



Uintah County Library Collection Development Policy

UCL-MAS-001

1. ~~A.~~ Responsibility for Selection

1.1. The responsibility for the selection of library materials rests with the Library Director or their designated representatives, who operate within the framework of the policies ~~determined-established~~ by the Uintah County Library Board of Directors, ~~who act which~~ acts 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.

2. ~~B.~~ Materials Selection Criteria

2.1. The Library Board supports the Constitutional First Amendment rights of all citizens, ~~and~~ It 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 based 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 and~~ differing social and religious customs.

2.2. Resources generated by Artificial Intelligence (AI): UCL respects the intellectual property of human authors and creators. UCL will make reasonable efforts not to purchase AI-generated content or AI-generated audio editions of human-created works. AI-generated content inadvertently added to the collection will be labeled as such in the catalog record but will not be weeded unless it meets one or more weeding criteria (e.g., poor circulation, damage, supersession). AI-assisted content is permitted in the UCL collection, subject to the same requirements and criteria as wholly human-authored works.

2.2.1. AI-assisted content is work that is written by a human but for which the author used AI tools to edit, refine, or error-check the work.

2.3. 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:

2.3.1. Currency

2.3.1.1. Relevance of Timeliness: Determine if the subject matter necessitates current information (e.g., technology, science, current events).

•2.3.1.2. **Balancing New and Old:** Consider the value of older materials for historical research, comparative studies, or classic literature.

•2.3.1.3. **Collection Depth:** Assess whether the Library needs to maintain a comprehensive collection in specific subject areas, ~~requiring that require~~ frequent updates.

2.3.2. Relevance

•2.3.2.1. **Alignment with Collection Policy:** Ensure the material fits within the Library's defined scope and subject areas.

•2.3.2.2. **Patron Needs and Interests:** Consider ~~whether if~~ the material addresses the target audience's interests and information needs ~~of the target audience.~~

•2.3.2.3. **Collection Gaps:** Identify areas where the collection is lacking and prioritize materials that fill those gaps.

2.3.3. Purpose

•2.3.3.1. **Intended Audience:** Determine if the material aligns with the Library's target audience and their information needs.

•2.3.3.2. **Educational Value:** Assess the material's potential to inform, educate, or entertain patrons.

•2.3.3.3. **Format and Accessibility:** Consider the ~~format of the material's~~ format (print, electronic, audiovisual, etc.) and its accessibility to all patrons.

2.3.4. Budget and Price

•2.3.4.1. **Cost-Benefit Analysis:** Materials will be evaluated based on their cost in relation to their potential use and value to the Library community.

•2.3.4.2. **Resource Allocation:** Funds will be ~~allocated~~ allocated strategically across various subject areas and formats based on patron needs and priorities.

•2.3.4.3. **Long-Term Sustainability:** Budgetary ~~considerations~~ decisions will be made with an eye toward the Library's long-term financial health ~~of the Library.~~

2.3.5. Existing holdings and Available Space

•2.3.5.1. **Collection Analysis:** Existing holdings will be regularly evaluated to identify gaps, duplicates, and areas for strengthening.

•2.3.5.2. **Space Allocation:** Available shelving and storage space will be considered when selecting new materials.

2.3.6. Purchase Requests:

•2.3.6.1. **Interlibrary Loan Usage:** Patterns of interlibrary loan requests will

be analyzed to ~~determine-identify~~ potential ~~collection~~-additions to the collection.

•2.3.6.2. **Resource Sharing:** Interlibrary loan and consortium holdings will be utilized as a cost-effective method to supplement the collection.

•2.3.6.3. **Reviews** in library-specific selection publications and in the general media

•2.3.6.4. **Requests** from library patrons and books discussed on public media will be considered.

2.4. 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:

•2.4.1. Race, color, or national origin

•2.4.2. Religion or creed

•2.4.3. Sex, gender identity, or sexual orientation

•2.4.4. Age

•2.4.5. Disability (physical or mental)

•2.4.6. Veteran status

•2.4.7. Marital or family status

•2.4.8. Pregnancy or related medical conditions

•2.4.9. Political views or affiliations of an author

•2.4.10. Frankness or coarseness of language

•2.4.11. Controversial nature of an item, including cover art

•2.4.12. Endorsement or disapproval of an item by an individual or organization

•2.4.13. The possibility that the materials may inadvertently come into ~~the children's~~ possession ~~of children~~.

2.5. 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 that represents~~ diverse viewpoints on ~~a number of several~~ 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 of~~ topics and subjects represented in the collection.

3. ~~C.~~ **Deselection of Resources**

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

3.2. **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:

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

3.3. 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~~are responsible for selecting, withdrawing, or replacing library materials. Withdrawn materials will be handled in accordance with the Library's procedures for donated materials.

3.4. 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 physical or electronic materials purchased by the State and other Consortium members; concern about those materials should be directed to the Utah State Library division or their corresponding Consortium member.

4.1. Guiding Principles

- 4.1.1.** The Uintah County Library firmly believes that the freedom to read is a fundamental right of all library users. UCL upholds the principles of intellectual freedom as articulated in the American Library Association's Library Bill of Rights and the Freedom to Read Statement. The Library's collection reflects the diversity of viewpoints, perspectives, and creative expressions found in the broader culture, and not every item will be appropriate for or appealing to every patron.
- 4.1.2.** The presence of a work in the collection does not imply the Library's endorsement of its content. The reconsideration process described in this section provides a fair, structured, and transparent means for patrons to raise concerns about specific items and for those concerns to be reviewed against the Library's established selection criteria, not against the personal or political preferences of any individual.
- 4.1.3.** Materials under formal reconsideration shall remain in circulation and available to all patrons unless and until a final decision to remove or restrict them is made through the process described below. No item shall be removed or restricted from circulation solely based on a complaint or pending reconsideration.

4.2. Scope of this Section

4.2.1. This section governs two distinct types of patron concern:

4.2.2. Requests for reconsideration: when a patron requests that an item already in the collection be removed, relocated, reclassified, or restricted. This is the primary subject of the reconsideration process in Sections 4.4 through 4.8.

4.2.3. Purchase suggestions: when a patron requests that an item not currently in the collection be acquired. Purchase suggestions are welcome and will be considered by the Library Director or their designated representatives, in accordance with the selection criteria in Section 2. A purchase suggestion is not a “reconsideration” and does not follow the formal reconsideration process. The Library Director or their designated representatives will respond to purchase suggestions within a reasonable time.

4.3. Eligibility to File a Formal Reconsideration Request

4.3.1. A formal Request for Reconsideration of Library Resources may be submitted by:

4.3.1.1. Any individual who holds a current Uintah County Library card (any account type); or

4.3.1.2. Any individual who resides in or pays property taxes within the Uintah County or Daggett County library service area, whether or not they hold a current library card.

4.3.2. Anonymous requests for reconsideration will not be accepted. Each formal request must be submitted by an identifiable individual in accordance with the process described in Section 4.6. Organizations, advocacy groups, and representatives acting on behalf of others who are not themselves eligible under this section may not file on behalf of ineligible individuals.

4.3.3. Elected officials, county commissioners, school district employees, and others acting in an official capacity are subject to the same eligibility requirements as private individuals when requesting reconsideration of materials.

4.4. Reconsideration Committee

4.4.1. The Library Director shall establish and maintain a standing Reconsideration Committee to review formal requests for reconsideration. The Committee shall consist of:

4.4.1.1. The Library Director (or designated representative), who serves as chair;

4.4.1.2. At least one additional library staff member with collection development responsibilities;

4.4.1.3. At least one member of the general public who holds a current library card and is appointed by the Library Director for a term of two years. Public members may be reappointed for two terms.

4.4.2. The Committee should ideally reflect the diversity of the community UCL serves. A member who has a personal stake in the outcome of a specific reconsideration (including the individual who selected the item under challenge) shall recuse themselves from that review.

4.4.3. Reconsideration Committee members shall be familiar with this policy, Section 2 (Materials Selection Criteria), the Library Bill of Rights, and the Freedom to Read Statement before participating in any review. The Library Director shall provide orientation materials to new Committee members.

4.5. Informal Resolution

4.5.1. A patron who ~~questions the presence or absence of any~~ has a concern about a specific item in the Library's collection ~~may~~ is encouraged to first discuss their concerns with a library staff member ~~the Library Director or their designated representative~~. If informal discussion ~~their concerns are~~ does not adequately resolved the concern, they ~~patron~~ may submit a "Statement of Concern Reconsideration Request About Library Resources" form to the Library Director.

4.6. Formal Request for Reconsideration

4.6.1. Incomplete forms will not be considered. The Reconsideration Request form shall collect at minimum: the patron's name and contact information; verification of eligibility under Section 4.3; the title, author, and format of the challenged item; the specific concern (including page numbers or timestamps where applicable); whether the patron has read, watched, or listened to the item in its entirety; and the specific action the patron requests (removal, relocation, restriction, reclassification, or other).

4.6.2. Upon receiving the statement, the Reconsideration Committee will take into consideration the material in question and provide the patron with an estimated date by which they can reasonably expect to have completed the review of said material. ~~Library Director must be allowed accounting for~~ a reasonable amount of time to acquire, read, watch, ~~or~~ listen to, and review the material in its entirety. If during the review process the estimated time is deemed insufficient, the Reconsideration Committee will notify the patron that additional time is needed. After reviewing ~~of~~ the material, the ~~Library Director-Reconsideration Committee~~ will ~~give~~ provide a written response within four (4) weeks.

4.7. Board of Directors Appeal

4.7.1. In the event the patron is dissatisfied with the ~~Library Director's Reconsideration~~

Committee's final written decision ~~regarding the matter~~, the patron may appeal the decision to the Uintah County Library Board of Directors and ~~be have it~~ 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 Reconsideration Committee's~~ written ~~decision~~ response. The Board will be notified ~~on of~~ the appeal and provide the patron with an estimated date by which they can reasonably expect to have completed the review of said material. ~~must also be allowed~~ The estimated date will account for a reasonable amount of time to acquire, ~~and~~ read, watch, ~~or~~ listen to, ~~and~~ review the material in its entirety.

4.7.2. The Library Board's decision shall be final.

4.7.3. *Total timeline:* The full reconsideration process from receipt of the formal Reconsideration Request to final Board decision should be completed within one hundred twenty (120) days. The Library Director may extend any individual timeline step by up to fifteen (15) days for good cause and shall notify the patron of any extension in writing.

4.8. Materials Remain Available During Review

4.8.1. 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.

4.8.2. Staff who receive questions from patrons about an item under review shall provide factual information about the item's availability and refer any questions about the reconsideration process to the Library Director.

4.9. Limitation on Re-Challenges

4.9.1. Once a formal reconsideration of a specific item has been completed and the Library Director (or, on appeal, the Board of Directors) has issued a final decision to retain the item in the collection, that same item may not be the subject of another formal reconsideration request from any patron for a period of one (1) year from the date of the final decision.

4.9.2. This limitation does not prevent a patron from raising informal concerns with library staff at any time. It applies only to the formal reconsideration process described in Section 4.6.

4.10. Staff Training and Reporting

4.10.1. All library staff who interact with the public shall receive training on this policy, including:

4.10.1.1. How to respond to informal verbal complaints about library

materials in a professional, neutral, and non-confrontational manner.

4.10.1.2. How to provide a patron with the Reconsideration Request form without implying endorsement of or opposition to their concern.

4.10.1.3. The importance of not removing, restricting, or marking any challenged item without authorization from the Library Director.

4.10.2. The Library Director shall document all formal reconsideration requests, including their outcomes, and shall submit an annual summary to the Library Board of Directors. The Library Director may also report formal challenges to the American Library Association's Office for Intellectual Freedom (oif@ala.org) to support the profession's understanding of censorship trends. Reports to ALA are voluntary and do not identify individual patrons.

Adoption History

Adopted May 24, 2006.

Reviewed and ~~A~~a amended by the Uintah County Library Board of Directors, August 30, 2023.

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