

# **DRAFT Collection Development Policy**

## **2. Library Policies**

### **2.01 Collection Development Policy**

#### **2.01.01 General Library Objectives Purpose**

~~A. The concept of the public library is one of a public trust which promotes the freedom to read by making available as many materials as possible, within the limitations of budget and space, and aids the individual in the pursuit of educational, informational and recreational resources.~~

~~B. The primary purpose of the Grantsville City Library is to provide materials and services that will satisfy, on a fair and equitable basis, the needs of the community that it serves.~~

The collection development policy is intended to provide guidance, within budgetary and space limitations, for the evaluation, selection, and purchase of materials that meet the diverse needs of the Grantsville City community.

To support the First Amendment Rights of citizens of Grantsville City, the Library provides access to a broad and diverse range of ideas.

#### **2.01.02 Statement of Policy for Collection Development**

~~A. The library shall develop collections of materials and resources of all types and kinds that are of optimum use to the community served by the library.~~

~~B. The library recognizes its obligation to provide reference and research materials that answer a wide variety of specific questions. However, no attempt is made to provide exhaustive research in any specific field.~~

~~C. The library maintains a non-circulating archival collection for the purpose of preserving local history and information for the research needs of the public.~~

The Grantsville City Library is supported by, and recognizes as its primary patrons, the residents of Grantsville City, Utah. The residents represent a diversity of age, background, religion, ethnicity, culture, education, socioeconomic level, and lifestyle. Library materials will be selected to reflect and meet the needs of our diverse community.

Our selection practice is guided by a set of professional ethics and the core values of intellectual freedom and the freedom to read. Freedom of thought and communication is vital to preserving an open and free society. Accordingly, the Collection Development Policy mandates the choosing of library resources based on the values of interest, information, and enlightenment for all the people of the community.

### 2.01.03 Authority and Responsibility for Selection

A. ~~The final authority~~ **Authority** for the determination of policy to guide collection development in the library is vested in the Grantsville City Library Board. ~~The Library Board~~ **which** operates under Title 9 of the Utah Code.

B. ~~Ultimate responsibility~~ **Responsibility** for collection development rests with the Library Director ~~director~~ who operates within the framework of policies determined by the Library Board. Professional staff Staff members **may** assist in the process of collection development as assigned by the Library Director.

### 2.01.04 **General** Selection Criteria

A. ~~The evaluation of materials is characterized by flexibility, open-mindedness, and responsiveness to the changing needs of the citizens of the City of Grantsville.~~

B. ~~The Council of the American Library Association adopted in 1948, and amended in 1967, basic policies governing services of libraries. The Grantsville City Library subscribes to the following statements from that report:~~

~~As a responsibility of library service, books and other library materials selected should be chosen for values of interest, information and enlightenment of all the people of the community. In no case should library materials be excluded because of the race or nationality or the social, political, or religious views of the authors. Libraries should provide books and other materials presenting all points of view concerning the problems and issues of our times; no library materials should be proscribed or removed from libraries because of partisan or doctrinal disapproval.~~

C. ~~Materials are evaluated as a whole and not on the basis of a particular section or sections of the work.~~

D. ~~A single standard cannot always be applied to each item being considered for inclusion in the collection; however, all materials are judged by appropriate criteria. In some instances, these criteria include artistic merit, scholarship, or the value of the materials to the informational needs of the community. In other instances, the criterion may be substantial public demand for the item.~~

E. ~~In order to build a diversified collection, the following general criteria are used. These criteria apply to both purchased and donated materials.~~

- ~~1. Availability and suitability of format.~~
- ~~2. Suitability of subject, style, and level for the intended audience.~~
- ~~3. Critical reviews.~~
- ~~4. Reputation of the publisher or producer; authority and significance of the author, composer, or creator.~~
- ~~5. Timeliness or permanence of the material.~~
- ~~6. Quality of writing, design, illustrations, or production.~~
- ~~7. Relevance to community needs.~~

- ~~8. Potential and/or known demand for the material.~~
- ~~9. Relative importance in comparison with existing materials in the collection on the same subject.~~
- ~~10. Availability and accessibility of the same material in the local area.~~
- ~~11. Cost of the material.~~

The following criteria shall be applied in making materials selection decisions:

- Resources are selected to meet the informational, educational, and recreational needs of patrons.
- Budget and space limitations preclude the library from the specialized and comprehensive collections that exist elsewhere. Access to these collections is provided through interlibrary loan, and direct referral.
- Resources are selected to contribute to the balance and variety of the library collection as a whole. Materials at the library present a diversity of viewpoints, enabling citizens to make informed choices necessary in a democracy.
- Resources are selected based on popular interest, literary merit, currency and accuracy of information, and items with a local emphasis.
- The quality of binding and packaging and the cost and availability of a resource shall be considered.
- Reviews are used when possible in the selection of new items. The decision to acquire resources is also based upon other criteria such as author interest, media coverage, popularity exhibited through review of online purchase sites, local significance, and the professional judgment of a qualified staff member.

#### **2.01.05 Withdrawal and Discarding of Library Materials**

~~A. The library's collections are constantly being evaluated and materials withdrawn when one or more of the following criteria are met:~~

- ~~1. They are out of date, that is, no longer timely or accurate.~~
- ~~2. They are badly worn or damaged.~~
- ~~3. They are no longer high demand items.~~
- ~~4. They have been declared missing from the collections.~~

~~B. Materials withdrawn from the collections are disposed of at the discretion of the Library Director.~~

The Grantsville City Library maintains a policy of withdrawing outdated resources, those no longer of interest or in demand, duplicates, worn or mutilated copies, and resources which no longer contribute to the quality or balance of the total collection. Withdrawal of library materials is vested in the Library Director who authorizes staff to perform this process. Withdrawal of materials is a necessary means to maintain collection interest, vitality, size, and scope.

Withdrawn resources may be sold, exchanged, donated to nonprofit or educational organizations, discarded, or recycled at the discretion of the Library Director.

#### **2.01.06 Gifts of Library Materials**

Gifts of books and other materials are accepted with the understanding that they may be used or disposed of as the Library Director determines is appropriate. Titles acquired in this manner are subject to the established selection criteria for purchased materials.

#### **2.01.07 Reconsideration of Library Materials**

~~A. The library will consider requests for reconsideration of library materials when submitted in writing. Forms are provided that can assist the citizen in identifying his/her objection to the item. Objections or complaints to items in the collection will be handled in an attentive and timely manner under the direction of the Library Director.~~

~~B. Citizens have the right to appeal the Library Director's decision regarding reconsideration of library materials to the Library Board of Trustees.~~

The Library will consider patron concerns or objections to resources in its collections. Patrons wishing to make a formal request for reconsideration of library materials shall state their concerns using the Library challenge form.

Library administration shall respond to all formal requests. Final decisions regarding the collection are vested in the Library Director, who shall be guided by this policy. Citizens have the right to appeal the Library Director's decision regarding reconsideration of library materials to the Library Board of Trustees.