

# COLLECTION DEVELOPMENT POLICY

## I. Purpose Statement

The collection development policy exists to guide librarians in selecting materials and to inform the public about the principles behind collection development decisions.

Collection development refers to the decision to add materials to the collection, retain materials already in the collection, withdraw materials from the collection, and choose materials for library programs, promotions and professional development. The goal is to increase both the quality and quantity of the entire collection.

Materials selected for the collection will meet both current and long-term needs of Eagle Mountain and area residents of all ages and abilities for information, education, culture and recreation.

The library staff strives to offer the widest possible range of subjects and views in varying formats and reading levels, within budget and space, and in consideration of current holdings and demand.

Collection development will support the priorities of the library's targeted service responses approved by the Library Board of Trustees.

## II. Selection Guidelines

A. The library's mission statement and chosen roles for service.

B. Cost to acquire and/or maintain the material.

C. Selection is based on the merits of a work in relation to the needs and interests of the community.

D. Popular demand is considered an important factor in materials selection particularly concerning books on bestseller lists for which there is persistent local demand.

E. It is not possible for library staff to review personally the large number of materials published, therefore professional reviews online and in periodicals will be used as a basis for evaluation. These reviews are used in conjunction with publisher's catalogs and advertisements for some materials.

F. The basic principles of the Library Bill of Rights, Freedom to Read and Freedom to View statements adopted by the American Library Association shall be supported:

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

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

G. Every effort will be made to represent all points of view.

H. Purchasing materials for the collection does not include endorsement of their contents by the staff of the library or the City of Eagle Mountain.

I. Patron suggestions for materials selection will be taken into consideration within the parameters of the Collection Development Policy, budget and physical space.

## III. Access

A. Censorship is a purely individual matter. While an individual or group is free to reject material, no one should restrict access to the rest of the community.

B. Selection of materials is not restricted by the possibility that children may obtain materials their parents consider inappropriate. Responsibility for children rests solely with their parents or legal guardians.

**IV. Selection Responsibility**

A. Responsibility for collection development lies with librarians who apply professional knowledge, experience and the criteria of this policy to making selection decisions for the library.

B. Formats may include but not be limited to fiction and non-fiction print materials for all ages, e-book, magazines, DVDs/Bluray discs, audiobooks and electronic databases. Evolving formats will be identified and added as technology changes, reliability and availability improve and patron demand increases.

**V. Collection Maintenance**

A. To ensure that the library's collection remains up-to-date and relevant to the community's needs, it is the responsibility of the selectors to reevaluate, on a regular basis, the usefulness of materials held in the collection.

B. Selectors will remove materials from the collection as they become out of date, badly worn, damaged, or are no longer being used. Space, cost of replacement, and appearance of the collection are also factors. Locally significant materials are not held to these standards and are generally retained. Materials withdrawn from the Eagle Mountain Public Library may be sold in library book sales or recycled.

**VI. Reconsideration of Materials Procedure**

A. The choice of library materials by users is an individual matter. While individuals may reject materials for themselves, they may not restrict access to materials by others.

B. The Library Board recognizes that the diversity of the collection may offend some patrons that will result in complaints. Therefore, the following procedure has been developed to hear those complaints:

1. The individual or group wishing to protest the presence of an item in the collection will contact the Director in writing. The Director, upon receiving the complaint, will send a written response to the complainant within ten (10) days of receipt.

2. If the complainant wishes to carry their objection(s) further, a Citizens Request for Reconsideration of Library Materials will be filled out and signed. The party making the complaint must be eligible to receive an Eagle Mountain Public Library card and have read, listened to, or watched the entire material in question.

3. The written complaint will be taken to the Library Board of Trustees at their regularly scheduled meeting. The complainant may appear before the Board if desired. The Board will reply within thirty (30) days in a written response. No item shall be removed from the library collection without a court order if the Board of Trustees and Director deem it appropriate for the collection. If the decision given by the Board of Trustees is refused, the complainant may then direct their appeal to the district court system.

C. It is our wish to discuss the complaint with the patron and solve the matter without formal procedures.

**VII. Gifts and Donations**

A. Gifts are vital to the establishment and growth of the library. The library retains unconditional ownership of any accepted gift. Any gift considered by the Library for inclusion into the Library's collection must meet the same selection criteria as purchased materials. The Library staff further reserves the right to decline gifts and to decide when

a gift added to the collection will be withdrawn.

B. Donations may include library materials and monetary gifts. Monetary gifts are **extremely useful in supplementing the Library's budget**. Gifts may be given to be used at the discretion of Library Administration for programs and services currently in greatest need or may be designated by the donor for specific purposes within the **Library's programming, collection, and services criteria**. Gifts are tax-deductible but Library staff may not set fair market or appraisal values for donated materials. Receipts are available upon request.

C. Materials may be donated only in formats that are also available in the library including but not limited to: **print books, unabridged audiobooks on CD, DVD's/Bluray discs**. Donations of magazines are not currently accepted.

D. Materials with the following conditions will not be accepted:

- \* Moldy/musty, with strong odor, or water damaged
- \* Dirty (greasy, food stained, insect infested, etc.)
- \* Marked by pens, pencils, crayons, or highlighters
- \* Physically damaged (i.e. have broken bindings, loose or torn pages, or damaged covers, damaged cases)

E. The library is unable to accept:

- \* Textbooks/medical books
- \* Condensed books (i.e. Reader's Digest Condensed books) or abridged audiobooks
- \* Nonfiction titles over five years old, except for use in the library's book sale
- \* VHS tapes, audio tapes or music CD's
- \* Materials weeded from other libraries
- \* Magazines (single or back donated issues of magazines)
- \* Encyclopedias

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