children's magazine subscriptions. The number of print magazines steadily decreases as titles are discontinued or shifted to online only. An online platform seems like the best eventual direction for this collection.

## **Young Adult Collections**

### **YA Fiction**

Young Adult Fiction ranges from grades 7 through 12. It includes a wide variety of genres, age ranges, and styles. Contemporary teen fiction can get dated fairly quickly, which must be considered when weeding. Owning multiple copies of the most popular titles is warranted.

General YA Fiction is arranged alphabetically by author, but display shelves that group books by genre or age level can make browsing much easier. This can take the form of rotating "staff picks" shelves, book bundles, or other methods.

### **YA Graphic Novels**

This popular collection is currently divided into three groups: Super Heroes, Fiction, and Manga. As the field expands, more groups could be added if warranted. Super Heroes includes the popular DC and Marvel groups, as well as more recent creations. Fiction is a growing area, with new authors and artists expanding the breadth of the collection. Manga books are published in series. Depending on popularity, we may collect a full series or opt for a smaller sampling of titles.

**YA Nonfiction**

This is a smaller collection focusing on books that specifically connect to teen experiences. Topics include self-help, memoirs, identity, adolescent development, school experiences, and popular culture. Nonfiction such as history and science that is written for a teenage audience typically go into Adult or Children's Nonfiction.

**YA Spanish**

We currently maintain a small collection of books for teens in Spanish, with a mix of fiction and nonfiction.

## Collection Development Policy – Appendix B: Priority Goals for 2024-2027

This document established priorities for collection development during the current year. Goals will be reviewed annually by the Library Director and the Library Services Manager, in collaboration with the Adult Services Librarian and the Youth Services Librarian.

1. Establish **size goals** for each collection, based on allocated shelf space and the ability to integrate face-out displays.
2. Develop a plan and processes to regularly evaluate collections utilizing an **equity/diversity/inclusion** lens.
3. Analyze collection **budgets, including print, a/v, and digital formats** based on circulation, use, participation in the LINCC consortium, and cost in preparation for possible budget adjustments in the future.
4. Develop a long-term plan for **identifying and addressing collections and formats that might decrease in usefulness**.
5. Complete the **Weeding and Repair Guidelines** for library materials.

## Collection Development Policy – Appendix C: Weeding and Repair Guidelines

### Weeding and Repair - Overview

The Wilsonville Public Library maintains a regular schedule of weeding for all collections. The weeding process involves removing materials with declining popularity or usefulness. Weeding is essential to maintaining a useful and vibrant library collection. The results of a thoughtful and consistent weeding process include:

- Plenty of space on the shelves for new items
- Informational materials that are more current and accurate
- Greater visual appeal of library collections
- Easier, more efficient browsing experiences for patrons
- Increased opportunities for face-out displays
- Responsive adjustments to changes in society and in publishing

When materials are removed from the collection, the library explores several options to re-purpose the items, including:

- Giving to the Friends of the Library to sell online or at their bookstore
- Offering them to library visitors through the “free” shelf in the lobby
- Offering them to other community book outlets, such as Little Free Libraries, when appropriate
- Recycling materials when possible if they are not used by the Friends or patrons

When items are damaged, library staff may elect to repair, rather than weed, on a case-by-case basis. While most items in poor condition will be discarded or replaced with new copies, repair can be the best option for hard-to-replace items that still have value to the collection.

### Weeding and Repair - General Guidelines

Upon finding books that are in disrepair, staff should put them on a designated shelf for review by a designated selector. Decisions of which items to weed (and what to repair) generally fall within the purview of the Adult and Children’s Services Librarians. Adult and Children’s materials (as well as separate collections within each of those areas) will require differing particulars with regard to weeding. Therefore, the main selector for each collection should also be in charge of weeding the collection.

As of this writing, there is a dedicated staff member, with appropriate repair tools, who is responsible for repairs to selected books and other materials. If, in the future, the repair position is eliminated or limited, the standard for deciding whether materials are suitable for repair (rather than discarding or replacing them) may shift accordingly. In general, weeding or replacing materials should be preferred to repairing them, due to the staff time involved in repair, and the overall look of the collection.

In reviewing materials for weeding, there are no absolute rules in deciding whether to discard, repair, or reshelv books. In general, however, selectors may use the following criteria:

#### Books:

**Age/topicality of item** – Does the book contain outdated or invalid information? In this case, the tendency should usually be to weed the item. Where possible, the selector should ensure that outdated nonfiction books are replaced with more topical or relevant titles to maintain breadth. If nothing newer and/or better is available on a given nonfiction topic, however, extra care should be taken when deciding to discard the worn copy.

Fiction books are generally easier to weed, although the selector should keep in mind that fiction ‘classics’ often circulate poorly. These should not be heavily weeded if the goal is to preserve the breadth of the fiction collection. Classic titles can usually be replaced by new copies without difficulty.

**General physical condition of item** – Selectors should ask whether the item looks good on the shelf. Is the spine broken or bent? Would a new plastic jacket or a shot of cleaning spray improve its appearance by enough to make it shelf-ready again? Selectors should prefer discarding or replacing to repair, however.

**Scarcity of item** – Certain categories of books, including large-print and hardcover science fiction titles tend to be very costly to buy in identical form from the second-hand market. Decisions to discard these titles should therefore be made more carefully, as if they are high- or steady-circulation items, it may be better to preserve the hardback, even in less than ideal condition, than to replace it with a paperback.

#### **A/V:**

In general, A/V items (especially fiction) can be weeded based on circulation figures. Care should be taken, where possible, to keep films or audiobooks that are likely to retain some popularity or that might become classics. A/V materials should only be kept if they are in good condition and free from scratches and skips. A periodic review of an item’s total circulation numbers (e.g. >300 circs) can be useful in determining whether a given A/V item might need to be checked for cleaning or replacement. Ephemeral popular items can be rapidly weeded when demand dies. At this writing, Wilsonville Library owns a CD/DVD polishing machine that can be used to buff the mild to medium scratches out of most types of A/V discs, extending their shelf life.

#### **E-Materials**

E-materials are not under the direct control of Wilsonville Library, and we therefore have no say in what is weeded. However, when weeding in print and A/V collections, the selector should take into account whether our e-material collections have a generally available e-copy of the title that could serve as a backup copy for less popular physical material that is or should be weeded.

#### **Other Collections**

Other Library collections (e.g. Library of Things, puzzles, etc.) should be weeded as it seems necessary. More specific information on how to decide on the suitability of items in these collections can be found in the collection descriptions in the body of this document.



## WEEDING PROCESS

There are two methods for weeding a given collection:

1. Ad Hoc – Shelves may be weeded by hand, usually looking for items with unnecessary extra copies, or those that seem older, worn, or superseded. This type of weeding can (and should) be undertaken at any time, and will strengthen the overall appearance of the collection.
2. Generated List – All collections should be reviewed at least once per year using a customized weeding list generated by the catalog software. Currently, Wilsonville Library uses Blue Cloud Analytics as the resource to create Generated Lists. Selectors should contact the Adult Services Librarian and Youth Services Librarian for further information on the use of Blue Cloud Analytics. Generally, only items that have been on the shelf more than two years should be eligible for weeding. Some factors to consider in judging the fitness of given items within a collection are:
  - Number of circulations (both in the current year, and total)
  - Last checkout date
  - Date item was added to collection
  - Publication date

The Generated List method can give a very thorough result, but special care should be taken not to decimate a given area of a collection. In non-fiction, many subject areas have lower than average circulation, and a selector who weeds robotically from a list will clear-cut whole sections of the nonfiction collection unnecessarily. *Just because an item appears on a generated list does not mean it **must** be discarded!*

Finally, different collections should focus attention on aspects of weeding. The Travel collection is (one) example of a collection where a selector should place special emphasis on keeping only the newest materials, while in Fiction collections, weeding best practice might be more focused on keeping each of the three volumes of a trilogy on the shelf.

## Weeding Schedule *(to begin January, 2022)*

This weeding schedule's intent is to provide selectors with timelines to weed their assigned collections during the course of a calendar year and inform library staff of weeding timelines. The schedule also provides an opportunity for selectors to report on the size of their collection with any recommendations to increase, reduce or maintain current level to Adult and Youth Services Librarians. Weeding of assigned collections may happen during the month the weeding needs to be completed, typically this weeding time frame occurs with smaller sized collections. Larger sized collections typically would be weeded throughout the year and be completed by the assigned completion month. Selectors should inform library staff of any sizeable collection weeding done outside of the weeding schedule.

## WVPL Collections and Selectors - Updated August, 2024

Area	Collection	Staff	Time Commitment	Collection Weeded By	Size of Collection Reported By
Children's	Board Books	Jo	Low	February	February
Children's	Picture Books	Jo	High	December	December
Children's	Early Readers	Ann	Medium	August	August
Children's	First Chapter	Sam	Medium	April	April
Children's	Fiction	Sam	High	December	December
Children's	Graphic Novels	Ann	High	November	November
Children's	Nonfiction	Jo	High	November	November
Children's	Nonfiction Series	Jo	Low	March	March
Children's	Spanish	Crystal	Medium	August	August
Children's	Parenting	Jo	Low	February	February
Children's	DVDs	Ann	Medium	March	March
Children's	Audiobooks	Jo	Medium	April	April
Children's	Kits (inc Wonderbooks)	Jo	Low	May	May
Children's	Music CDs	Sam	Low	February	February
Children's	Magazines	Jo	Low	January	January
YT	Fiction	Sam	High	December	December
YT	Nonfiction	Jo	Medium	November	November
YT	Graphic	Sam	High	November	November
Teen	YA Fiction	Jo	High	December	December
Teen	YA Graphic Novels (inc Manga)	Brad	Medium	April	April
Teen	YA Nonfiction	Brad	Low	February	February
Teen	YA Spanish	Crystal	Low	February	February

Area	Collection	Staff	Time Commitment	Collection Weeded By	Size of Collection Reported By
Adult	General Fiction	Shasta	High	December	December
Adult	Best Sellers / Lucky Day	Shasta	Medium	As Needed	June
Adult	Mystery	Malia	Medium	July	July
Adult	Science Fiction	Malia	Medium	May	May
Adult	Western	Malia	Low	March	March
Adult	Christian Fiction	Malia	Low	February	February
Adult	Graphic Novels	Ethan	Low	April	April
Adult	Large Print	Malia	Medium	June	June
Adult	General Nonfiction	Greg	High	December	December
Adult	Nonfiction Sections: 680-699 + 700-799	Burton	High	December	December
Adult	Northwest	Greg	Low	February	February
Adult	Audiobooks	Burton	Medium	June	June
Adult	CD Music	Burton	Low	March	March
Adult	DVDs	Malia	Medium	June	June
Adult	Library of Things	Angelika	Medium	June	June
Adult	Spanish	Crystal	Medium	June	June

## Wilsonville Public Library Collection Development Policy – February 2024

### Mission Statement

Wilsonville Public Library strives to provide equitable access to information to the diverse Wilsonville community, supporting civic engagement, lifelong learning, and intellectual freedom, with the goal of enlightening, empowering and enriching the lives of Wilsonville’s community members.

### Purpose

The Wilsonville Public Library (WPL) Collection Development policy provides a framework for the growth and development of collections in support of the mission of the Wilsonville Public Library. The Library seeks to provide a collection that balances viewpoints across a broad spectrum of opinion and subject matter in formats suitable to a variety of learning and recreational interests.

Collection development at WPL is founded on the principles of intellectual freedom and equal access for all. The Wilsonville Public Library has adopted the American Library Association’s [Library Bill of Rights](#), [Freedom to Read](#), and [Freedom to View](#) statements as part of its selection policy. The library maintains that only parents and guardians have the right and responsibility to determine their minor children’s access to library resources.

This policy is intended to inform library users, as well as the community at large, of the guidelines used for the development and maintenance of the materials collection offered by the Wilsonville Public Library. In addition, the policy serves as a guide for library staff assigned to collection development in the selection, retention and maintenance of library materials by establishing roles, responsibilities and a process for addressing library user concerns.

### Revisions

The Library Board will review this policy at least every three years in conjunction with the Library Director.

### Access

The library makes its collections available to all. Selectors decide how many copies to buy and where to locate them by considering anticipated demand, the interests of local library users, physical space limitations and available budget.

As part of the LINCC (Libraries in Clackamas County) consortium, LINCC card holders have access to WPL library materials as well as library materials in all LINCC member libraries. Budget and space limitations, as well as local needs, preclude the library from duplicating the specialized and comprehensive collections that exist elsewhere in the greater Portland area. In addition to participating in the LINCC consortium, Wilsonville Public Library participates in a cooperative interlibrary loan network in order to expand the

range of materials available to library users, while minimizing duplication of lesser-used materials owned by other area libraries.

### **Collection Formats**

WPL maintains collections in varied formats to best meet the diverse needs, interests, and abilities of its residents. Frequent changes in electronic and digital resources necessitate continual evaluation of online resources for currency, cost, value and usage. While new formats can lessen the value of existing formats for some users, the library will consider how economic and technological inequities might limit access to new formats for portions of the community.

### **Collections**

Descriptions of the content and purpose of collections and sub-collections can be found in [Appendix B: Collection Profiles](#).

### **Budgets**

Collection budgets are established by the Library Director annually, with approval of the City Council, as part of the City of Wilsonville budget. Within the overall budget, the Library Director, with input from staff, establishes budget amounts for sub-collections based on a variety of factors, including:

- Popularity and usage
- Costs of materials or subscriptions
- Anticipated growth or decrease of collections
- Anticipated changes in use of various formats
- Collection size goals

### **Selection and Maintenance Guidelines**

Materials within our collection are selected to support the mission of the library and its strategic goals as outlined in the Wilsonville Library Strategic Plan. The library's collection is a vital and dynamic entity. New resources are continually added to the collection and existing items are systematically reviewed for their ongoing relevance and value to the community.

### **Selection**

Ultimate responsibility for materials selection for the Wilsonville Public Library rests with the Library Director, who entrusts to professional staff the responsibilities of selecting and deselecting materials. Selection is jointly coordinated by the Adult Services Librarian and the Youth Services Librarian, supported by several selectors with primary responsibility for specific collection areas.

WPL strongly encourages the input of community requests and recommendations which are subject to the same selection criteria as any other item added to the collection. Highly specialized materials of limited community interest will not generally be selected. Addition of any material to the Library's collection does not represent an endorsement of any theory, idea, or policy contained therein. When developing the library collection, staff use their training, knowledge and expertise along with the following general consideration for selecting materials for all the Library's collections:

- Current and potential relevance to community needs
- Current or anticipated demand
- Positive professional review or awards
- Local significance of the subject or author
- Relevance to the existing collection's strengths and weaknesses
- Reflection of all reading levels
- Reputation and/or significance of author, publisher or producer
- Suitability of format to library circulation and use
- Price and availability within the scope of the overall budget
- Availability at other LINCC consortium member libraries
- Digital licensing requirements
- Ease of use
- Accessibility to users of various abilities and resources
- Speed, flexibility and layout/appearance of electronic resources

Items generally excluded from selection include:

- Textbooks, workbooks and other curriculum-related work, unless they are considered useful to the general reader as an introduction to a subject and their presentation is superior to other sources
- Abridged materials
- Academic, scholarly or technical materials that are traditionally carried by academic and special libraries
- Self-published materials, unless they meet the selection criteria
- Used materials, unless they are in very good physical condition

### **Requests for Reconsideration of Materials**

If local residents have concerns about materials in the library collection, they are welcome to share those with the library. They are invited to fill out a "Library Service or Material Statement of Concern" form. The Library Director and appropriate staff will review the concern, and with the advice of the Library Board, take appropriate action.

## Equity, Diversity, and Inclusion

The library collection should reflect the diversity (racial, ethnic, religious, cultural, and economic) of the country and the world, as well as of our community. Library users of all abilities should have full access to the library collection. When selecting materials, staff recognize the need for items that expand the inclusiveness of the collection, providing materials that reflect the reader's own worlds ("mirrors"), provide insight into less familiar experiences ("windows"), and invite readers to immerse themselves in new environments ("doors"). In evaluating content that reflects the lives of marginalized groups, selectors will pay particular attention to materials created by members of those groups.

## Marketing and Promotion of the Collection

The library places a high value on the effective marketing and promotion of materials. Promotion in this context does not necessarily endorse particular viewpoints or subjects by the library, but is rather based on visual appeal to enhance circulation and call attention to noteworthy materials or topical issues. Methods of promotion could include:

- Rotating displays
- Shelving of targeted collections in highly visible areas
- Face out display
- Creation of special collections

In addition to designated areas of display, general collections throughout the building are maximized for materials display. Collection sizes are maintained at levels which provide enough space so that items may be highlighted throughout the area. Examples of displays within the regular collections could include:

- One face out item at the end of each shelf
- Face out items alternating with spine out ranges on a single shelf
- Slanted display shelves mixed in with flat shelves

Each collection will be assigned a target size, based on shelf space and display potential. Selectors in each area are responsible for maintaining the collection sizes through weeding.

## Maintenance

Staff reviews various collections regularly. Withdrawal decisions are influenced by many factors including:

- Physical condition
  - See [Appendix C: Weeding and Repair Guidelines](#)
- Patterns of use
- Holdings of other LINCC libraries
- Number of copies in the collection
- Relevance to the needs and interests of the community
- Current demand and frequency of use
- Accuracy and timeliness

- Local interest
- Availability elsewhere including other libraries and online resources
- Space constraints

### **Priority Goals**

Under direction of the Library Director, professional staff will develop a list of prioritized collection goals with clear objectives and annually and work to complete them by the end of each year. See [Appendix B: Priority Goals](#).

### **Disposal of Withdrawn Materials**

Materials that have been withdrawn from the collection may be sold, discarded, or given away to the public or local organizations, as approved by library management.

### **Gifts and Donations**

All items donated (or presumed to be donated) to the Wilsonville Public Library become the property of the library. The Library reserves the right to accept or refuse gifts of materials or funds and any conditions placed upon accepted gifts of materials or funds. The Library will provide a donation receipt upon request for all donations in cash or kind, but will not determine the value of such donations for the donor. Donated materials are subject to the library selection and deselection criteria. Donated items not added to the collection will not be returned to the donor(s).

The Library makes every effort to dispose of donated materials it cannot use through partnerships such as the partnership with the Friends of Wilsonville Public Library and other established outlets. The Friends of Wilsonville Public Library sell selected donated materials through various venues. Revenues raised by the Friends of Wilsonville Library through the sale of donated items support WPL services and programs.