

Uintah County Library Collection Development Policy

A. Responsibility for Selection

The responsibility for selection of library materials rests with the Library Director or their designated representatives, who operate within the framework of the policies determined by the Uintah County Library Board of Directors who act under the authority of the Uintah County Commissioners. In accordance with Utah Code Annotated §9-7-504, as amended, and Chapter 2.26, Uintah County Municipal Code, as amended, any library material selected within the established policy shall be considered to be selected by the Library Board.

B. Materials Selection Criteria

The Library Board supports the Constitutional First Amendment rights of all citizens, and recognizes the widely diverse and separate interests, backgrounds, cultural heritages, social values, and needs within the Uintah County community. Materials (whether they be purchased or donated) are selected on the basis of the work as a whole and may not appeal to the interests of every patron. Library materials offer varying points of view and subjects in multiple formats. Popular and literary works are chosen for varying levels of enjoyment, education, literacy levels, age-level interests, as well as differing social and religious customs.

The Library Director or their designated representatives have broad discretion when considering and selecting materials. Selection criteria may include, but are not limited, to the following:

Currency

- **Relevance of Timeliness:** Determine if the subject matter necessitates current information (e.g., technology, science, current events).
- **Balancing New and Old:** Consider the value of older materials for historical research, comparative studies, or classic literature.
- **Collection Depth:** Assess whether the Library needs to maintain a comprehensive collection in specific subject areas, requiring frequent updates.

Relevance

- **Alignment with Collection Policy:** Ensure the material fits within the Library's defined scope and subject areas.
- **Patron Needs and Interests:** Consider if the material addresses the interests and information needs of the target audience.
- **Collection Gaps:** Identify areas where the collection is lacking and prioritize materials that fill those gaps.

Purpose

- **Intended Audience:** Determine if the material aligns with the Library's target audience and their information needs.
- **Educational Value:** Assess the material's potential to inform, educate, or entertain patrons.
- **Format and Accessibility:** Consider the format of the material (print, electronic, audiovisual,

etc.) and its accessibility to all patrons.

Budget and Price

- **Cost-Benefit Analysis:** Materials will be evaluated based on their cost in relation to their potential use and value to the Library community.
- **Resource Allocation:** Funds will be allocated strategically across various subject areas and formats based on patron needs and priorities.
- **Long-Term Sustainability:** Budgetary considerations will be made with an eye toward the long-term financial health of the Library.

Existing holdings and Available Space

- **Collection Analysis:** Existing holdings will be regularly evaluated to identify gaps, duplicates, and areas for strengthening.
- **Space Allocation:** Available shelving and storage space will be considered when selecting new materials.

Purchase Requests:

- **Interlibrary Loan Usage:** Patterns of interlibrary loan requests will be analyzed to determine potential collection additions.
- **Resource Sharing:** Interlibrary loan and consortium holdings will be utilized as a cost-effective method to supplement the collection.
- **Reviews** in library-specific selection publications and in the general media
- **Requests** from library patrons and books discussed on public media will be considered.

In the selection process, consideration is given to the work as a whole. Materials shall not be excluded solely for any of the following reasons:

- Race, color, or national origin
- Religion or creed
- Sex, gender identity, or sexual orientation
- Age
- Disability (physical or mental)
- Veteran status
- Marital or family status
- Pregnancy or related medical conditions
- Political views or affiliations of an author
- Frankness or coarseness of language
- Controversial nature of an item, including cover art
- Endorsement or disapproval of an item by an individual or organization
- The possibility that the materials may inadvertently come into the possession of children.

The Library Board and the Library Director do not advocate or condone every idea or presentation contained in the materials the Library makes available to the public. Every attempt is made to maintain a balanced collection representing diverse viewpoints on a number of subjects rather than the political,

moral, or aesthetic values of those in positions of authority, responsibility, or influence in the community. A balanced collection is one that reflects a diversity of materials rather than equality of numbers on the topics and subjects represented in the collection.

C. Deselection of Resources

Purpose: To establish criteria for the ongoing evaluation, withdrawal, and replacement of library materials to maintain a relevant, accessible, and efficient collection.

Policy: The Uintah County Library strives to provide patrons with an up-to-date, attractive and useful collection. To achieve this, the Library employs a continual process of evaluating, withdrawing, and replacing materials. Factors considered in this process include but are not limited to:

- **Physical condition:** Damage is beyond repair or rebinding.
- **Superseded:** Outdated information replaceable by newer editions or more comprehensive materials.
- **Low usage:** Item has low to no circulation.
- **Elsewhere:** Material can be easily obtained through interlibrary loan or other resources.

The Library is a circulating institution, not an archival institution. As such, worn, damaged, outdated, or duplicate materials may be withdrawn from the collection. The Library Director or their designated representatives is responsible for selecting, withdrawing, or replacing library materials. Withdrawn materials will be handled in accordance with the Library's procedures for donated materials.

D. Concerns about Library Resources

The Uintah County Library recognizes that some materials are controversial and that any given item may offend some patrons. The Library is not responsible for electronic materials purchased by the State and other Consortium members. A patron who questions the presence or absence of any item in the Library's collection may discuss their concerns with the Library Director or their designated representative. If their concerns are not adequately resolved, they may submit a "Statement of Concern About Library Resources" form to the Library Director. Incomplete forms will not be considered.

Upon receiving the statement, the Library Director **must be allowed a reasonable amount of time to acquire; read, watch, or listen to; and review the material in its entirety.** After review of the material, the Library Director will give a written response within four (4) weeks.

In the event the patron is dissatisfied with the Library Director's decision regarding the matter, the patron may appeal the decision to the Uintah County Library Board of Directors and be placed upon the agenda of the next regular meeting. The appeal must be made within ten (10) business days from the date of the Library Director's written response. The Board will be notified on the appeal and must also be allowed a reasonable amount of time to acquire; read, watch, or listen to; and review the material in its entirety. The Library Board's decision shall be final.

Copies of the material(s) under review will remain in circulation and any library service(s) will remain unaffected until a decision is made. No library material will be sequestered except to protect it from

damage or theft.

Adopted May 24, 2006

Reviewed and Amended by the Uintah County Library Board of Directors, August 30, 2023

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