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## COLLECTIONS

### 5.1 Collection Development

#### **PURPOSE OF POLICY**

This collection development policy has been prepared by the director and staff of the Juneau Public Libraries. Its purpose is to guide the library staff in the selection of materials, and to inform the public about the principles upon which the library's collection is developed and maintained. This policy will be reviewed every three years by the library director and updated as needed.

#### **MISSION AND CLIENTELE**

The Juneau Public Libraries are the open door to exploration and lifelong learning, providing free access to shared resources and programs that entertain, enlighten and educate. The primary mission of the Juneau Public Libraries is to offer free access to resources that meet the reading and information needs of the public. The library strives to offer the most complete and balanced collection possible within existing financial and physical limitations. Providing free access to materials which satisfy educational, cultural, informational, and recreational needs of constituents of all ages, backgrounds, and occupations is a central concern, which must be met both by the library and its consortium partners.

With grant funding from the Alaska State Library, Juneau Public Libraries administer the mail service program for the state of Alaska. The library curates a collection geared toward patrons of the mail service program, but accessible to Juneau residents as well.

The Juneau Public Libraries are a department of the City and Borough of Juneau. The Juneau Public Libraries have three branches: The Downtown Juneau Public Library (located atop the Marine Parking Garage on the waterfront), The Mendenhall Valley Public Library (located in Dimond Park) and the Douglas Public Library (located in the Douglas Community Building, a shared facility with Capital City Fire/Rescue). Library staff offices are located at the Downtown and Mendenhall Valley locations.

The Juneau Public Libraries serve the general public by providing materials, reference assistance and referrals to appropriate special or research libraries in the Juneau area, including the Alaska State Library, Alaska Court Law Library, University of Alaska Southeast Egan Library, the Sealaska Heritage Institute Library and various other state and federal libraries. Juneau Library cardholders have access to the Alaska Library Consortium catalog which is comprised of more than 60 libraries across the state of Alaska.

## **COMMUNITY DESCRIPTION**

Juneau is the capital city of Alaska, located on the Gastineau Channel. The Library's service area is all of the City and Borough of Juneau. According to the 2020 US Census, the population of the City and Borough of Juneau was 32,255.

According to the 2020 US Census Juneau area residents are 64.7% white. Alaska Natives constitute 10.6% of the population and persons of two or more races constitute 11% of the population. Asians account for 6.9%, Hispanics 6.8%, Pacific Islanders 1% and Black or African Americans 1%. Sealaska Heritage Institute estimates that about 20% of Juneau's residents are of Alaska Native heritage.

12.8% of the population speak a language other than English at home. Common spoken languages besides English include Tagalog, Spanish, Alaska Native languages and Polynesian languages. There is a strong community effort to continue to revitalize Southeast Alaska Native languages including Lingít, Haida (Xaad Kíl) and Tsimshian (Sm'algyax).

5.8% of the population is under 5 years of age. 21.5% is under 18 years of age. Persons 65 and older make up 12.5% of the population. 96.4% of the population 25 or older are high school graduates. 38.4% of adults 25 or older possess a bachelor's degree or higher.

## **COLLECTION RESPONSIBILITY**

The library director has the final responsibility for the maintenance and development of collections in all three of Juneau's public library facilities. The technical services manager coordinates the acquisition of books and other resources for all adult and juvenile sections of all branches.

Newly published titles are chosen by a selection committee which works continuously to ensure a constant supply of new additions to the library's collection. The technical services library manager, in consultation with the director and other appropriate staff, is responsible for replacement, retrospective and standing order selection. Any library staff member may recommend titles for consideration.

Purchase suggestions from library users are encouraged. [Purchase suggestions](#) can be entered on the library's website. All Interlibrary Loan requests are considered for potential purchase. Multiple reserves on a title are considered as requests for duplicate copies. The technical services manager will review all purchase requests, and determine whether they fall within selection criteria. The factor of potential use will be weighed in these purchase request decisions.

## **SELECTION GUIDELINES**

Selection of materials is based on the professional judgment of the library staff, which is guided by the needs of the community and the balance and comprehensiveness of the collection. Selection tools include, but are not limited to, Booklist, Library Journal, AudioFile, and Hornbook. No single standard exists which can be applied in all acquisitions decisions. Some material must be judged primarily on its artistic merits, some on its scholarship, some on its value as a human document; other materials are intended to satisfy recreational and entertainment needs. Each item needs to be considered in terms of

the audience for whom it is intended. Materials are judged on the basis of the work as a whole, not on a part taken out of context.

General criteria considered in evaluation and re-evaluation of materials for the Juneau Public Libraries include the following:

- (1) Administrative criteria
  - a. Suitability of physical form for library use
  - b. Availability of material in other area library collections
  - c. Price and available space
- (2) Substantive criteria
  - a. Cultural, recreational, informational and/or educational value
  - b. Usefulness in relation to other materials in the collection
  - c. Suitability of content and style for intended audience
  - d. Contribution toward a balanced collection representing a broad range of perspectives and opinions, including extreme and/or minority points of view
  - e. Authority, effectiveness, timeliness of presentation
  - f. Attention of critics, reviewers and public
  - g. Reputation, popularity, and/or significance of author
  - h. The amount of anticipated use of the item

Two categories excluded from the collection as clearly not within selection criteria are

- forms of expression that are not protected by the First Amendment and
- explicit and direct instructions for the manufacture of contraband materials.

## **INTELLECTUAL FREEDOM**

One of the essential purposes of the public library is to be a resource where the free individual can examine many points of view and make their own decisions. The library does not promote particular beliefs or views, nor is the selection of any item equivalent to endorsement of the viewpoint of the author expressed therein. In a pluralistic society, the library has an obligation to its community to reflect its diversity, even if our inclusiveness offends various segments of that community.

The library endorses the American Library Association's [Library Bill of Rights](#), [Freedom to Read Statement](#), [Freedom to View](#), and the [Code of Ethics of the American Library Association](#). These four documents are considered guiding principles for this collection development policy.

Access to library materials will not be restricted beyond what is required to protect materials from theft or damage.

Responsibility for supervising a child's library use rests with parents or legal guardians. Parents who wish to limit or restrict the activities of their own child should personally oversee that child's use of library materials.

## **CONSERVATION**

The Juneau Public Library supports the efforts of the major historical collections in the state and region, rather than maintaining an active collection of rare and valuable items. Therefore, the library does not attempt extensive conservation or preservation of historic materials.

In-house mending is done for ordinary wear and tear.

## **STORAGE AND DISCARD**

All library staff members participate in the ongoing process of deselection or weeding. As space in the stacks becomes tight and/or as items no longer appropriate are identified, the library will move materials to remote storage or withdraw for discard. Prime candidates for de-selection are:

- Items which contain outdated or inaccurate information, unless historically valuable
- Superseded editions
- Worn out or damaged items
- Seldom used materials

Items withdrawn from the collection may be given to the Friends of the Library for sale to benefit the Library and its programs

## **COOPERATIVE RELIANCE**

The Juneau Public Libraries' operating assumption of a single collection in three locations is based on active resource sharing and extensive cooperative reliance. Collection development is centralized for the public library system as a whole.

At a statewide level, Juneau Public Libraries are a member of the Alaska Library Catalog, which facilitates resource sharing among libraries of all types within the state.

The impacts of the improved access provided by these cooperatives include less need for duplicate titles, as well as increased ability to broaden and strengthen the system's holdings with unique titles.

Use of these cooperative arrangements have great impact on collection development. They give Juneau Public Libraries the ability to support both core and special interest collections at a reasonable level, while increasing coordinated and cooperative reliance on other libraries for materials in areas of niche interest.

## (5.2) Reconsideration of Library Materials

### **RECONSIDERATION**

Juneau Public Libraries endeavor to acquire materials representing diverse points of view, and not restrict or censor materials. Parents or legal guardians are responsible for the reading and viewing of their children and adolescents. Individual users of the library make their own choices about the types of items they would like to read, view or listen to.

Recognizing that a collection representing diverse viewpoints may result in some complaints, a procedure is in place to assure that complaints are handled in an attentive and consistent manner.

Selection of materials is not made on the basis of anticipated approval or disapproval of their contents and no library material is sequestered except to protect it from damage or theft. The suitability of particular materials may be questioned by a borrower and reconsideration formally requested in accordance with the following procedure.

Materials will only be removed at the request of the public if they clearly do not meet any of the library's selection criteria.

A patron request for removal, relocation, or restriction of an item shall be presented to the library director using the "Request for Reconsideration" form, available by request. Materials shall not be removed, relocated or restricted during the reconsideration process.

The library director shall appoint a standing committee of no fewer than three staff members to reconsider questioned material. This reconsideration committee shall:

- Read, view, or listen to the material in its entirety
- Check general acceptance of the material by reading reviews and consulting recommended lists
- Judge the material for strengths and values as a whole and not in part, and apply all appropriate substantive criteria to the work
- Present a written recommendation, which may include a minority opinion, to the library director within fifteen business days of submission of the written reconsideration request

The library director shall convey the recommendation of the committee to the patron. The library director will discuss the decision with the patron, if requested.

No further appeals will be heard. No other reconsideration of this material will be addressed.

### (5.3) Gifts

The library accepts donations of materials, or money to purchase them, with the following understanding:

- To be added to the collection, gift materials must meet established selection criteria
- Gift materials not retained for the collection may be given to other libraries, schools or nonprofit groups, sold to secondhand book dealers or other libraries at fair market price, sold at Friends of the Library book sales, discarded or otherwise disposed of, entirely at the library's discretion

It is the policy of the Library not to accept special collections of books and like material to be kept together as a separate entity.

No condition or restriction on gifts can be honored unless agreed upon by the library director and donor in advance of delivery of the gift. The library cannot legally appraise gifts for tax purposes. Donors are offered a signed and dated receipt for tax purposes. This form provides for the donor's own description and/or valuation of the donation.

For those who wish to donate items in someone's memory, the library has the following suggestions:

- A check made out and sent or delivered to Juneau Public Libraries rather than to the bereaved family will relieve the family of the need to transfer the donation. The library will write to the family, telling them of the gift, the donor's name, and the title(s) chosen. The donor will receive a copy of this letter. The library needs the name and mailing address of the family member to whom the letter is to be sent, as well as the donor's name and mailing address.

The library provides a bookplate with a memorial inscription upon request.

#### (5.4) Supporting Documents

The following are supporting documents for the Juneau Public Library's Collection Development Policy:

- [The Library Bill of Rights](#)
- [The Freedom to Read Statement](#)
- [The Freedom to View Statement](#)
- [American Library Association Code of Ethics](#)
- [Diverse Collections: An Interpretation of the Library Bill of Rights](#)