



WOODLAND PARK ZOO

Library Collection Development Policy

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Woodland Park Zoo
Collection Development Policy

Preface

The Collection Development Policy of the Woodland Park Zoo Library is intended to guide recommending officers, selectors and other staff in developing a cohesive collection. It also serves to inform library users, the zoo community, and the public concerning the interests and pursuits of the library. The library is required for the zoo's accreditation by the Association of Zoos and Aquariums.

Mission

The Zoo Library supports the Woodland Park Zoo mission "to save animals and their habitats through conservation leadership and engaging experiences, inspiring people to learn, care and act" by providing access to information in all appropriate forms to zoo staff and volunteers. The library accomplishes this by building, organizing, managing, housing, and preserving the collection and by employing all available technologies for accessing information. The library conforms to the American Library Association's Library Bill of Rights and Code of Ethics statements.

Currency

The focus and interests of the zoo are subject to change. This must be reflected in the collection policy. The policy is not intended to be an unchanging rule, and it must adapt to the needs of the library's clientele. Staff involved in collection development must remain cognizant of the activities of the zoo, reflecting them appropriately in collection development policy. However, the ability of the library to provide complete coverage in all areas may be limited by budgetary or staff considerations. This policy will be reviewed at least once every five years to maintain its applicability to the zoo and library.

Community Profile

The zoo employs approximately 300 staff members and 600 volunteers. These are the only users allowed access to the library. The volunteers vary in education, background, and age, while sharing a common interest in animals and wildlife conservation. The staff have strong interests and education in the conservation and husbandry of animal species within the zoo's collection and their habitats. Currently, the two largest groups of users are subgroups of the staff. The zoo's keepers use the library to gain access to current information (journal articles) and the interpretive staff use the library to gather information for educational programs.

Selection

Selection of materials is based on three criteria: cost, user needs, and format.

Responsibility for Selection

The library subcommittee consists of staff from the divisions of the zoo represented in the library collection: The Manager of Education, Curators from the East, West, and North Teams of Animal Management, the Volunteer Programs supervisor, and representatives from Animal Health, Exhibits & Interpretation, and Horticulture. This subcommittee will meet quarterly, as appropriate, for materials approval and to address library concerns.

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Division representatives present collection recommendations to the committee. These recommendations may come from library users or from the representatives themselves. The library committee has the responsibility for approving materials deemed appropriate for the library. The Deputy Director of the Zoo must finalize all appropriations after the committee has made its recommendations.

Core Subjects

The core subjects of the collection in which the library has consistently made efforts to collect are as follows:

First priority:

- Amphibians
- Birds
- Conservation
- Insects
- Mammals
- Reptiles

Second priority:

- Animal health
- General species
- Endangered species
- Environment
- Horticulture
- Zoos – Current Research

Third priority:

- Biology
- Zoos – General Reference

Material Formats

Increasing use of various media for communicating zoological information necessitates that the library acquire and make these formats available to zoo staff and volunteers to ensure the successful accomplishment of its mission.

The zoo library collects several formats based on cost-effectiveness, user need, and availability:

1. Journals (print and electronic)
2. Monographs (e.g. animal textbooks, zoological conference proceedings)
3. Audiovisual Materials (e.g. DVD, CD-ROM)
4. Electronic Materials (e.g. BioOne subscription)
5. Reference Materials

Journals

Subject experts recommend titles for selection and the library committee chooses purchases based on budget constraints, personnel need, and format.

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Monographs

Book selections are based on recommendations from zoo personnel. Books are evaluated according to costs and personnel needs, as well as whether the University of Washington has the item. Yearbooks and conference proceedings will be evaluated individually based on need and usability. Any books published by zoo staff will also be obtained by the library.

Audio-Visual Materials

The library currently collects A\V materials in DVD format. Materials currently in older A\V formats will be replaced by the DVD format as appropriate, on an item-by-item basis. The library will not actively collect in VHS or older formats.

Electronic Materials

The library will collect electronic materials based on availability of the equipment necessary to provide access to the material, applicability to zoo personnel, and cost of such materials. These materials include electronic journal subscriptions, electronic databases, and CD-ROMs.

Reference Materials

Materials found to be applicable to several different divisions of the zoo will be collected and located in the library's central location for reference as non-circulating items.

Gifts

Gifts are evaluated based on library deficiencies and personnel needs. If material is deemed to be necessary for the collection, it will be added. If not, it will either be given to staff or sold in the zoo's annual book sale.

Duplicate Materials

The library will not collect duplicate materials.

Collection Maintenance

The library has the obligation to keep its collection up-to-date with the most current information available on all collected subject areas.

Weeding

Weeding of materials will be based on subject specialists' assessment of currency of the material as well as the physical condition of the material. Weeded materials will either be given to staff or sold in the annual book sale. The library will only keep the latest two years of subscription periodicals. Previous years will be archived or recycled based on subject experts' assessment. Duplicate materials should also be weeded.

Preservation

Standard procedures for the preservation and repair of materials will be followed. Volunteers and available staff will be trained on the proper repair and preservation of materials.

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Replacement

Damaged or lost materials will be replaced based on subject experts' assessment, user need, and cost. Replacement of journal issues will be evaluated based on the cost and availability of the missing issue.

Personnel

The Education Manager is responsible for the overall maintenance of the collection. Volunteers and Education staff perform standard serials management and book processing, including checking materials into the library and preparing materials for circulation.

Relationships with other institutions

In order to expand the collection beyond the zoo library, informal channels have been and can be established to access materials not owned. The library purchases a corporate by-bearer card from the University of Washington to borrow materials. The UW Libraries' resources, both electronic and physical, can also be accessed by going directly to the appropriate UW library branch. Similar arrangements with other institutions may be established in the future as necessary.

Complaints

Complaints will be directed to the Education Manager and will be resolved by the Library Committee in light of this policy and the Zoo's mission.

Appendix

American Library Association Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

- I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 18, 1948.

Amended February 2, 1961, and January 23, 1980, inclusion of "age" reaffirmed January 23, 1996, by the ALA Council.

<http://www.ala.org/ala/oif/statementspols/statementsif/librarybillrights.htm>

American Library Association Code of Ethics

As members of the American Library Association, we recognize the importance of codifying and making known to the profession and to the general public the ethical principles that guide the work of librarians, other professionals providing information services, library trustees and library staffs. Ethical dilemmas occur when values are in conflict. The American Library Association Code of Ethics states the values to which we are committed, and embodies the ethical responsibilities of the profession in this changing information environment.

We significantly influence or control the selection, organization, preservation, and dissemination of information. In a political system grounded in an informed citizenry we are members of a profession explicitly committed to intellectual freedom and the freedom of access to information. We have a special obligation to ensure the free flow of information and ideas to present and future generations. The principles of this Code are expressed in broad statements to guide ethical decision making. These statements provide a framework; they cannot and do not dictate conduct to cover particular situations.

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- I. We provide the highest level of service to all library users through appropriate and usefully organized resources; equitable service policies; equitable access; and accurate, unbiased, and courteous responses to all requests.
- II. We uphold the principles of intellectual freedom and resist all efforts to censor library resources.
- III. We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted.
- IV. We recognize and respect intellectual property rights.
- V. We treat co-workers and other colleagues with respect, fairness and good faith, and advocate conditions of employment that safeguard the rights and welfare of all employees of our institutions.
- VI. We do not advance private interests at the expense of library users, colleagues, or our employing institutions.
- VII. We distinguish between our personal convictions and professional duties and do not allow our personal beliefs to interfere with fair representation of the aims of our institutions or the provision of access to their information resources.
- VIII. We strive for excellence in the profession by maintaining and enhancing our own knowledge and skills, by encouraging the professional development of co-workers, and by fostering the aspirations of potential members of the profession.

Adopted June 28, 1995 by the ALA Council

<http://www.ala.org/ala/oif/statementspols/codeofethics/codeethics.htm>