

Collection Development Policies

Strong collection development policies address the unique needs of library patrons along with the mission of the institution so that selectors have a clear guide to selecting and deselecting materials. In developing or revising a policy, librarians should consider addressing the following elements: mission statement, purpose, audience, user groups, description of programs, subject areas, formats, and levels of depth. Policies should also address collection evaluation procedures, weeding, gifts, preservation, and agreements with other libraries that may impact selection. The linked policies were evaluated regarding inclusion of these elements but also reflect the diverse needs of libraries. For further reading, the "Guidelines for a Collection Development Policy Using the Conspectus Model" <http://www.ifa.org/publications/guidelines-for-a-collection-development-policy-using-the-conspectus-model> provides a succinct introduction to writing a collection development policy.

School Libraries

The International School, Portland
<http://library.intlschool.org/policies/>

Jackson County School District
<http://www.medford.k12.or.us/CodePrint.asp?CodeID=1340>

Hood River County School District
<http://www.hoodriver.k12.or.us/cms/lib06/OR01000849/Centricity/Domain/40/boardpolicies/8000/8251PROC-SELECTION-INSTRUCTIONAL-MATERIALS-MEDIA-CENTERS.pdf>

Oregon Trail School District
<http://www.oregontrailschools.com/cms/lib6/OR01001125/Centricity/Shared/Board%20Policy%20I/IIAarinstrmat.pdf>

Portland Public Schools
http://www.pps.k12.or.us/files/board/6_40_010_P.pdf
(Board Policy – Instructional Materials Selection)

Salem-Keizer School District
<http://www.salkeiz.k12.or.us/sites/default/files/salkeiz/documents/cur-w014.pdf>

Suislaw School District
<http://policy.osba.org/siuslaw/I/II%20D1.PDF>

Public Libraries

Baker County Library District
http://bakerlib.org/files/policies/BCLD_Materials-SelectionPolicy_2009-03-09.pdf

Eugene Public Library
<http://www.eugene-or.gov/index.aspx?NID=2450>

McMinnville Public Library
<http://maclibrary.org/index.php?pr=PolicyCollectionDevelopment>

Multnomah County Public Library
https://multcolib.org/sites/default/files/2012%20Collection%20Development%20Manual_0.pdf

Newport Library
http://newportoregon.gov/dept/lib/pdfs/Policy_manual.pdf
(page 13)

Tualatin Public Library

http://www.tualatinoregon.gov/sites/default/files/fileattachments/advisorycommittees/calevents/14156/collection_development_policy.pdf

Higher Education

Southern Oregon University

<http://www.sou.edu/policies/Library-collection-development.pdf>

Northwest Christian University

<http://www.nwcu.edu/library/policies/collection-development>

Oregon Institute of Technology

<http://www.oit.edu/libraries/about/mission/general-guidelines> (General Info)

<http://www.oit.edu/libraries/about/mission/general-guidelines/selection-guidelines> (Selection Guidelines)

<http://www.oit.edu/libraries/about/mission/general-guidelines/collection-management> (Collection Management)

<http://www.oit.edu/libraries/about/mission/general-guidelines/weeding> (Weeding)

<http://www.oit.edu/libraries/about/mission/general-guidelines/intellectual-freedom-and-controversial-library-mat> (Intellectual Freedom)

Marylhurst University

<http://docs.marylhurst.edu/mu/pdflibrary/LIB-Collection-Development-Policy-2012.pdf>

General

Montana State Library's Collection Development Policy Guidelines for School Library Media Programs

<http://msl.mt.gov/slr/cmpolsch.html>

ALA's Workbook for Selection Policy Writing (Schools)

<http://www.ala.org/Template.cfm?Section=dealing&Template=/ContentManagement/ContentDisplay.cfm&ContentID=11173>

Resources for School Librarians – Collection Development Policies

<http://www.sldirectory.com/libsf/resf/coldev2.html>

This document may be used for non-commercial purposes. Please attribute it to its author.

Krista Reynolds

Reference and Instruction Librarian, Concordia University, kmreynolds@cu-portland.edu

April 2014