

IV. Legislation – Policies – Rules – Guidelines

A. Electronic Resources Collection Development Policy – action item

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~~ **best** 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. **The ICfL neither approves nor disapproves of the views expressed in materials included in the collection.**

~~The Collection and Criteria for Selection~~ **Selection and Criteria**

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.~~ **The IDEA (Idaho Digital E-Book Alliance) collection is primarily intended to supplement K-12 school library collections by supporting the curriculum and increasing access to recreational reading materials for students. The LiLI (Libraries Linking Idaho) databases are provided to meet Idaho residents’ educational, business, and recreational reading needs.**

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~~ **E-Resources Library Consultant**. **The E-Resources Library Consultant will continually assess the collections using the approved policies of the Board of Library Commissioners.**

The general criteria for selection **listed below applies to the selection of all materials. Not all titles or collections will meet all the criteria listed below, but will fall into at least one of these categories:**

- Accuracy and timeliness of content
- Availability of individual and series titles
- Cost **and available funding**
- 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

Suggestions for purchase are encouraged to ensure the collection is meeting the needs of all Idahoans. Such recommendations will be given serious consideration in accordance with the criteria used in making selection decisions.

All titles in IDEA and the LiLI Database collections will comply with Sections 33-2508, 33-137, and 18-1514 of Idaho Code to ensure that no materials harmful to minors, as defined in Idaho Code, are available.

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.

~~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.~~

Collection Maintenance

Numerous factors determine the nature of electronic resource collection maintenance. Items that are obsolete, unused, outdated, or are 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

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.

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 the 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.~~

The ICfL will review decisions regarding specific IDEA titles and electronic resources upon written request from state of Idaho residents (also described as patron). The State Librarian or designee will provide a Request for Reconsideration of Electronic Resource Material form for this purpose.

When a fully completed Request for Reconsideration Form is received, the ICfL will begin its reconsideration process. This process consists of the following steps:

1. The E-Resources Library Consultant will convene a group consisting of three ICfL staff members, including the State Librarian, to review the material(s) under consideration.
2. The E-Resources Library Consultant and designated staff will review the material(s) under consideration and communicate their decision to remove, reclassify, or retain materials in question to the patron within 20 business days of receipt of a completed Request for Reconsideration of Electronic Resource Material form.
3. Should the patron not be satisfied with staff's decision, the patron may appeal the decision to the ICfL Board of Commissioners within 10 business days of receipt of staff's decision.
4. The ICfL Board of Commissioners will review the material(s) in question, along with the staff and State Librarian's decisions, and provide a written decision to the patron within 10 business days of their next regularly scheduled meeting, provided there is enough lead time to meet open meeting requirements, distribute copies of the material being reconsidered, and allow enough time for all members to read the material(s) in their entirety.

The ICfL Board of Commissioners' decision is final. Material(s) being questioned will remain available to other Idahoans during the reconsideration process. In reviewing all Requests for Reconsideration, staff, the State Librarian, and Board of Commissioners will consider each work as a whole, and individual passages will not be considered out of context. They will also consider the literary merit of work recognized as classics, even though classic works may contain words or sentiments which, today, are deemed controversial.

Policy Review

The Electronic Resources Collection Development Policy of the Idaho Commission for Libraries will be reviewed on a regular ~~an~~ annual basis. The Board will not change the policy while an active Request for Reconsideration is underway.

Suggested motion: I move that the Idaho Board of Library Commissioners adopt the Electronic Resources Collection Development Policy as described in Board Document 23-02.

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