

Collection Management

Purpose

These policies govern the selection and maintenance of the Tulsa City-County Library's collections of materials. They are designed to:

- Inform library customers about the library's collections, the criteria used in selection of materials and the procedure for a customer's request for reconsideration of materials.
- Guide the staff in their responsibility of selection of all materials, print and nonprint, and maintenance of collections.
- Provide consistency and conformity in collection management throughout the system.

These policies will be reviewed periodically to ensure that they are responsive to changes that occur in the needs of the community, in the emphasis of the library's objectives, or its organization and procedures.

Copyright Policy (adopted: April 17, 2014)

The Tulsa City-County Library (TCCL) purchases materials in print, audio, visual and digital formats and abides by the copyright law of the United States (Title 17, United States Code), which governs the making of photocopies or any other reproductions of copyrighted materials.

TCCL is not responsible for and expressly prohibits the improper or illegal use of any copies of materials from its collections by customers. It is the customer's responsibility to guard against the infringement of rights that may be held by others and for clearing reproduction rights and copyright restrictions. TCCL does not claim to control the copyright for all pictorial and textual materials in its collections. Library staff will provide any information available for specific items that it has available to the use in this regard if a specific request is made. The library provides such information as a service to aid customers in determining the appropriate use of an item, but that determination ultimately rests with the customer. It is the customer's obligation to determine and satisfy copyright or other use restrictions when publishing or otherwise distributing materials from the library's collections.

Customers are reminded that these materials are provided by TCCL for non-profit educational, personal, or scholarly purposes and that transmission or reproduction of protected items beyond that allowed by fair use requires the written permission of the copyright holders. The doctrine of 'fair use' has been codified in section 107 of the copyright law (17 U.S.C. § 107). Section 107 describes various purposes for determining if the reproduction of a particular work may be considered fair, such as criticism, comment, news reporting, teaching, scholarship and research. Section 107 also sets out four factors to be considered in determining whether or not a particular use is fair:

- The purpose and character of the use, including whether such use is of commercial nature or is for nonprofit educational purposes;
- The nature of the copyrighted work;
- The amount and substantiality of the portion used in relation to the copyrighted work as a whole;
- The effect of the use upon the potential market for, or value of, the copyrighted work.

There is no specific number of works, lines or notes that may be safely reproduced or used without permission. Acknowledging the source of the copyrighted material does not substitute for obtaining permission.

TCCL provides copier machines in all public locations and may receive requests to furnish a photocopy or other reproduction electronically. Under certain conditions specified in the law, libraries and archives are authorized to provide this information provided that the photocopy or reproduction is not to be "used for

any purpose other than private study, scholarship or research.” If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of fair use, that user may be liable for copyright infringement. TCCL reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law.

Any reproduction, whether physical or digital copy, of TCCL material contained on DVD, Blue Ray, CD, cassette, VHS, or similar digital recording technology, is prohibited.

General Principles of Collection Management

- The library’s collections contain materials for customers of all ages. The use of materials is not limited by the age of the customer. The ultimate responsibility for the use of materials by children rests with their parents or legal guardians.
- The primary task of the Tulsa City-County Library collection is to provide materials which will meet the cultural, informational, educational and recreational needs of the public.
- Materials selection staff search for materials representing diverse communities, views and expressions, including those which may be unconventional or unpopular with some segments of the community. In selecting materials, the library does not promote any particular belief or view, but offers collections of considerable scope and variety so individuals can examine different sides of issues and make their own decisions.
- The library invites purchasing suggestions and consults citizens in areas of special expertise. Serious consideration is given to all suggestions and ideas.
- A necessary component of maintaining a vibrant, useful and authoritative collection is deselection of materials that no longer meet the standard for inclusion in the library’s collections.
- The library provides access to materials through Resource Sharing and other partnerships. Every effort is made to ensure those items comply with Tulsa City-County Library selection criteria.
- The Tulsa City-County Library supports the principles embodied in the [American Library Association’s Freedom to Read Statement](#), [Library Bill of Rights](#), [Libraries: An American Value](#), and [Freedom to View Statement](#).

Responsibility for Collection Management

Collection Management staff select content for the Tulsa City-County Library system, with input from staff and customers. Final responsibility and authority for collection management rests with the CEO, who operates within the framework of the policies adopted by the Library Commission.

Selection Criteria

- The evaluation of materials is characterized by flexibility, open-mindedness and responsiveness to the changing needs of the library’s customers. The following are among the most important general criteria and are applied to all formats:
 - Relevance to community needs
 - Suitability of subject, style and reading level for intended audience
 - Insight into human and social conditions
 - Reputation, significance and qualifications of the author, creator or producer
 - Popularity of the material
 - Reviews by critics and staff members
 - Reputation of the publisher or producer
 - Availability, age and condition of other materials in the collection on the subject
 - Clarity, accuracy and effectiveness of presentation
 - Suitability of the format for library use
 - Local interest
 - Price and budget considerations
 - Materials of long-lasting popularity or importance
 - Availability of usage statistics for online resources

- An item need not meet all criteria to be added to the collection. A title may be judged primarily in terms of artistic merit, scholarship, information content or value as a historical document. Others are chosen primarily on the basis of customer demand.
- The liability of certain materials to mutilation or theft does not preclude their selection or purchase for the system.
- Authors, producers or performers who would like the library to add their publications, videos or recordings to the library collections may donate a copy of the item through the library’s Collection Management Department. Such materials will be considered gifts and cannot be returned. Materials by Oklahoma authors or content set in Oklahoma will be added to the Spotlight Oklahoma collection and are subject to the criteria noted in the collection management policy. Materials which are available only as print-on-demand will not be added to the library’s collection.

Age/Grade Level Criteria

With the aid of professional tools and reviews, selectors use their training and knowledge to assign materials to specific category. The listed categories below are identified as recommended approximate age/grade levels for children’s library materials. Adults are encouraged to make their own judgments based on what they know about their children and ask for assistance from librarians to discover materials right for their children.

• E	Picture books	Birth - Grade 3
• R	Readers	K - Grade 3
• J	Juvenile fiction	Grade 3 - Grade 5
• J	Juvenile nonfiction	K - Grade 6
• T	Tween Fiction	Grade 5 - Grade 8
• Y	Young adult fiction	Grade 9 - Grade 12
• Y	Young adult nonfiction	Grade 6 - Grade 12

Digital Collections

Collection Management seeks to explore new trends and add content to meet the public’s interests. Examples include, but are not limited to, electronic formats in books, music and movies. As with all collections, electronic formats are subject to the criteria established in this policy.

As digital projects and technology evolve, other formats will be considered.

Sustainability and intellectual property concerns are challenges in developing digital collections. The selection and acquisition of materials for digitization is considered in accordance with the following:

- copyright status
- condition of the material
- uniqueness of the resource
- significance of the item
- demand for the material

Controversial Materials

- The library selects materials that represent a range of viewpoints and exercises impartiality in selection decisions. Selection is based on criteria stated throughout this policy. The background or political views of an author, performer or producer; the frankness or coarseness of language; the explicitness of text, illustrations or video; or the controversial content of an item will not

automatically cause it to be excluded. NC-17 (X-rated) films are not purchased. Materials are evaluated as a whole and not on the basis of a specific part.

- Citizens who want the library to reconsider the selection of library materials should complete the appropriate Citizen's Request for Reconsideration form available at any library and online. ([See Appendix.](#)) Staff members and an external committee will evaluate the materials in light of the customer's request, using published reviews and the criteria contained in this policy. The Collection Management Manager will decide the disposition of the materials in question and will notify the customer. If the individual is not satisfied with the action taken, he/she may appeal to the CEO or in turn to the Library Commission. The completed decision on reconsideration of a specific title will remain in effect for three years.

Gifts

- Gifts of materials in excellent condition are accepted by the library with the understanding that they may be added to the collection, sold, exchanged or discarded, but cannot be returned to the donor. Gift items are acknowledged (though not evaluated for tax purposes) and may be marked with the appropriate bookplates. All gifts added to the collection become part of TCCL's collections as a whole and placement of gifts is determined by the material selection librarians.
- A gift acknowledgement form is available for recording the donor's address information and description of the gift. ([See Appendix.](#))
- Gifts are subject to the same selection criteria as purchased materials. All gift titles to be added to the collection must be approved by the appropriate materials selector. Persons wishing to donate items as a memorial or to honor someone should check with the library for the appropriateness of the item before purchasing the item.
- Rare books and valuable collector's editions are not ordinarily included in the library's collections because of the special care and facilities necessary for their preservation. Retention of such collections is discretionary, and items may be sold or exchanged to benefit the library.

Systemwide Collection Management

- Because all items in the library's circulating materials collection are available to citizens in any location in the county, the collection should be viewed as a whole. It is one unified collection that is housed in all public library locations. All items may not always be available at every location. TCCL's delivery system makes most items available to customers at their desired location within two business days.
- To maintain up-to-date, useful and attractive collections, it is necessary to review and deselect collections for condition, age of the material or lack of use. Deselection is a responsibility of branch and departmental managers and is guided by the collection management policy. Selectors will replace items that are in poor condition or out-of-date with new, up-to-date materials based on collection needs and recommendations from public service librarians. Regular communication between the collection management selectors and the libraries public service staff is encouraged and expected.