

COOPERATIVE INFORMATION NETWORK ELECTRONIC COLLECTION DEVELOPMENT POLICY

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PHILOSOPHY AND GUIDING PRINCIPLES

Founded on the principles of intellectual freedom and equal access for all, the Cooperative Information Network (CIN) makes available a wide range of resources that support an informed citizenry and a democratic society. Within budget constraints, CIN strives to provide an electronic collection in formats suitable to a variety of learning and recreational interests and needs.

CIN provides electronic materials to support the information needs and interests of each individual, and does not place a value on one person's needs or preferences over another's. Inclusion of an item does not constitute endorsement of its content by the governing body and membership. Individual items, which in and of themselves may be controversial or offensive to some users or members, may appropriately be selected if their inclusion will contribute to the balance and effectiveness of the electronic collection as a whole.

ACCESS TO ELECTRONIC MATERIALS

Providing access to electronic materials is an integral part of Cooperative Information Network (CIN) collection development efforts. The electronic collection evolves as new vendors, products and formats become available. This collection may include eBooks, eAudiobooks, other downloadable and streaming media, and databases. The electronic collection strives to represent the diverse viewpoints and interests of the entire population CIN serves.

COLLECTION MANAGEMENT

Ultimate responsibility for the purpose, direction, and scope of electronic collections rests with the governing body of the Cooperative Information Network. Operating within the framework of policies set by the governing body, a group of staff drawn from among the membership are responsible for the administration of electronic collections and selection of electronic materials.

SELECTION CRITERIA

Selection criteria for products and formats may include one or more of the following:

- Budget constraints
- Ease of use of the product or format
- Remote access to users
- Accessibility to multiple users

Selection criteria for individual electronic materials includes:

- Cost relative to the value the material contributes to the collection
- Relevance to observed and anticipated community needs and desires
- Authority, reputation and qualifications of the author, creator, or publisher of the work with preference generally given to titles vetted in the editing and publishing industry
- Distinguishing awards or merits
- Attention of critics, reviewers, media, and the public
- Evaluation of content accuracy and currency
- Representation of diverse viewpoints
- Relation to the existing electronic collection and other material available on subject
- Availability of material from partner libraries
- Duplicate copies may be purchased to fill demand as finances allow

MATERIAL REVIEW

Selectors of Cooperative Information Network (CIN) electronic materials will respond to concerns about electronic library materials purchased and owned by CIN from taxpayers residing or domiciled within the boundaries of the consortium. If initial verbal or emailed exchanges do not result in a satisfactory conclusion for the patron, a Material Review form may be filed. Material Forms will be available by request from the selectors or current President of the CIN.

This sequence will be followed:

1. Patron concerns will be referred to the group of CIN selectors. The patron will engage in a verbal or emailed exchange with a selector, and receive a copy of the CIN Electronic Collection Development Policy for reference.
2. If the patron is not satisfied with the response from a selector, a Material Review form may be filed. The patron fills out and signs Material Review form, and may return it to the CIN selectors or the staff at their local CIN member library (who will then route the form to the CIN selectors).
 - a. Only forms from patrons residing or domiciled within the boundaries of CIN will be accepted.
 - b. No further action will be taken until a patron confirms they have read the material.
 - c. The copy or copies of the challenged materials will remain available to the public until disposition is determined.
3. The CIN selectors will consult with the current CIN President and review the materials. Each form will be considered in terms of the criteria outlined in the CIN Electronic Collection Development Policy, all applicable state and federal law, the principles of the

American Library Association (ALA) Library Bill of Rights, the challenged materials interpretation of the ALA Library Bill of Rights, reviews of the material by reputable critics, and community needs and standards, as well as the objections of the patron. The CIN President will issue a formal written decision to the patron within 60 days after receipt of notice.

4. The decision may be appealed to the full governing body of CIN members, who will consider all documentation collected and action to make a final decision at a future open meeting. The patron will be informed of the date of the meeting when the agenda is finalized. At the meeting, the patron may present comments about the material(s) in question. The governing body will make a final ruling on the material by a simple majority vote at that meeting. The CIN President will send a written summary to the patron within 60 days after receipt of notice. The library will not accept Material Review forms relative to complaints about the same materials for a period of three (3) years.

In addition, any CIN member library in the state of Idaho may notify the governing body of material held within an electronic collection that the CIN member or a court of law have determined to meet the definition of harmful to minors, as defined by Idaho Code § 18-1514.

This sequence will be followed:

1. The CIN selectors will consult with the current CIN President or designee from among the CIN governing body and review the materials. Each material will be considered in terms of the criteria outlined in the CIN Electronic Collection Development Policy, all applicable state and federal law, the principles of the American Library Association (ALA) Library Bill of Rights, the challenged materials interpretation of the ALA Library Bill of Rights, reviews of the material by reputable critics, and community needs and standards, as well as documentation from court proceedings or any other documentation provided by the CIN member. The CIN President or designee will issue a formal written decision to the CIN member within 60 days after receipt of notice.
2. The decision may be appealed by the member to the full governing body of CIN members, who will consider all documentation collected and action to make a final decision at a future open meeting. The CIN member will be informed of the date of the meeting when the agenda is finalized. At the meeting, the CIN member may present comments about the material(s) in question. The governing body will make a final ruling on the material by a simple majority vote. The CIN President or designee will send a written summary to the CIN member within 60 days after receipt of notice. The library will not make any further rulings about the same materials for a period of three (3) years.

COOPERATIVE INFORMATION NETWORK MATERIAL REVIEW FORM

Request initiated by (name): _____

Street address: _____

Contact (phone and/or email): _____

Are you residing or domiciled within CIN boundaries? Yes No

Name of your home library location: _____

Title, author, format, etc. of the material in question: _____

Have you previously discussed the material with a CIN selector? Yes No

Have you received and read the CIN Electronic Collection Development Policy? Yes No

Have you read the entire material? No further action will be taken until you confirm that you have read the material. Yes No

If you have read the material, please summarize it: _____

Specify the portion(s) of the material that you question: _____

State the action you wish taken on the material: _____

If you are requesting withdrawal of the material, what other title would you recommend that addresses the subject matter from a similar perspective, but in a more appropriate manner?

Explain how such an action would improve CIN service to communities:

Signature: _____

Date: _____