

This policy has been approved by the Logan Library Board of Directors.

## Collection Management Policy

### Purpose of this Collection Management Policy

The Collection Management Policy, approved by the Logan Library Board, is one of the Logan Library's fundamental policy documents. It outlines the philosophies that create and shape the Logan Library's unique collection, the practices that maintain it over time and the guidelines that help the collection respond to community needs while protecting the collection from societal and political pressures. The Collection Management Policy ensures that over time, the Logan Library's collection will remain on course, reflecting the needs of Logan's community, while creating unique experiences of meaning and inspiration for the individual patron.

### Philosophy and Scope of the Collection

The Logan Library collects materials, in a variety of formats, to serve the general educational, recreational and entertainment needs of a growing, increasingly diverse, principal city population. Special effort is made to reflect the racial, ethnic and cultural span of the community.

Inherent in the collection management philosophy is an appreciation for each patron of the Logan Library. The Logan Library provides materials supporting each individual's journey and does not place a value on one customer's needs or preferences over another's.

The Logan Library contains fiction and nonfiction collections which includes material of an enduring nature as well as current-interest materials. Library collections include information in multiple formats and represent the diverse viewpoints and interests of the community the library serves.

The Logan Library upholds the right of the individual to access information, even though the content may be controversial, unorthodox or unacceptable to others. Access to the collection will not be limited or denied because of origin, race, religion, age, background, sex, sexual orientation, gender identity, or views. These factors shall also not be cause to exclude any materials, authors, artists, or other creators from the collection.

Materials for children and teenagers are intended to broaden their vision, support recreational reading, encourage and facilitate reading skills, supplement their educational needs, stimulate and widen their interests, lead to recognition and appreciation of literature and reflect the diversity of the community and our world. The reading and viewing activity of children is ultimately the responsibility of parents, who guide and oversee their own children's development. The Logan Library does not intrude on that relationship. Selection of library materials will not be restricted by the possibility that materials could come into a child's possession.

### Selection Criteria

Collection management staff use their training, knowledge and expertise along with the following general criteria to select materials for the collection:

- Relevance to interests and needs of the community
- Extent of publicity, critical review and current or anticipated demand
- Current or historical significance of the author or subject
- Relevance to the existing collection's strengths and weaknesses
- Reputation and qualifications of the author, publisher or producer, with preference generally given to titles vetted in the editing and publishing industry
- Suitability of format to Library circulation and use
- Date of publication
- Price, availability and Library materials budget
- Online resources are also evaluated based on accessibility and the availability of library licensing agreements.

Additionally:

- Not all selection criteria may apply equally to all content or formats
- Selection of materials does not imply agreement with, or approval of, the viewpoints expressed.
- Materials are evaluated as a whole work and not by selected passages or scenes.
- Individual items which may be considered controversial or offensive by some may be selected if it will contribute to the overall variety and balance of the collection.
- Logan Library does not offer textbooks or other school curriculum and in general does not duplicate resources already provided at local schools, academic, or special libraries.
- Staff use a wide variety of selection resources including, but not limited to, professional journals, popular media, publishing trends, local interests, patron recommendations, and circulation data.
- Staff are unable to review in entirety each item that is selected, acquired, or donated.

### Patron Recommendations

Patron recommendations for collection are welcomed and evaluated by the criteria listed above.

### Accessibility

The Logan Library will not restrict access to any library materials in public areas.

- All library cardholders may check out materials in accordance with circulation policies and procedures.
- Materials are labeled only by classification or as a directional aid.
- Children, tween, teen, young adult and adult collections are differentiated based on reading level, language comprehension, and audience. These collections may be housed in designated areas to aid in discovery.
- Determining the appropriateness of materials for minors is the sole responsibility of that minor's parent or guardian.
- Some materials are designated for use in the library only.

### Requests for Review of Library Materials

The Logan Library selects material using established criteria and full consideration of the varying age groups and backgrounds of patrons. The Logan Library supports the freedom to read and opposes book banning and other attempts to impinge or reduce patrons' access to information. The Logan Library is a vital part of our democratic fabric and provides knowledge access for all. The Logan Library upholds the freedom to read, as stated by the American Library Association in the Library Bill of Rights and the Freedom to Read Statement and protected by the First Amendment of the U.S. Constitution.

The Logan Library recognizes that full information about issues of public concern requires access to resources that represent multiple viewpoints. The library also recognizes the right of individuals to question both materials selected by the library and those that are not. The Logan Library accepts feedback on items across all collections. Patron suggestions for items they have encountered are best received through the Logan Library Request for Review of Library Material form. This form is available at any Library Service Desk and online. The Logan Library Administration reviews the request and **will respond in writing** within thirty business days of receipt of the request. Material under review will remain in the circulating collection until a determination is made.

**The Logan Library will accept any reconsideration request that meets the following criteria:**

- A completed form for each item for reconsideration.
- The individual requesting the reconsideration has an account in good standing with the Logan Library.
- That the person requesting the reconsideration has read/viewed the item in full.
- No more than three simultaneous requests from any individual will be considered.

Should the original requester not agree with the Library Administration's decision, they may appeal to the Library Board in person at a regularly scheduled meeting. The Library Board will issue a reply within 90 days. Material under review will remain in the circulating collection until a determination is made. The library board's decision is final, and the item may not be challenged again for a minimum of five years.

### Managing our Collection

The Logan Library's collection is a dynamic, evolving entity. As items are added, others are reviewed for their ongoing value and sometimes withdrawn from the collection. Great care is taken to retain or replace items that have enduring value to the community. Decisions are influenced by patterns of use, the capacity of our building and the holdings of other libraries that may specialize in a given subject matter. Staff review the collection regularly to maintain its vitality and usefulness to the community.

### Criteria for Weeding and Withdrawal

The following criteria are used in selecting materials for withdrawal:

- Damage or poor condition
- Relevancy to the needs and interest of the community
- Infrequent use and lack of demand

- Inaccuracy
- Availability - including other libraries and online
- Disposal of withdrawn items will be carried out following current city and state guidelines.

### Gifts

The Logan Library accepts gifts to enhance library services through library materials. Monetary gifts are the responsibility of the library director. Material gifts are subject to the evaluation criteria stated in this policy. Processing costs and shelving limits are also considered before adding materials. Once donated, items become the property of the City of Logan and follow the rules and guidelines set by the City of Logan. Donations are accepted with the understanding that the Logan Library has the right to determine the disposition of gift items.

### Associated Documents

The Library Bill of Rights and the Freedom to Read Statement:

<https://www.ala.org/advocacy/intfreedom/librarybill>

<https://www.ala.org/advocacy/intfreedom/freedomreadstatement>

### Policy History

Approved: 12 November 1996

Updated: 18 March 2019

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