

# Washington Anytime Library Collection Development Policy

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## 1. Mission and Vision

The Washington Anytime Library (hereafter, the “Anytime Library”), is organized under the auspices of the Washington Digital Library Consortium (hereafter, “WDLC”), and is designed to provide access to a collection of materials in digital formats to public library card holders from WDLC member libraries in Washington State, with the goal of making these services available through libraries that are less likely to be capable of doing so individually. In this way it provides a model for public library cooperation and collaboration, emphasizing the sharing of costs as well as knowledge and resources.

## 2. Purpose

This policy intends to assist selectors in building collections that are responsive to the community’s information and recreational reading needs while still meeting the mission and vision of the Washington Anytime Library.

## 3. Collection Development Policy – Washington Anytime Library

The Anytime Library is funded by its member libraries. Every member library’s card holders are authorized users. The community served by this collection is incredibly diverse. Given this diversity, the collection must reflect the needs, interests, and viewpoints of the community in its entirety, taking into consideration access needs in a digital environment.

The collection is broad, current, and popular, but not concerned with being comprehensive. The Anytime Library largely provides popular materials, and complements the institutional collection development goals of its member libraries. The materials chosen support general interest in a broad range of categories and are intended to serve the general patron across all age groups. Selected titles reflect contemporary significance and in some instances long-term enduring value.

A variety of reading and comprehension levels are also represented in the collection, based on community need. Materials in languages other than English may be added as determined by

community need and title availability. At this time, the Anytime Library includes a small Spanish-language collection.

The collection comprises electronic books and digital audio books. Additional formats may be added at a future date according to the terms of the member agreement.

### **Selection Criteria**

The following content-oriented criteria are taken into consideration when selectors are choosing materials. An item need not meet all of the criteria to be selected.

- Identified, expressed, or anticipated demand in the general community
- Availability of titles from vendors or publishers
- Contemporary significance, popular interest, or permanent value
- Attention of critics and reviewers
- Prominence, authority, significance, and/or competence of author or creator
- Timeliness and accuracy of materials including new editions of existing materials
- Relation to existing collections, such as titles in a series
- Statement of challenging, original, or alternative point of view
- Authenticity of historical, regional, or social setting
- Suitability of subject matter and reading levels for various audiences including youth

Public demand for an author, title, or subject is an important criterion. Requests from patrons for specific authors, titles, or subjects will be considered by the library receiving the request. Libraries that do not purchase directly from the vendor (OverDrive) may submit requests to the consortium manager, who will pass them on to purchasing libraries for consideration.

Title availability is another important consideration. Given the volatile world of digital rights and publishers, it is important to note that although titles may be available for purchase from various outlets, they may not be available to the Anytime Library because certain publishers may not make digital editions of titles available to public libraries for purchase, and/or may place embargos on new titles for a designated time period. Some publishers offer titles under restricted licensing terms including time or checkout based limits and titles may need to be repurchased once the terms expire.

In addition to content and availability criteria for selection, given the digital nature of this collection, selectors also take into consideration practical, technical, and formal factors. The following criteria may be considered:

- Affordability
- Appropriateness of format and licensing model (OverDrive Read and Open ePub are preferred formats for ebooks; the MediaDo format is appropriate for graphic novels and other graphic materials)

- Cross-format availability (is the title available in both ebook and audio? Is the alternate format already in the collection?)
- Illustration rendering in books for youth or in graphic novels
- Narrator’s qualifications for audio books
- Stability of content:
  - Carefully check for alternate editions both in the Anytime Library and in Marketplace.
  - Check for newer editions in Marketplace for titles no longer available.
  - OverDrive can manually move holds from one edition to another, which should be considered in cases where an expired title with unfilled holds is no longer available for purchase.
- Titles with simultaneous use rights
- Abridged titles

As a rule the consortium prefers not to purchase abridged versions of titles. Exceptions can be made on a case-by-case basis by the library which receives the request.

- Omnibus editions

The consortium prefers not to purchase omnibus editions for which the individual volumes are already included in the collection, barring compelling reasons such as additional or supplemental content, missing volumes otherwise unavailable, etc.

- Spending patterns

Best practice dictates that collection allocation budgets be spent gradually over time, rather than in large occasional bursts, as this insures a constant influx of new content to attract potential readers and encourage ongoing usage. Purchases each month (or even each week) should include new materials and patron requests. Additional copies of items with excessive hold requests, and replacement copies of expired items with unfilled holds will be purchased weekly by the consortium manager from the central fund contributed by member libraries.

### **Gift Policy**

Given the technical and licensing limitations as they currently exist, the Anytime Library is unable to accept gifts of personally purchased ebooks. Donated money earmarked for specific electronic or digital audio book titles may be accepted by member libraries, according to their individual policies and procedures, although items must meet the selection criteria outlined above.

No conditions may be imposed relating to any gift either before or after acceptance by the Anytime Library or member library with an understanding that donated materials are subject to the same selection, evaluation, and disposal criteria as materials selected for purchase.

## **Advantage Plan Collections**

Member libraries have the option to establish Advantage Plan collections of materials that are accessible by only their patrons. The purpose of these collections is to allow libraries to purchase additional copies of high demand titles in order to fill hold requests and reduce wait times for their patrons. It is preferred that libraries not purchase titles for their Advantage Plan collections that are not also available in the shared collection. Libraries may optionally implement Advantage Plus to share titles from their Advantage Plan collections with the rest of the member library patrons while maintaining the priority of their own patrons. Libraries with Advantage Plan collections are encouraged to follow the Anytime Library Collection Development Policy.

## **4. Intellectual Freedom**

The Anytime Library aims to provide a collection with information spanning a broad spectrum of opinions. Patrons are directed to the American Library Association's Library Bill of Rights, Freedom to Read, and Freedom to View statements, as these principles guide the materials selection policies:

- <http://www.ala.org/aboutala/offices/oif/LBOR-FTR-statement-pamphlet>
- <http://www.ala.org/rt/vrt/professionalresources/vrtresources/freedomtoview>

Selection decisions are based on the merit of works as they relate to the mission and goals of the Anytime Library. Works are selected to meet expressed and anticipated needs of the communities statewide. These works are inclusive of statewide cultures and opinions, not just the opinions of a particular community. Variety and balance of opinion is a goal for the collections.

The library recognizes that some materials may be controversial or offensive to an individual, but maintains that individuals can apply their values only to themselves. Parents have the responsibility and right to guide the values of their children. An opinion represented in the collection is an expression of the libraries' commitment to intellectual freedom and is not an endorsement of a particular point of view or belief.

## **5. Weeding Policy**

Although a digital collection does not have the same space constraints as a physical collection, weeding is necessary to maintain the collection's relevance and usefulness, as well as to improve patron ease of searching, and to increase usage. Weeding also provides the opportunity for effecting a more thorough review of the collection, helping to determine gaps and deficiencies, and assisting selectors in creating a collection that is more responsive to patron demand and need. The Anytime Library consortium manager and the Executive Advisory Committee, or their designee(s) will be responsible for facilitating the review of the Washington Anytime digital collection on an annual basis. Anytime Library member staff will be asked to

volunteer to serve on a Weeding Task Force to determine which titles warrant being weeded and then to complete the actual weeding process.

The Anytime Library has the constraints of metered access by certain publishers, whereby titles are restricted to a set number of checkouts or a specific time period after which the item is automatically inaccessible unless another copy is purchased. Patrons may place holds on expired items at any time. Expired metered access titles will be reviewed periodically for continued inclusion. The consortium manager and/or the Weeding Task Force will determine if metered access titles warrant repurchase or weeding based on guidance from the Executive Advisory Committee. At the time this policy was written, the established procedure was to replace those expired metered access titles that have unfilled holds on a weekly basis, but not otherwise.

Since weeding a cooperative collection will affect a large number of libraries, any weeding project must be carefully coordinated and communicated to all partners prior to and during the process. Accurate lists of weeded titles must be communicated to all member libraries in a timely manner, so that libraries with MARC records for Anytime Library titles in their integrated library system catalogs can remove the records for those titles. These lists should include ISBNs and other uniquely identifying metadata.

#### **Weeding Guidelines:**

1. Non-fiction travel, health, self-help, and business titles will generally be weeded by date. Five years after publication date will be used if the copyright information is available. Five years after the acquisition date by the Anytime Library may be used if the copyright isn't available.
  - a. A "compelling cause" for weeding is defined as containing or including clearly identifiable dated or superseded information.
  - b. Exceptions may be made for titles that are considered to have achieved "classic" status.
  - c. Titles should not be removed from the collection less than one year from the initial purchase date without a compelling cause.
  - d. Titles that have circulated within the past 12 months should not be removed from the collection without a compelling cause.
  - e. Items with active checkouts or unfilled holds should not be weeded.
  - f. If one format (ebook or audio) is weeded, consider weeding both (if included in the collection) subject to the preceding provisions.
  - g. When a title slated for weeding from the shared collection is also held in an Advantage Plan collection, the Advantage Plan library or libraries should be notified at least one week prior to the weeding actually taking place, so they can take appropriate action(s) (which could include opening a discussion on the weeding decision).
  - h. Procedural notes: it will probably be necessary to consult an outside source, such as WorldCat or Amazon, to determine copyright dates. The Marketplace "Title

status and usage report” provides the acquisition date of individual titles, as well as cumulative circulation and holds data, and should be consulted.

2. Remove obsolete formats.
3. Titles may be pulled from the WPLC collection at any time by publishers without prior notice or titles may not be available for re-purchase.
4. Titles having duplicate versions of the same edition will be examined to determine if it is appropriate to reduce multiple records down to a single record. Provisos c. – h. under Guideline No. 1. above also apply here.

## **6. Request for Reconsideration**

Once an item has been selected and added to the Anytime Library, it will not be removed from the collection unless it is in violation of the principles set forth in the Collection Development Policy, or unless it meets the established criteria for weeding. Further, it is not technically possible for an individual member library to remove an item from the collection such that it is removed only for their local patrons, unless that item is unique to the library’s Advantage Plan collection.

Patrons desiring to communicate concerns about materials in the Anytime Library collection should submit those concerns to their local WDLC member library through existing established procedures, as available or applicable.

If a member library receives a request for reconsideration, and is unable to resolve the issue, the library may submit a request for reconsideration to the WDLC Executive Advisory Committee, using the form located at [URL TBD]. The Executive Advisory Committee will examine the request for reconsideration and will respond in writing to the library from which it was received within four weeks of receipt of the request. Challenged materials will not be removed from public access while awaiting resolution of a request for reconsideration.

The decision of the Executive Advisory Board is final. An item will be evaluated for reconsideration only once within a 12 month period.

## **7. Collection Development Policy Review**

This policy will be reviewed annually by the Executive Advisory Committee which may recommend changes or revisions to the membership. The Executive Advisory Committee and the consortium manager may appoint or recruit Collection Development and Weeding Task Force members as needed.

*Collection Development Policy created by the Collection Development Task force December 2017 and revised by the Executive Advisory Committee and consortium manager January 2018.*

*Weeding Policy section created by the Weeding Task force December 2017 and revised by the Executive Advisory Committee and consortium manager January 2018.*