

2026 Collection Management Policy

Purpose and Objective

The library's collection is a key part of its service to the community. As part of the Libraries in Clackamas County (LINCC) consortium, the Library provides access to materials through both its local collection and shared countywide resource.

The library provides materials in a variety of formats and languages for all ages, consistent with community needs and interests and guided by established selection criteria. The collection should reflect the diversity of the community as well as the wider world and represent a broad range of viewpoints. The collection intentionally includes materials representing a wide array of perspectives, including those historically underrepresented in publishing. The West Linn Public Library provides free and equitable access to its collections for all users.

To develop and maintain a diverse collection, materials representing minority viewpoints, opinions, and perspectives are included. Library materials are not excluded based on the political, social, or religious views of the author or artist, or because of characteristics that identify them as part of a protected class under Federal or Oregon state law. Selectors evaluate prospective additions to the collection using established selection criteria, regardless of personal preference. These standards apply equally to both purchased and donated materials.

The library strives to provide a broad and balanced collection; however, it is not possible to acquire all materials. Selection decisions are made based on established criteria, available resources, and the needs of the community.

Selection

Responsibility

Authority and responsibility for the selection of materials rests with the Library Director. Day-to-day selection is undertaken by qualified staff, who apply professional judgment, expertise, knowledge of the existing collection, and evaluation of professional reviews and other selection tools within the framework of this policy. Selection decisions are not influenced by personal beliefs or external pressure.

Criteria

In general, criteria for selection include, but are not limited to, the following:

- Reviews in professional and reputable sources
- Patron interest and demand
- Accuracy and currency of information
- Budget and space limitations
- Availability, durability, and suitable format

- Authority and qualifications of the author or creator
- Contribution to the diversity of perspectives in the collection
- Relevance to community needs and interests
- Relationship to existing collection strengths and gaps
- Availability within the LINCC system or via interlibrary loan

Purchase Suggestions

Patrons are welcome to submit purchase suggestions. Suggestions must meet general selection criteria. Suggestions do not guarantee inclusion in the collection. The Library encourages comments and suggestions from the public regarding the collection.

Self-Published Materials

Self-published materials are considered for inclusion using the same selection criteria as other materials. Additional consideration may be given to works of local interest, local authors, or those that have received significant attention or reviews.

Artificial Intelligence-Generated or Assisted Materials

Materials created or substantially assisted by artificial intelligence are evaluated using the same selection criteria as other materials. The library prioritizes materials that demonstrate identifiable authorship, editorial oversight, and reliable content; materials that do not meet these standards may not be selected for inclusion.

Digital Material

Digital materials, including eBooks, audiobooks, and streaming content, are primarily selected through consortium-wide platforms. Availability is determined by licensing agreements, vendor offerings, and shared collection development decisions within the LINCC consortium.

Unlike physical materials, digital content is licensed rather than owned and may be subject to access limitations or removal by the provider. Patron purchase suggestions may be submitted through platform-specific tools.

Intellectual Freedom

The West Linn Public Library upholds the ideals of intellectual freedom, including the [Library Bill of Rights](#), the [Freedom to Read Statement](#), the [Freedom to View Statement](#), and [Access to Library Resources and Services for Minors](#), as adopted by the American Library Association.

Materials are made available to the public in accordance with this policy and are selected as a whole. Responsibility for the reading selections of minors rests with their parents or legal

guardians. While individuals may choose not to use certain materials for themselves or their children, they may not restrict access to materials for others.

Materials are not removed or restricted solely because of public objection.

Promotion and Display of Materials

Library materials may be displayed or promoted to highlight topics of interest, new acquisitions, or community needs. Display and promotion are intended to enhance access and discovery and do not constitute endorsement of viewpoints or content.

Reconsideration of Materials

The West Linn Public Library recognizes that individuals may have concerns about specific items in the collection. Patrons may request a formal review by submitting a written Request for Reconsideration form.

Materials under review will remain available during the reconsideration process. Requests will be evaluated in accordance with this policy, including the Library's intellectual freedom principles and selection criteria, and consideration of the work as a whole.

The Library Director will issue a written decision within a reasonable timeframe. Appeals may be made to the City Manager.

Donations and Gifts

The library accepts donations of books and other materials in good condition, as determined by library staff. Acceptance of donated materials does not guarantee their inclusion in the collection. All donated items are evaluated using the same selection criteria as purchased materials.

Items not added to the collection will be donated to the West Linn Library Foundation to be sold in the Book Nook used bookstore or redistributed at the Library's discretion.

The library and its partner, the West Linn Library Foundation, welcome gifts of cash, bequests, trusts, and transfers of stock or other property. Donations are tax-deductible as provided by law. Donations may be made over time and in a variety of ways. Individuals interested in making a donation should contact the Library Director.

Maintenance and Weeding

In order to keep the collection vital and useful, the library will review and evaluate the collection on an ongoing basis.

Materials are withdrawn based on factors including:

- Physical condition
- Accuracy and currency of information
- Usage and demand
- Relevance to community needs
- Space or budget limitations

Weeding is an ongoing and essential part of maintaining a useful, current, and responsive collection.

Withdrawn items will be redistributed or sold by the Library Foundation in the Book Nook used bookstore.

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