

I MISSION

We are a cornerstone of the community, providing diverse gathering spaces, opportunities to learn, access to vital resources, and programs for the enrichment of all.

II PURPOSE

The Collection Development Policy reflects the Library's stated mission. This policy guides staff, and informs the public, in the principles of collection management. Collection development is the ongoing process of assessing materials for selection, acquisition, maintenance, and retention. This policy describes the role of collection development and management in achieving the strategic objectives and addressing Library user concerns.

III SCOPE

The collection offers materials in choices of format, treatment, language, and level of difficulty. "Materials" has the widest possible meaning and includes but is not limited to print, audiovisual, and electronic formats. "Collection" is defined as materials that are selected for the Nampa Public Library; those selected materials may be physically owned by Nampa Public Library or may be accessed via digital medium. "Selection" refers to the decision that must be made to add a given item to the Library collection and made accessible either in a physical location or through digital means.

IV FUNDING

Nampa Public Library is funded by property taxes as a city library established according to the laws of the State of Idaho. The library depends on these funds to maintain and add to its collections. The library seeks to supplement tax funds by applying for grants and by encouraging monetary donations from individuals and community groups.

Furthermore, sharing agreements are established with Lynx! Consortium members to enhance the library resources available to the citizens of Nampa.

V RESPONSIBILITY FOR SELECTION

The Board of Trustees delegates authority of selection of materials to the Library Director and those members of staff designated by the Adult Services Manager and Youth Services Manager as selectors, who are charged with meeting the goals of the collection development policy.

VI SELECTION GUIDELINES, PRACTICES, AND CRITERIA

The Nampa community includes people from diverse educational, cultural, and economic backgrounds who display a variety of interests, needs, values and viewpoints. Selection is a subjective process, requiring a general knowledge of the subject and recognition of the needs of the community. Material is judged on the basis of the content and style of the work as a whole, not by selected portions or passages.

Library materials are selected for their value as informational, educational, cultural, and recreational resources. Selectors recognize the importance of informed citizens who are familiar with their heritage

and with issues facing the community. Library customers will find materials to stimulate their imaginations and enhance their leisure time. Selectors support the role of hot and new titles sections by selecting materials to serve the full range of ages, cultures, lifestyles, education, reading, and technology skills of citizens. The collection includes diverse points of view and a choice of formats, treatments, and levels of difficulty. The selectors apply professional standards and work within specific selection and review procedures.

The collection is generally not archival, and items are expected to be used frequently. The selectors oversee an annual assessment to ensure that the collection meets current needs and that a substantial percentage of the materials are less than five years old.

The following general criteria are used in selecting materials for addition to the collection:

- Importance and value to the collection and library users based on target audience.
- Significance of the subject matter.
- Current appeal and popular demand.
- Local interest.
- Cost and budgetary constraints.
- Authority, accuracy, and artistic quality.
- Professional reviews
- Timeliness
- Representation of diverse points of view and broad knowledge base
- Relevance to community needs
- Suitability of formats for library use
- Availability and demand at other Lynx! Consortium libraries
- For items that do not meet selection criteria Nampa Public Library provides interlibrary loan services as part of our basic library assistance

VII DONATIONS, MEMORIALS AND TRIBUTES

Donations can be made to the Library for the purchase of items to honor or memorialize loved ones or friends. In the case of a cash gift for the purpose of memorial, tribute or other recognition, the donor has the option of helping select the subject and/or audience of the item(s) to be purchased. A book plate can be affixed to the book with acknowledgment of the donation. Should the donor indicate no preference for a specific use of the gift, the donation will be used for materials, equipment or programs that are deemed to be of greatest need to the library. Donations are subject to the same criteria as purchased materials.

VIII PLACEMENT OF MATERIAL

Library materials are organized and maintained to enhance accessibility. Placement of materials is determined by library selection staff. Materials shall not be restricted, sequestered, or altered.

IX WEEDING OR WITHDRAWAL OF MATERIALS

The withdrawal of materials, also called weeding, from the collection is an ongoing part of collection development. Materials that are worn, damaged, outdated, duplicate, no longer accurate, and no longer used may be removed from the collection. The professional staff of the library, under the authority of the Library Director, will be solely responsible for the weeding of the collection. (Evaluation and management of the collection is guided by professional manuals and guidelines.)

X CONSTITUTIONAL PROTECTION

The Library Board considers all materials selected under this policy to be constitutionally protected under the First Amendment of the United States Constitution and the Idaho State Constitution.

XI SPECIAL COLLECTIONS

Special collections are materials shelved in specified locations that are selected based on uniquely identified local interest and do not follow the general selection guidelines for the majority of the Library's collections. Nampa Public Library has established the following areas as "Special:"

NAMPA HISTORY COLLECTION

The Nampa History Collection includes materials where the primary subject or significant portion relates to Canyon County, Owyhee County, Gem County, Payette County or townships within those counties, Native Americans of the Southwest Idaho region, natural history (including field guides), mining, religion, literature, music, travel, directories, etc. Also, published documents of the City of Nampa and Canyon County will be included.

a) Access

Materials shelved in the Nampa History Collection are accessible to patrons through the library's catalog and are available for use on the third floor of the library only. Exceptions to these guidelines are made only rarely, and only by the librarian responsible for the collection or by the Library Director. To discourage theft and vandalism, users may be asked to secure any material taken from the collection with a library card or some form of photo identification.

b) Formats

Formats to be included are bound printed materials, sound recordings, video recordings and microfilm. Future acquisition of photographs will be added where a digital format is available.

c) Gifts

- i) Gifts are added to the Nampa History Collection in accord with the collection's general selection criteria. Because of the obscure and ephemeral nature of much local material, gifts play an important part in the collection's development, and such gifts are encouraged and are gratefully acknowledged. The Library will work with donors in honor of an individual, a family, a company, or an organization.
- ii) Every effort is made to refer donors of material/formats that are not collected to a more appropriate institution. Photographs or non-bound documents will be considered when accompanied by provision for digitization.

SPANISH LANGUAGE COLLECTION

The Spanish language collection reflects the local heritage, culture, and variety of reading levels within Nampa's Spanish speaking community. Materials are selected using the same guidelines for adult/ children's material in English.

ADULT LEARNING CENTER COLLECTION

The Learning Center aims to provide reading and educational materials for beginning adult readers, adult basic education, and high school equivalency preparation.

These materials should have an appearance intended for adult or teen users. Books in this Learning Center are identified as “High Interest/Low Vocabulary” to promote adult literacy.

REQUEST FOR RECONSIDERATION

The Library Board supports intellectual freedom and subscribes to the principles of the American Library Association Bill of Rights <https://www.ala.org/advocacy/intfreedom/librarybill>. The library staff applies the standards described in the Library Bill of Rights and Section VII Selection Criteria of this policy to provide books and materials that reflect the diversity of viewpoints within the community.

Pursuant to Title 33, Chapter 27 of the Idaho Code, the Board of Trustees has among its powers the authority to establish policies for the governance of the library. The responsibility for selection of library materials rests with the library staff as assigned through the Library Director. While someone may find a particular item offensive, selection of materials will not be based upon any anticipated approval or disapproval, but rather on the merits of the material and its value to the collection.

The Nampa Public Library serves the community of Nampa. Selection of books and other materials is guided by community interest and demand and is grounded in the library's Collection Development Policy (a copy is available on request). If you feel that a particular item is not suitable for inclusion in the library's collection, please complete this form and either give it to a librarian or send to the Library Director (215 12th Ave S., Nampa, ID 83651).

Requests for reconsideration regarding materials belonging to the Nampa Public Library may only be made by City of Nampa residents who have an active Nampa Public Library card or by Non-residents who own property within the City of Nampa and who have an active Nampa Public Library card.

Once the completed form has been submitted, the Library Director will meet with the Library Materials Review Committee to evaluate the material in question and consider the merits of the completed request form. A decision will be made regarding whether to change the status of the material within 30 days, with written reasons for the decision conveyed to the patron making the request. If the requesting party is not satisfied, they may appeal the decision to the Library Board at a regularly scheduled Board Meeting. After receiving public testimony from patron or other interested parties, the Board will decide whether library policies have been followed and whether to change the status of the material in question. The decision of the Library Board shall be final.

Please Complete:

Today's Date: _____

A. Description of item concerned:

Check one: Book Magazine/Newspaper Video/DVD
 CD Other (Describe)

Author/Artist:

Title:

Publisher or Distributor / Date :

B. Questions about the item:

1. Summarize the reason for requesting reconsideration of this work. What do you find objectionable and/or offensive about this item? Please give specific examples, including listing pages or sections (attach additional sheets if needed):

2. Did you read/hear the entire work? Yes No

If not, what parts did you read/view/hear? Please include page numbers.

3. What concerns you about this item?

4. What do you believe is the theme or intent of this item?

5. What action would you like the library to take regarding this item?

6. Are there other resources you suggest providing additional information and/or other viewpoints on this topic?

7. Do you have a recommendation for an alternative to this item?

C. To respond to your request, we need the following information:

Your name:

Library card number:

Phone Number: _____ Email Address: _____

Home/Property Address:

Representing: Self Organization (Name) Other (Identify)

D. Signature of person submitting the Request for Reconsideration Form:

_____ Date: _____