

Sno-Isle Libraries

BOARD OF TRUSTEES

Board of Trustees

Kelli Smith, *President* • Rose Olson, *Vice President* • Paul Ryan, *Secretary* • Michael Adams • Jennifer DePrey • Susan Kostick • Martin Munguia

Executive Director

Lois Langer Thompson

February 4, 2023, 8:45 a.m.

Snohomish Carnegie Building
105 Cedar Ave
Snohomish, WA 98290

Special Meeting Agenda

1) Call to Order

2) Land Acknowledgement

3) Roll Call

4) *Approval of Agenda

5) Introductions

- a) Trustees Paul Ryan and Michael Adams – 2022 Board Development / Administration Committee

6) Policy review introduction

- a) Internet Use and Safety Policy – Director of Public Services Rebecca Loney [Attachments 1-3](#)

7) *Recess

8) Policy review introduction

- a) Collection Development Policy – Director of Public Services Rebecca Loney [Attachments 4-7](#)

9) *Recess

10) Board survey

- a) Survey results discussion – President Kelli Smith

11) *Adjournment

*Denotes Board of Trustees action item.

To request accommodations for an event, email accessibility@sno-isle.org or visit sno-isle.org.

Internet Use and Safety Policy

Sno-Isle Libraries Board Of Trustees Policy

Mission

We engage and inspire our communities through equitable access to knowledge and resources.

The Library District actively seeks ways to use technology effectively to improve public library service. To provide the best possible library service, the Library District offers information from print, media, and electronic resources, including selected databases and the Internet.

In providing these resources, the Library District affirms its continued commitment to its users to provide open access to information and ideas, within the bounds of the existing law. The same standards of intellectual freedom, privacy, and confidentiality endorsed by the American Library Association and incorporated in the Library District policy on Collection Development, the Library Bill of Rights, and the Washington Library Association Intellectual Freedom Statement shall be applied to electronic media as well as other library materials.

The Internet enables the Library District to provide information beyond the confines of its own collection. Since the Internet is an unregulated global computer network, the Library District cannot control, monitor, or endorse the content of information, ideas, or opinions found within the medium.

Not all of the sources on the Internet provide accurate, complete, or up-to-date information. The Internet also enables access to material that may be controversial and / or offensive. The Library District assumes no responsibility for any damages, direct or indirect, arising from the use of its connection to Internet services. Library District staff will not monitor the use of Internet access in any way other than as directed by the Disruptive Behavior Policy.

The Library District complies with the Children's Internet Protection Act (CIPA). All minors (under the age of 17) using library owned computers may only access library computers with filtered Internet. All Internet access computers located in or near the children's area of each community library will be equipped with filtering software that blocks access to potentially offensive material, including email and non-library purchased online chat.

All library owned computers with filtered Internet access will operate with filtering technology that, to the extent technically possible:

- Prevents access to visual depictions that are obscene, and
- Prevents access to child pornography, and
- Prevents access to visual depictions that are harmful to minors.

Current

Internet Use and Safety Policy

Sno-Isle Libraries Board Of Trustees Policy

As with all other library sources, minors' access to the Internet is the responsibility of the minor's parent or guardian. Minors and their parents should discuss the minor's use of email, online chat, and disclosure of personal information over the Internet.

Individuals using their own digital communication devices (e.g. computers, personal digital assistants, MP3 players) can access the Internet directly via wireless technology in community libraries. Such wireless Internet access is not routed through the library's computer system. Therefore, individuals using their own equipment who desire filtered access to the Internet must provide their own filtering software.

Policy History

Date approved: 2/2019

Next review date: 2/2023

Adopted: 1996

Mark up

Internet Use ~~and Safety~~ Policy

Sno-Isle Libraries Board ~~Of Trustees~~ Policy

Purpose

Mission

~~We engage and inspire our communities through equitable access to knowledge and resources.~~

To affirm the role of Sno-Isle Libraries (Library District) in providing public access to the Internet and to clarify customer responsibilities associated with Internet use in the library.

Scope

Public access to the Internet is integral to the Library District's mission to engage and inspire our communities through equitable access to knowledge and resources.

~~The Library District actively seeks ways to use technology effectively to improve public library service. To provide the best possible library service, the Library District offers information from print, media, and electronic resources, including selected databases and the Internet.~~

~~In providing these resources, the Library District affirms its continued commitment to its users to provide open access to information and ideas, within the bounds of the existing law. The same standards of intellectual freedom, privacy, and confidentiality endorsed by the American Library Association and incorporated in the Library District policy on Collection Development, the Library Bill of Rights, and the Washington Library Association Intellectual Freedom Statement shall be applied to electronic media as well as other library materials.~~

The Internet enables~~helps~~ the Library District to provide information beyond the confines~~outside~~ of its own collection; allows customers to create content and communicate and engage with other; and provides a way for customers to complete transactions with public, nonprofit, and private entities. ~~Since the Internet is an unregulated global computer network, t~~

Mark up

Internet Use ~~and Safety~~ Policy

Sno-Isle Libraries Board ~~Of Trustees~~ Policy

~~The Internet is world-wide and is not controlled by the Library District or any other organization.~~ Not all ~~of the~~ sources on the Internet provide accurate, complete, or up-to-date information. ~~and The Internet also enables access to some~~ material ~~that~~ may be controversial ~~and~~ ~~or~~ offensive. ~~The Library District cannot control, track monitor,~~ or endorse the content of information, ideas, or opinions ~~found within the medium on the Internet.~~

Implementation

~~The Library District assumes no responsibility for any damages, direct or indirect, arising from the use of its connection to Internet services. Library District staff will not monitor the use of Internet access in any way other than as directed by the Disruptive Behavior Policy.~~

~~The Library District is committed to offering open access to the Internet, to supporting the right to privacy and confidentiality of library users, and to following the provisions of the Children's Internet Protection Act (CIPA).~~

~~The Library District complies with the Children's Internet Protection Act (CIPA), which mandates that any public library using federal funding must filter Internet access to screen for obscenity, child pornography, and in the case of minors, material that is deemed harmful to them. All minors (under the age of 17) using library owned computers may only access library computers with filtered Internet. All Internet access computers located in or near the children's area of each community library will be equipped with filtering software that is intended to block access to potentially offensive material, including email and non-library purchased online chat.~~

~~Customers should be aware that the Internet is not a secure medium and that third parties may be able to obtain information regarding Internet activities. The Library District will not release information on the use of specific Internet resources by customers except as required by law or necessary for the proper operation of the Library District.~~

~~The Library District uses technology protection measures on Library District-provided Internet access devices. All library owned computers with filtered Internet access will operate with filtering technology that are intended to block obscene materials, child pornography, and materials harmful to minors as defined by law. Technology protection measures such as filtering are imperfect and cannot guarantee that all such sites will be blocked or that legitimate research sites will be unrestricted. , to the extent technically possible:~~

~~Prevents access to visual depictions that are obscene, and~~

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Internet Use ~~and Safety~~ Policy

Sno-Isle Libraries Board ~~Of Trustees~~ Policy

~~Prevents access to child pornography, and~~

~~Prevents access to visual depictions that are harmful to minors.~~

Customers can use their own digital devices (e.g. computers, cell phones, tablets) to access the Internet in community libraries throughout the Library District. Public Wi-Fi is not routed through the Library District's computer system. So, customers using their own equipment who want filtered Internet must use their own filtering software.

Customer Responsibilities

Customers recognize that their use of the Internet in the library is conducted in a public place shared by many. Customers are subject to the Customer Use of Library Spaces policy.

Customers acknowledge that the Library District cannot protect the privacy of data that is transmitted to parties via the Internet.

Customers shall comply with all federal, state, and local laws, and may not:

- Use the Library District's Internet access to view, print, distribute, display, send, or receive images or graphics of obscene materials or material that violates laws relating to child pornography;
- Disseminate, exhibit, or display to minors materials that are harmful to minors;
- Use the Library District's Internet access to transmit threatening or harassing material;
- Violate copyright or software licensing agreements;
- Gain unauthorized access to any computing, information, or communications devices or resources; or
- Damage, alter, or degrade computer equipment, peripherals, software, and configurations.

Only parents or legal guardians are in charge of what their own minor children read, view, or listen to in the library as well as online. The Library District does not decide what is okay or not to read or watch for a family. Families should discuss together Internet use, Internet safety, and sharing personal information online. ~~As with all other library sources, minors' access to the Internet is the responsibility of the minor's parent or guardian. Minors and their parents should discuss the minor's use of email, online chat, and disclosure of personal information over the Internet.~~

Mark up

Internet Use ~~and Safety~~ Policy

Sno-Isle Libraries Board ~~Of Trustees~~ Policy

~~The Library District assumes no responsibility for any damages, direct or indirect, arising from the use of its connection to Internet services. Library District staff will not monitor the use of Internet access in any way other than as directed by the Disruptive Behavior Customer Use of Library Spaces Policy.~~ The Library District is not responsible for any damages, direct or indirect, arising from the use of the Internet services. Library District staff will not track the use of the Internet in any way other than as directed by the Customer Use of Library Spaces Policy.

~~Individuals using their own digital communication devices (e.g. computers, personal digital assistants, MP3 players cell phones, tablets) can access the Internet directly via wireless technology in community libraries. Such wireless Internet access is not routed through the library's computer system. Therefore, individuals using their own equipment who desire filtered access to the Internet must provide their own filtering software.~~

Associated Policies and Laws

- United States. Children's Internet Protection Act
- Washington State RCW 9.68A.075. Viewing depictions of a minor engaged in sexually explicit conduct
- Washington State RCW 19.188.030. Library access policies
- American Library Association Library Bill of Rights
- American Library Association Freedom to Read
- American Library Association Freedom to View
- Washington Library Association Intellectual Freedom Statement
- Sno-Isle Libraries Board policy. Customer Use of Library Spaces

Process

This policy is reviewed every four (4) years by the Executive Director (or designee), who makes recommendations to the appropriate Board committee. The committee reviews the recommendations, revises the policy as necessary and appropriate, endorses, and advances the policy to the full Board for approval.

Policy History

Date approved: TBD ~~Revision adopted by the Board of Trustees February, 2019.~~

Next review date: ~~2/2023~~ TBD

Adopted: 1996

Internet Use Policy

Sno-Isle Libraries Board Policy

Purpose

To affirm the role of Sno-Isle Libraries (Library District) in providing public access to the Internet and to clarify customer responsibilities associated with Internet use in the library.

Scope

Public access to the Internet is integral to the Library District's mission to engage and inspire our communities through equitable access to knowledge and resources.

The Internet helps the Library District to provide information outside of its own collection; allows customers to create content and communicate and engage with other; and provides a way for customers to complete transactions with public, nonprofit, and private entities.

The Internet is world-wide and is not controlled by the Library District or any other organization. Not all sources on the Internet provide accurate, complete, or up-to-date information and some material may be controversial or offensive. The Library District cannot track or endorse the content of information, ideas, or opinions on the Internet.

Implementation

The Library District is committed to offering open access to the Internet, to supporting the right to privacy and confidentiality of library users, and to following the provisions of the Children's Internet Protection Act (CIPA).

Customers should be aware that the Internet is not a secure medium and that third parties may be able to obtain information regarding Internet activities. The Library District will not release information on the use of specific Internet resources by customers except as required by law or necessary for the proper operation of the Library District.

The Library District uses technology protection measures on Library District-provided Internet access devices that are intended to block obscene materials, child pornography, and materials harmful to minors as defined by law. Technology protection measures such as filtering are imperfect and cannot guarantee that all such sites will be blocked or that legitimate research sites will be unrestricted.

Internet Use Policy

Sno-Isle Libraries Board Policy

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Customers recognize that their use of the Internet in the library is conducted in a public place shared by many. Customers are subject to the [Customer Use of Library Spaces](#) policy.

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- Use the Library District's Internet access to view, print, distribute, display, send, or receive images or graphics of obscene materials or material that violates laws relating to child pornography;
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The Library District is not responsible for any damages, direct or indirect, arising from the use of the Internet services. Library District staff will not track the use of the Internet in any way other than as directed by the [Customer Use of Library Spaces](#) Policy.

Associated Policies and Laws

- United States. [Children's Internet Protection Act](#)
- Washington State [RCW 9.68A.075](#). Viewing depictions of a minor engaged in sexually explicit conduct

Internet Use Policy

Sno-Isle Libraries Board Policy

- Washington State [RCW 19.188.030](#). Library access policies
- American Library Association [Library Bill of Rights](#)
- American Library Association [Freedom to Read](#)
- American Library Association [Freedom to View](#)
- Washington Library Association [Intellectual Freedom Statement](#)
- Sno-Isle Libraries Board policy. [Customer Use of Library Spaces](#)

Process

This policy is reviewed every four (4) years by the Executive Director (or designee), who makes recommendations to the appropriate Board committee. The committee reviews the recommendations, revises the policy as necessary and appropriate, endorses, and advances the policy to the full Board for approval.

Policy History

Date approved: TBD

Next review date: TBD

Adopted: 1996

INTELLECTUAL FREEDOM IN PUBLIC LIBRARIES

Library Trustee Training

Dr. Tamara Meredith
Director, Jefferson County Library District



1

INTELLECTUAL FREEDOM IS...

...the right of every individual to both seek and receive information from all points of view without restriction.

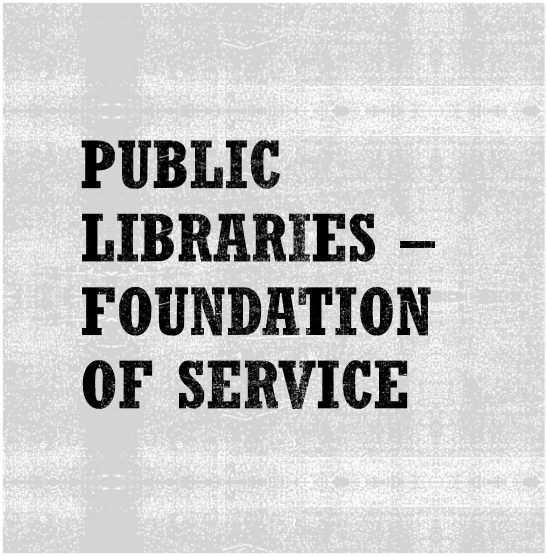
It provides for free access to all expressions of ideas through which any and all sides of a question, cause, or movement may be explored.

<http://www.ala.org/advocacy/intfreedom/censorship/faq>



2

- [ALA Library Bill of Rights](#)
- [ALA Code of Ethics](#)
- [Freedom to Read Statement](#)
- [Privacy: interpretation of the Library Bill of Rights](#)



PUBLIC
LIBRARIES –
FOUNDATION
OF SERVICE


3

CHANGING ROLE OF PUBLIC LIBRARIES...


What is a library/librarian's role in the 21st century?

1. Recommender of quality literature and resources
2. Unbiased, neutral provider of requested services and resources
3. Trusted advocate for 1st Amendment freedoms of speech, information literacy, and misinformation identifier/debunker
4. All of the above

Trusted **advocate** for 1st
Amendment freedoms of
speech, information
literacy, and
misinformation
identifier/debunker



4



**WHAT'S NOT
PROTECTED
UNDER THE
FIRST
AMENDMENT?**

- Libel or Slander
- Inciting Speech
- Obscenity
- Child Pornography

Only the courts can make a judgment regarding speech that is not protected.

That is not the job of library staff or Board of Trustees.

5

- **Censorship** is the *suppression* of ideas and information that certain persons — individuals, groups, or government officials — find **objectionable** or **dangerous**.
- It directly violates the principles of Intellectual Freedom, specifically the right to receive information.
- Most attempts at censorship originate from public requests, but libraries are at risk of committing unintentional censorship as well...

CENSORSHIP AND LIBRARIES

6

LIBRARY CENSORSHIP RISK FACTORS

Which of the following are examples of censorship?

1. Moving a Juvenile Graphic Novel to the Adult Fiction section when someone complains about the content
2. Restricting some DVD checkouts to adults only
3. Weeding books on controversial topics without replacing them with something on the same/similar topic
4. All of the above

All of the above



7

**DOCUMENTS
THAT ADDRESS
COLLECTION
ISSUES**

Collection

Development Policy–

how and why we add and remove materials, factors influencing selection, etc.

Materials Complaint

Policy and Procedures–

procedure for handling formal complaints about materials

8

WHAT HAPPENS WHEN A REQUEST FOR RECONSIDERATION FORM IS FILLED OUT?

EXAMPLE PROCESS

- Form is received by Library
- Item is reviewed by a Review Committee (library staff)
- Review includes:
 - Was the item *appropriately selected* based on library's policies?
 - Was the item *appropriately placed/made accessible* based on library's policies?

Review does NOT include staff evaluation of content.

9

- Results are presented to Director, who makes final decision.
- Director responds to patron.
- Director informs Board of Request and Result at next Board meeting.

NEXT STEPS?

10

WHAT IS THE BOARD'S ROLE?

- Board members should be prepared to refer patrons with concerns to appropriate library staff; they can also share links to the Collection/Materials Selection Policy.
- If a patron is unhappy with the Result of Request for Reconsideration, they may address the Board through "Public Comment." If that happens, the Board's role is to thank the commenter and, if warranted, add an item to the agenda (current or future) to *determine if policies were followed*. A new review should *not* be conducted.



11

**WHEN YOU HAVE
A FORMAL
CHALLENGE...**

- Consistency is imperative!
- Know the library's policies.
- Evaluate the process and whether policy was followed
- *NEVER evaluate content.*

12

ONE KEY TO REMAINING A TRUSTED INSTITUTION

What should library staff evaluate when faced with a formal challenge to a book, movie, or program?

1. The content of the item or event
2. The ratings of the item or event
3. Whether policies were followed when adding the item or event

Whether policies were followed when adding the item or event



13

WHY DEFEND INTELLECTUAL FREEDOM?

He that would make his own liberty secure must guard even his enemy from opposition; for if he violates this duty he establishes a precedent that will reach to himself.

- Thomas Paine, Dissertation on First Principles of Government



14

Collection Development Policy

Sno-Isle Libraries Board of Trustees Policy

Purpose

The purpose of this policy is to provide guidance for Sno-Isle Libraries (the Library) staff in decision-making regarding the selection, acquisition, accessibility, and maintenance of the Library's collection, establish a process for addressing customer questions and concerns, and define the roles and responsibilities for addressing those concerns.

Scope

The scope of this policy is to provide information on the following:

- Roles and responsibilities for developing collections.
- The Library's commitment to intellectual freedom and to providing information expressing a variety of viewpoints.
- Collection scope and guidelines for selection.
- Criteria for selection of library materials.
- Access and Resource Sharing.
- Collection Evaluation and Maintenance.
- Process for reconsideration of library materials.

Implementation

Roles and responsibilities

In accordance with Washington State RCW 27.12.210, the Board of Trustees of Sno-Isle Libraries (the Board) delegates the development of the library collection to the Executive Director. In turn, the Executive Director delegates to designated staff the authority to interpret and apply this policy in daily operation.

All staff work collaboratively with each other and customers to support collection development and management.

Staff in Collection Services provide continuity for the development and management of the Library's collection. They plan, budget, select, acquire, catalog, process, and manage library materials. The Library recognizes and respects intellectual property rights and conforms to legislative mandates regarding copyright protections.

Collection Development Policy

Sno-Isle Libraries Board of Trustees Policy

Staff in Community Libraries handle all requests equitably, share customer trends and community needs, support the management of the collection in the local library, and respond to initial customer questions about the Library's collection.

Customers also play a key role in the development of the Library's collection. They make suggestions and provide feedback via the Library's website or directly to staff.

Intellectual Freedom

The Board of Trustees declares that it adheres to and supports:

- United States. First Amendment of the Constitution of the United States.
- American Library Association. Freedom to Read Statement.
- American Library Association. Freedom to View Statement.
- American Library Association. Library Bill of Rights.
- Washington Library Association. Intellectual Freedom Statement.

The Library is committed to the principle that the constitutionally protected freedoms of speech and press are enjoyed by all. To this end, the Library strives to offer a collection that represents the needs of our diverse communities and allows for the expression of multiple viewpoints. Inclusion or exclusion of an item in the collection does not mean that the Library endorses or rejects any theory or statement contained in those materials and resources.

The Board recognizes that the library is a vital community resource for people regardless of gender, race, ethnicity, age, disability, sex, sexual orientation, gender, veteran status, marital status, or religious or political affiliation.

The Board embraces the diverse ways in which people learn and acquire information and believes the Library has a responsibility to be inclusive and not exclude materials solely because of the origin, background, or views of those who created it.

Parents and legal guardians have the responsibility for their minor's or ward's use of library materials.

Collection Scope

The Library's collection is designed to support the diverse cultural, informational, educational, and recreational interests of the residents we serve in Island and Snohomish counties.

The collection has materials on many topics and viewpoints. It has materials in different formats, languages, and levels of difficulty which are distributed among community libraries, the library on wheels service, and online through the Library website.

Collection Development Policy

Sno-Isle Libraries Board of Trustees Policy

Knowledge of our communities is essential in making decisions about the Library's collection. Our collection reflects the mix of urban, suburban, and rural communities we serve in Snohomish and Island counties through community libraries, the Library on Wheels service, and online through our website.

Criteria for selection of library materials

Library staff exercise professional judgment and expertise in making collection development decisions, including decisions about selecting titles, and identifying quantities for purchase. Customer interest, both expressed and anticipated, strengths and weaknesses of the existing collection, physical space limitations, acquisition procedures, and available budgets are all factors taken into consideration. Materials are acquired in multiple formats when appropriate, including print, audiovisual, and digital resources. Materials are also selected to ensure that the collection as a whole contains materials on many different topics and in many different genres so that there is a choice of materials or formats on the subject and that multiple views are expressed.

Library staff use their training, subject knowledge and selection criteria to identify collection goals and priorities. The following criteria are used to evaluate and select items for the collection. An item need not meet all these criteria to be selected.

General criteria:

- Competence, reputation, and qualifications of author or publisher.
- Perceived value of the work as a whole.
- Portrayal or representation of movements, subjects, genres or trends of lasting customer interest and demand.
- Reviews from standard and emerging sources.
- Present and potential relevance to community.
- Physical design suitable for library use.
- Suitability of subject and style for intended audiences.
- Relation to the existing collection.
- Relation to other resources in the community.
- Price of material.
- Support of library programs and initiatives.

Collection Development Policy

Sno-Isle Libraries Board of Trustees Policy

Content criteria:

- Accuracy, currency, usefulness, or comprehensiveness of information.
- Presentation of a diverse point of view.
- Enduring significance or interest.
- Technical quality.
- Unique contribution to a field of study.
- Relevance to local history.
- Digital format considerations:
- Accessibility.
- Ease of use.
- Vendor data privacy practices that meet the Library's guidelines.
- Technical and support requirements.
- Availability to multiple, concurrent users.

Selection Sources

Sources for selection decisions encompass, but are not limited to, published reviews from standard review sources, publisher/vendor catalogs and advertisements, professional and trade bibliographies, and customer requests and recommendations. The Library strongly encourages customer input, and all customer requests and recommendations are subject to the selection criteria outlined above.

Access and Resource Sharing

Access to materials is facilitated by the way they are organized, managed, and displayed. The Library uses standards-based cataloging and classification systems.

Customers access the collection through the Library's catalog, the Library's website, other online services, and interactions with staff. Materials located at one community library may be requested for pick-up at a more convenient community library location.

Use limitations ensure fair and equitable access to materials. In-house and remote access to digital and electronic resources is provided within technical, budgetary, and licensing constraints.

Materials that are not in the Library's collection may be obtained on behalf of a customer from another library via established interlibrary loan networks. Conversely, Sno-Isle Libraries' materials may be loaned to other organizations that also participate in the networks.

Collection Development Policy

Sno-Isle Libraries Board of Trustees Policy

Collection Evaluation and Maintenance

The collection is reviewed and evaluated on an ongoing basis in order to maintain its usefulness, currency, and relevance. Items may be retained, redistributed, repurchased, re-catalogued, or withdrawn.

Along with the same criteria used to select new materials, general criteria for retaining, replacing or withdrawing may include:

- Timeliness, accuracy, or relevance of information.
- Customer demand.
- Format or physical condition.
- Completeness of sets.
- Number of copies in collection.
- Availability of similar materials.
- Long-term or historical significance.
- Availability of space.

At the Library's discretion, withdrawn materials may be donated to community partners, sold, or disposed of through other means determined by the Library.

Request for Reconsideration of Library Materials

The Library welcomes expressions of opinion from customers concerning materials selected for the collection. If a customer questions a collection selection decision, they should first address the concern with a Community Library Person-in-Charge. Customers who wish to continue their request for reconsideration may submit a written Request for Reconsideration of Library Materials to any Sno-Isle Libraries location using established Library procedures and guidelines available at any library service desk. Library administration responds in writing to an individual's written request.

Upon request, the Board will hear appeals of the Library's response. Appeals must be presented in writing to the Board. Decisions on appeals are based on careful review of the objection, the material, and Board policies including: this policy, the First Amendment of the Constitution of the United States, the Washington Library Association Intellectual Freedom Statement, Library Bill of Rights, Freedom to Read, and Freedom to View. The final decision on appeals rests with the Board and will be communicated in writing to the appellant. During this process, the material in question will remain accessible to Library customers.

Current

Collection Development Policy

Sno-Isle Libraries Board of Trustees Policy

Process

This policy is reviewed every four (4) years by the Executive Director (or designee) who makes recommendations to the appropriate Board Committee. The Committee reviews and revises as necessary, endorses and advances to the full Board for approval.

Policy History

Date approved: July 27, 2020

Next review date: 2024

Date adopted: April 198

Collection Development Policy

Sno-Isle Libraries Board ~~of Trustees~~-Policy

Purpose

~~The purpose of this policy is to provide guidance for Sno-Isle Libraries (the Library) staff in decision-making regarding the selection, acquisition, accessibility, and maintenance of the Library's collection, establish a process for addressing customer questions and concerns, and define the roles and responsibilities for addressing those concerns.~~ direction on the procurement and provision of library materials that reflect the ever-evolving needs and interests of the communities served by Sno-Isle Libraries (Library District) and inform members of the community about the principles used to select and manage the collection.

Scope

This policy applies to the physical and digital materials and resources (books, magazines, CDs, DVDs, electronic databases, etc.) that are available online or distributed between the Library District's various locations and collectively known as the collection. ~~The scope of this policy is to provide~~ s information on ~~the following~~:

- ~~• Roles and responsibilities for developing collections.~~
- ~~• The Library's commitment to intellectual f~~Freedom and Access~~to providing information expressing a variety of viewpoints.~~
- ~~• Collection scope and guidelines for selection.~~ Responsibility for Selection and Management
- ~~• Purchasing~~
- ~~• Criteria for selection of library materials~~ collection Selection and Maintenance:
- ~~• Access and Resource Sharing.~~
- ~~• Collection Evaluation and Maintenance.~~
- ~~• Process~~ Request for Review / rReconsideration ~~of library materials.~~

Implementation

~~**Roles**~~ ~~_____~~ ~~**and**~~ ~~_____~~ ~~**responsibilities**~~

~~In accordance with Washington State RCW 27.12.210, the Board of Trustees of Sno-Isle Libraries (the Board) delegates the development of the library collection to the Executive Director. In turn, the Executive Director delegates to designated staff the authority to interpret and apply this policy in daily operation.~~

Collection Development Policy

Sno-Isle Libraries Board ~~of Trustees~~-Policy

Intellectual Freedom and Access

~~The Board of Trustees declares that it adheres to and supports:~~

~~The Library District is committed to the principle that the constitutionally protected freedoms of speech and press are enjoyed by all supporting intellectual freedom by providing a collection that represents a diversity of cultures, views, and opinions. To this end, the Library strives to offer a collection that represents the needs of our diverse communities and allows for the expression of multiple viewpoints.~~

~~Inclusion or exclusion of an item in the collection does not mean that the Library endorses or rejects any theory or statement contained in those materials and resources.~~

~~The Sno-Isle Libraries Board of Trustees (Board of Trustees) recognizes that within the Library District there are individuals and groups with diverse interests, backgrounds, ages, life experiences, and information needs, and the library was created to serve all the people within the Library District's service area is a vital community resource for people regardless of gender, race, ethnicity, age, disability, sex, sexual orientation, gender, veteran status, marital status, or religious or political affiliation.~~

~~The Library District's collection is organized and maintained with the goal of making materials easy to find. Materials and resources will not be labeled, separated, or altered because of controversy surrounding the author or subject matter.~~

~~The Board embraces the diverse ways in which people learn and acquire information and believes the Library has a responsibility to be inclusive and not exclude materials solely because of the origin, background, or views of those who created it.~~

~~The Board of Trustees believes that customers should be free to select or reject materials based on personal values; however, they may not restrict the freedom of others to read, view, or inquire. Only Parents and/or legal guardians have the right and responsibility for to direct the reading, viewing, and listening of their own minor children's or ward's use of library materials.~~

~~Responsibility for Selection and ManagementThe Library District's Executive Director is responsible for the selection and management of the collection as authorized by the Board of Trustees. In turn, the Executive Director delegates this function to qualified library staff members.~~

Collection Development Policy

Sno-Isle Libraries Board of Trustees Policy

Purchasing

The Library District shall purchase and acquire materials and resources to assure ease and economy in acquisition. Multiple vendors are approved for the purchase of materials and resources because of the variety of formats, languages, vendor areas of focus and expertise, and due to independent publishers or distributors not reselling or using wholesalers for their products. Administrative procedures and guidelines for purchasing will be established and maintained by the Finance Director that assure a competitive, open, and fair purchasing process.

Collection **Scope**
The Library's collection is designed to support the diverse cultural, informational, educational, and recreational interests of the residents we serve in Island and Snohomish counties.

The collection has materials on many topics and viewpoints. It has materials in different formats, languages, and levels of difficulty which are distributed among community libraries, the library on wheels service, and online through the Library website.

Knowledge of our communities is essential in making decisions about the Library's collection. Our collection reflects the mix of urban, suburban, and rural communities we serve in Snohomish and Island counties through community libraries, the Library on Wheels service, and online through our website.

Criteria for selection of library materials Collection Selection and Maintenance

Library staff exercise professional judgment and expertise in making collection development decisions, including decisions about selecting titles, and identifying quantities for purchase. Customer interest, both expressed and anticipated, strengths and weaknesses of the existing collection, physical space limitations, acquisition procedures, and available budgets are all factors taken into consideration. **Selection.** Materials are selected for the collection based on criteria in the Library District's Collection Development Guidelines. Materials are acquired in multiple formats when appropriate, including various print, audiovisual, and digital resources. electronic formats. Materials are also selected to ensure that the collection as a whole contains materials on many different topics and in many different genres so that there is a choice of materials or formats on the subject and that multiple views are expressed. Selection of materials and resources does not mean that the Library District endorses the content contained in those materials and resources.

Collection Development Policy

Sno-Isle Libraries Board ~~of Trustees~~-Policy

~~Library staff use their training, subject knowledge and selection criteria to identify collection goals and priorities. The following criteria are used to evaluate and select items for the collection. An item need not meet all these criteria to be selected.~~

General criteria:

- ~~• Competence, reputation, and qualifications of author or publisher.~~
- ~~• Perceived value of the work as a whole.~~
- ~~• Portrayal or representation of movements, subjects, genres or trends of lasting customer interest and demand.~~
- ~~• Reviews from standard and emerging sources.~~
- ~~• Present and potential relevance to community.~~
- ~~• Physical design suitable for library use.~~
- ~~• Suitability of subject and style for intended audiences.~~
- ~~• Relation to the existing collection.~~
- ~~• Relation to other resources in the community.~~
- ~~• Price of material.~~
- ~~• Support of library programs and initiatives.~~

Content criteria:

- ~~• Accuracy, currency, usefulness, or comprehensiveness of information.~~
- ~~• Presentation of a diverse point of view.~~
- ~~• Enduring significance or interest.~~
- ~~• Technical quality.~~
- ~~• Unique contribution to a field of study.~~
- ~~• Relevance to local history.~~
- ~~• Digital format considerations:~~
- ~~• Accessibility.~~
- ~~• Ease of use.~~
- ~~• Vendor data privacy practices that meet the Library's guidelines.~~
- ~~• Technical and support requirements.~~
- ~~• Availability to multiple, concurrent users~~

Selection Sources

~~Sources for selection decisions encompass, but are not limited to, published reviews from standard review sources, publisher/vendor catalogs and advertisements, professional and trade bibliographies, and customer requests and recommendations. The Library strongly encourages~~

Collection Development Policy

Sno-Isle Libraries Board of Trustees Policy

customer input, and all customer requests and recommendations are subject to the selection criteria outlined above.

Access and Resource Sharing

Access to materials is facilitated by the way they are organized, managed, and displayed. The Library uses standards-based cataloging and classification systems.

Customers access the collection through the Library's catalog, the Library's website, other online services, and interactions with staff. Materials located at one community library may be requested for pick-up at a more convenient community library location.

Use limitations ensure fair and equitable access to materials. In-house and remote access to digital and electronic resources is provided within technical, budgetary, and licensing constraints.

Purchase Suggestions. The Library District is responsive to suggestions for titles and subjects to be included in the collection when these requests meet selection criteria. Materials that are not in the Library District's collection may be obtained on behalf of a customer through resource sharing with from another libraries (y via established iInterlibrary lLoan) networks. Conversely, Sno-Isle Libraries' materials may be loaned to other organizations that also participate in the networks.

Gifts and Donations. Gifts or donations of materials may be accepted with the understanding that the same selection criteria are applied to gifts as to materials acquired by purchase, and that any gifts may be donated to community partners or recycled at the Library District's discretion.

Collection Evaluation and Maintenance.

The collection is reviewed and evaluated on an ongoing basis in order to maintain its usefulness, currency, and relevance. Items may be retained, redistributed, repurchased, re-catalogued, or withdrawn. The Library District does not maintain an archival collection and may discard materials that are no longer appropriate for the collection based on criteria in the Collection Development Guidelines. Discarded materials are disposed of according to Washington State law.

Along with the same criteria used to select new materials, general criteria for retaining, replacing or withdrawing may include:

- Timeliness, accuracy, or relevance of information.
- Customer demand.
- Format or physical condition.
- Completeness of sets.

Collection Development Policy

Sno-Isle Libraries Board ~~of Trustees~~-Policy

- ~~• Number of copies in collection.~~
- ~~• Availability of similar materials.~~
- ~~• Long-term or historical significance.~~
- ~~• Availability of space.~~

~~At the Library's discretion, withdrawn materials may be donated to community partners, sold, or disposed of through other means determined by the Library.~~

Request for Review / Reconsideration ~~of Library Materials~~

~~The Library Board of Trustees recognizes the right of individuals to ask questions and share feedback about welcomes expressions of opinion from customers concerning materials in selected for the Library District's collection. If a customer with collection questions or feedback a collection selection decision, they should first address the concern is encouraged to talk with a Community local Library staff Person in Charge. If a customer who wishes to continue their request a formal review for reconsideration of an item in the Library District's collection and is a resident of the Library District's service area, they may complete and submit a written Request for Review / Reconsideration of Library Materials form. to any Sno-Isle Libraries location using established Library procedures and guidelines available at any library service desk. Materials under review will remain available to customers during this process. The Assistant Director of Collection Services will Library administration responds with a in writing to an individual's written decision within thirty (30) days of receiving a completed request Request for Review / Reconsideration form.~~

~~Upon request, the Board will hear appeals of the Library's response. Appeals must be presented in writing to the Board. Decisions on appeals are based on careful review of the objection, the material, and Board policies including: this policy, the First Amendment of the Constitution of the United States, the Washington Library Association Intellectual Freedom Statement, Library Bill of Rights, Freedom to Read, and Freedom to View. The final decision on appeals rests with the Board and will be communicated in writing to the appellant. During this process, the material in question will remain accessible to Library customers.~~

Associated Policies and Laws

- ~~• United States. First Amendment of the Constitution of the United States~~
- ~~• Washington State RCW 27.12.210. Library trustees – Organization – Bylaws – Powers and duties~~
- ~~• Washington State RCW 39.33.070. Disposal of obsolete or surplus reading materials - procedures~~
- ~~• American Library Association. Library Bill of Rights.~~

Mark up

Collection Development Policy

Sno-Isle Libraries Board ~~of Trustees~~-Policy

- American Library Association. Freedom to Read Statement.
- American Library Association. Freedom to View Statement.
- Washington Library Association. Intellectual Freedom Statement.
- Sno-Isle Libraries Board policy. Equity Policy
- Sno-Isle Libraries Board policy. Donation Policy

Process

This policy is reviewed every four (4) years by the Executive Director (or designee) who makes recommendations to the appropriate Board Committee. The Committee reviews and revises as necessary, endorses, and advances to the full Board for approval.

Policy History

Date approved: TBD

Next review date: TBD

Date adopted: ~~Revision approved by Board of Trustees on April, 1987.~~

Collection Development Policy

Sno-Isle Libraries Board Policy

Purpose

To provide direction on the procurement and provision of library materials that reflect the ever-evolving needs and interests of the communities served by Sno-Isle Libraries (Library District) and inform members of the community about the principles used to select and manage the collection.

Scope

This policy applies to the physical and digital materials and resources (books, magazines, CDs, DVDs, electronic databases, etc.) that are available online or distributed between the Library District's various locations and collectively known as the collection. This policy provides information on:

-
- Intellectual Freedom and Access
- Responsibility for Selection and Management
- Purchasing
- Collection Selection and Maintenance
- Request for Review / Reconsideration

Implementation

Intellectual Freedom and Access

The Library District is committed to supporting intellectual freedom by providing a collection that represents a diversity of cultures, views, and opinions.

The Sno-Isle Libraries Board of Trustees (Board of Trustees) recognizes that within the Library District there are individuals and groups with diverse interests, backgrounds, ages, life experiences, and information needs, and the library was created to serve all the people within the Library District's service area.

The Library District's collection is organized and maintained with the goal of making materials easy to find. Materials and resources will not be labeled, separated, or altered because of controversy surrounding the author or subject matter.

The Board of Trustees believes that customers should be free to select or reject materials based on personal values; however, they may not restrict the freedom of others to read, view, or

Collection Development Policy

Sno-Isle Libraries Board Policy

inquire. Only parents or legal guardians have the right and responsibility to direct the reading, viewing, and listening of their own minor children.

Responsibility for Selection and Management

The Library District's Executive Director is responsible for the selection and management of the collection as authorized by the Board of Trustees. In turn, the Executive Director delegates this function to qualified library staff members.

Purchasing

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Purchase Suggestions. The Library District is responsive to suggestions for titles and subjects to be included in the collection when these requests meet selection criteria. Materials that are not in the Library District's collection may be obtained on behalf of a customer through resource sharing with other libraries (Interlibrary Loan).

Gifts and Donations. Gifts or donations of materials may be accepted with the understanding that the same selection criteria are applied to gifts as to materials acquired by purchase, and that any gifts may be donated to community partners or recycled at the Library District's discretion.

Collection Maintenance. The Library District does not maintain an archival collection and may discard materials that are no longer appropriate for the collection based on criteria in the Collection Development Guidelines. Discarded materials are disposed of according to Washington State law.

Collection Development Policy

Sno-Isle Libraries Board Policy

Request for Review / Reconsideration

The Board of Trustees recognizes the right of individuals to ask questions and share feedback about materials in the Library District's collection. A customer with collection questions or feedback is encouraged to talk with local library staff. If a customer wishes to request a formal review or reconsideration of an item in the Library District's collection and is a resident of the Library District's service area, they may complete and submit a *Request for Review / Reconsideration of Library Materials* form. Materials under review will remain available to customers during this process. The Assistant Director of Collection Services will respond with a written decision within thirty (30) days of receiving a completed *Request for Review / Reconsideration* form.

Associated Policies and Laws

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- American Library Association. [Library Bill of Rights](#).
- American Library Association. [Freedom to Read Statement](#).
- American Library Association. [Freedom to View Statement](#).
- Washington Library Association. [Intellectual Freedom Statement](#).
- Sno-Isle Libraries Board policy. [Equity Policy](#)
- Sno-Isle Libraries Board policy. [Donation Policy](#)

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