

IV. Legislation – Policies – Rules

B.1. E-Collection Development Policy – action item

I. Policy

This policy provides the framework for development and maintenance of an electronic resource collection in support of the ICfL’s mission to assist libraries to build the capacity to better serve their communities. This policy covers a variety of smaller collections of differing formats which may include e-book, e-audio, and databases. The ICfL chooses resources to reflect a broad spectrum of student learning needs, viewpoints, and reader interests, with the understanding that individual Idahoans make their own choices as to what electronic resources they access based on individual interests and needs. The ICfL supports the rights and responsibilities of parents or guardians to choose appropriate items for their own minor children. The ICfL adheres to the American Library Association **Library Bill of Rights**, the **Freedom to Read Statement**, and the Freedom to View Statement and considers all materials in the collection protected by the First Amendment of the United States Constitution.

II. The Collection and Criteria for Selection

The ICfL seeks to meet the learning and reading needs of a diverse state population representing a variety of backgrounds and points of view. The collection is created to supplement existing collections of school, public, and academic libraries. Ultimate responsibility for materials in the collection rests with the State Librarian; the day-to-day work of selection, evaluation, and maintenance is the responsibility of the ICfL staff. General criteria for selection include:

- Accuracy and timeliness of content
- Availability of individual and series titles
- Cost
- Favorable and professional reviews
- Local or regional interest
- Public demand, interest, or need
- Relation to existing collections
- Reputation/qualification of author or publisher
- Publisher and/or vendor terms of use and retention
- Support of school curriculum

III. Access

Access to each collection will vary depending on vendor requirements and other agreements, including state contracts and library reciprocal borrowing agreements. Efforts will be made to ensure the easiest access for all Idahoans, through individual library collections and/or statewide access when possible.

IV. Suggestions for Additions to the Collection

Suggestions for purchase are encouraged to ensure the collection is meeting the needs of all Idahoans. Idaho library staff can request that specific items be purchased by filling out a Recommendation for Purchase form. Idahoans without a local library are welcome to complete a form.

V. Collection Maintenance

Numerous factors determine the nature of electronic resource collection maintenance. Items that are obsolete, unused, outdated, or any unnecessary duplicates may be removed. Some publishers place time and/or circulation limits on e-book and e-audio titles, resulting in a lapse in access. The decision to replace them will depend on several factors, including:

- Current number of holds
- Format or content obsolescence
- Placement in a series
- Replacement cost
- Total number of circulations
- Total number of holds

VI. Gifts

The ICfL is unable to accommodate electronic resource gifts of personally purchased titles, due to technical and licensing limitations. Monetary gifts, without imposed conditions, will be accepted and purchased resources will follow the selection and maintenance criteria in the document.

VII. Request for Reconsideration of Materials

The collection contains a wide variety of materials to meet the needs of a diverse population. The ICfL recognizes the responsibility of individuals to choose their own reading materials. While a person may reject materials for themselves and their minor children, they may not restrict access to materials by others. Materials selected under this policy are considered to be protected by the First Amendment of the United States Constitution. The ICfL neither approves nor disapproves of the views expressed in materials included in the collection but does welcome suggestions about the collection.

Any Idahoan who wishes to make a complaint about an item in an ICfL e-resource collection should contact an ICfL staff member charged with the selection of materials. If the issue is not resolved, a formal request may be pursued by completing the Reconsideration of Materials form. The completed form and questioned material will be reviewed by staff, including the State Librarian, and once a decision has been made regarding the retention or removal of the material, a letter will be sent to the person, explaining the decision. If the person is dissatisfied with the resolution, they may appeal in writing to the State Librarian, who will forward the request to the ICfL Board of Commissioners, along with staff recommendations. After reading the item in question in its entirety, the Board will reconsider the decision based on whether the particular title conforms to the Board-approved Collection Development Policy, as outlined above. The

complainant shall be notified of this action in writing following the Board's decision. The Board's decision on the matter is final. Material being questioned will remain available to other Idahoans during the reconsideration process.

VIII. Policy Implementation, Evaluation, and Revision

The Electronic Resources Collection Development Policy of the Idaho Commission for Libraries will be reviewed on a regular basis. *This policy was approved by the ICfL Board of Commissioners on _____*

Suggested motion: I move that the Board of Commissioners adopt the E-Collection Development Policy as presented in Board Document 21-13.

MSC _____