

## **COLLECTION DEVELOPMENT POLICY**

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Pursuant to Utah State Code 9-7-4-4(2)(b) stating: “The board shall establish policies for its [the Library’s] operation” and Saratoga Springs City Resolution R10-23 the Library Board, with a quorum present, in a regular and public meeting held on the 12 day of March, 2020, hereby adopts the following *Collection Development Policy* effective 4 day of May, 2020.

### **1. INTRODUCTION.**

The Saratoga Springs Public Library (hereinafter “Library”) promotes access to information by making available an eclectic, cosmopolitan collection, within the limitations of budget and space. The value and impact of any material is examined as a whole, and not on isolated words, phrases, or incidents. The Library therefore establishes the following policy for selection and de-selection of materials for the library collection. This policy is intended to address materials in an array of formats as necessary to reasonably meet community need. It also addresses donations, gifts and challenges to materials. Nothing in this policy shall prohibit the expansion of the number or format of Library materials as the opportunity, need, space, and funding may arise. Finally, the Saratoga Springs Public Library promotes and encourages opportunity for cooperative collection development and collaboration.

### **2. MISSION STATEMENT.**

The mission of the Saratoga Springs Library is to improve the quality of life for all citizens of our community by providing resources that enhance and contribute to individual knowledge, enlightenment, and enjoyment. We especially recognize our responsibility to serve as a place that creates a sense of community and fosters a love of learning and reading.

The Library generally subscribes to the “Library Bill of Rights” (See: <http://www.ala.org/advocacy/intfreedom/librarybill>) and the “Freedom to Read Statement”. (See: <http://www.ala.org/advocacy/intfreedom/statementspols/freedomreadstatement>) The library is committed to free and open access to its collections and to connecting people with the world of ideas, information and materials they wish to explore in a friendly, nonjudgmental manner. The Library allows the individual to form his or her own opinion on issues, values, and materials accessed without regard to the user’s age or perceived maturity. The library does not use labels on any material in such a way as to show approval or disapproval of the content for a particular audience. Decisions about what materials are suitable for particular children should be made by the people who know them best - their parent or guardian.

The Saratoga Springs Public Library Board (hereinafter “Board”) defines the Library’s roles in providing materials, services and information.

### **3. COMMUNITY.**

The Library recognizes as its primary clientele the citizens of Saratoga Springs. Library service is extended to residents of Saratoga Springs and its employees, and those on active duty with United States military services. The constituency is comprised of a wide range of ages, education levels, and occupations, and has diverse viewpoints, interests and needs.

#### 4. RESPONSIBILITY FOR SELECTION.

The final authority for the determination of policy to guide the selection and acquisition of materials is vested in the Library Board. The Board operates under the Utah Code, Title 9, Chapter 7, and Part 4. The Library Board hereby delegates authority for the selection of Library materials to the Library Director (hereinafter "Director") and, at the Director's discretion, the library staff.

- a. Selectors shall, within budgetary constraints, select materials consistent with Section I of this policy and without regard to the selectors' personal attitudes toward the work, author, or subject matter. Selectors will be expected to address areas of relevancy, currency, community need, duplication (in print or electronic formats), as well as acquire a reasonable degree of subject specific knowledge to meet the challenges of their assignments. Available electronic sources shall be considered as valid resources for the purposes of this policy.

#### 5. CRITERIA FOR SELECTION.

- a. Selection Criteria. Specific selection criteria may include:
  - i. Importance of the subject matter to the collection.
  - ii. The author's significance as a writer and/or reputation.
  - iii. Scarcity of the material on the subject.
  - iv. Timeliness or permanence of the work.
  - v. Availability of the material elsewhere in the area.
  - vi. Literary quality.
  - vii. Format.
  - viii. Authoritativeness.
  - ix. Comprehensiveness.
  - x. Construction quality and durability.
  - xi. Potential interest to people served.
  - xii. Special, favorable consideration may be given to award-winning materials in all areas.
  - xiii. Does not contact obscene material. Material may only be deemed obscene if all of the following criteria are met: (a) whether the average person, applying contemporary community standards, would find that the work, taken as a whole, appeals to the prurient interest; (b) whether the work depicts or describes, in a patently offensive way, sexual conduct as defined by Utah Code § 76-10-1201(14); and (c) whether the work, taken as a whole, lacks serious literary, artistic, political, or scientific value.
  - xiv. Whether the material violates Utah Code § 76-10-1201 et seq.

- b. Duplication of Materials. The Library does not, without compelling reason, seek to duplicate materials that may be available elsewhere in the community. Examples are:
  - i. Research or special collections available at Brigham Young University or the University of Utah, or any other State library or facility that has resources available through the Inter Library Loan program.
  - ii. Materials available at the Riverton Family History Center and local Stake Family History Centers.
  - iii. Textbook needs of students in local schools.
  - iv. Materials published in a foreign language, unless community need dictates.
  - v. Professional materials written primarily for specialists.
  - vi. Highly specialized reference materials.
- c. Purchases. The Library will purchase materials from reputable vendors through various means and in accordance with Saratoga Springs City purchasing policies and practices.
  - i. Purchases of materials in excess of five (5) years old (from copyright) will not be considered for the collection unless they fill a specific need such as completing a series, directly replacing lost or damaged materials that would otherwise be kept or reordered, or meet another compelling criterion as approved by the recognized primary acquirer for a specific area of the Library. This does not preclude the purchase of classic literature.
  - ii. The Library purchases only new materials.
- d. Selection Sources. Sources for selection decisions encompass, but are not limited to:
  - i. Recognized reviewing media, including prepublication reviews.
  - ii. Publishers' catalogs.
  - iii. Respected online review sites.
  - iv. Regular inspection and evaluation of new material.
  - v. Judgment of Director and staff based on the application of the standards selection criteria herein.
  - vi. Customer request and recommendations which are subject to the selection criteria outlined above.

## 6. POLICIES BY FORMAT AND CLASSIFICATION OF MATERIAL.

- a. Format. These materials are selected based on the various criteria of this section as it relates to other library materials, and needs of the community. May include, but is not limited to, the following:
  - i. Books. These materials include, but are not limited to, materials that are turtleback, library bound, hardback, paperback, and laminated.
  - ii. Digital Materials. These materials include, but are not limited to, such items as downloadable audio recordings, downloadable eBooks, downloadable periodicals, downloadable video recordings and any combination thereof.
  - iii. Audiovisual Materials. These materials include, but are not limited to, such items as audio recordings, video recordings, any combination thereof, and realia.

- iv. Special collections. Other formats may include, but are not limited to, pamphlets, maps, newspapers, documents, pictures, posters, periodicals, microforms, paperbacks, large print media, and items for special collections. Other formats will be added to our collection as new technologies and innovations become available and within budgetary constraints. Said additions will conform to the general intent of this policy and need not be specifically addressed prior to their addition to the collection.
- b. Classifications. May include, but is not limited to, the following:
    - i. Fiction. The Library attempts to include notable classic<sup>1</sup> and popular novels, short stories, poetry, and plays.
    - ii. Non-Fiction. The Library aims to have an authoritative, up-to-date circulating non-fiction collection for the general reader in various fields of knowledge.
    - iii. Young Adult Materials. Young adult materials consist of fiction and non-fiction materials and are selected to meet the informational and recreational needs of young adults from ages 12 through 17.
    - iv. Juvenile Materials. Juvenile materials consist of fiction and non-fiction materials and are selected to meet the informational and recreational needs of young people through age 12.
    - v. Foreign Language Materials. Fiction and non-fiction materials selected to meet the foreign language needs of the entire community.

## 7. GIFTS AND DONATIONS.

The Library welcomes gifts of equipment, money or materials for the collection using the same selection criteria that are applied to purchased materials.

- a. Gift and Donation Receipts. The Library will, if requested, provide a written acknowledgement of the receipt of gifts, but not an itemized list. In accordance with income tax regulations the Library will leave the determination of a value of the donation to the donor or legality of a tax deduction.
- b. Donated Materials. All donations become property of the Library and the Library reserves the right to use them according to its needs. The library is under no obligation to add materials to the collection or to notify the donor of disposition of items. The library retains unconditional ownership of the gift. Unused donations may be sold or may be disposed of through other means determined by the library. Gifts in excess of five (5) years old (from copyright) will not be considered for the collection unless they fill a specific need, such as: completing a series, directly replacing a lost or damaged material that would otherwise be kept or reordered, or meeting another compelling criterion as approved by the recognized primary acquirer for a specific area of the Library. Gift books used for the collection are to be in new or nearly new condition.

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<sup>1</sup> Defined herein as: Those materials that, although they have dated copyrights, have, or are expected to have, regular demand over time.

- i. The Library encourages and appreciates gifts and donations; however, the following types of materials will not be accepted: audio and video cassettes, encyclopedias, home-made recordings, textbooks, newspapers, software and vinyl records or extremely worn, damaged or outdated materials.
- c. Monetary Gifts. The library is pleased to accept monetary gifts intended for the purchase of library materials when the donors' intentions for the gifts and the library's collection development objectives are consistent.
- d. Memorial Donations. Memorial gifts of books are also accepted with bookplates placed in the item. Specific memorial items can be ordered for the library on request of a patron if the request meets the selection criteria herein. It is desirable for gifts of or for specific titles to be offered after consultation with the Library Director and when the item meets the selection criteria herein.

## 8. MAINTENANCE OF THE COLLECTION.

The Library maintains an active policy of discarding outdated material, material no longer in demand, duplicate or surplus material, worn or mutilated material, and material which no longer contributes to the total collection.

- a. Collection Evaluation and Maintenance. Once materials have been added to the library's collection, they are managed through an assessment and evaluation process to ensure ongoing collection prorates are met; that collections remain up to date, balanced, and attractive; and that space limitations are minimized. This process identifies items for replacement, retention or deselection. Library staff utilize professional judgment and expertise in deciding which materials to retain, replace, repair or de-select.
  - i. Deselection (removing items from the collection) is an integral part of collection development. De-selected materials will be donated to the Saratoga Springs Friends of the Library. The library retains those materials that continue to have enduring or permanent significance to its mission and overall collection goals.
  - ii. Criteria: Along with the same criteria used to select new materials, general criteria for retaining, replacing, repairing or de-selecting include:
    1. Availability of the item in alternative formats.
    2. Feasibility and cost of repair.
    3. Historical significance, interest or value.
    4. Physical condition.
    5. Relative usefulness of item.
    6. Space considerations.
    7. Superseded, inaccurate, or out-of-date content.
    8. Usage
- b. Preservation. Certain types of materials require activities to extend the physical life of the item or to retain the intellectual content. Decisions for preservation recognize that not all items need to be given the same level of care, security and attention. In

addition to the criteria outlined above, staff should use the following criteria when evaluating an item for preservation:

- i. Cost (includes the value of an item and preservation expense).
- ii. Intellectual content.
- iii. Intrinsic value.
- iv. Significance/uniqueness of item to the collection.
- v. Storage/environmental capabilities.

## 9. PATRON COMPLAINTS AND CHALLENGED MATERIALS.

Any library patron may question the presence of an item in the library's collection. Patrons shall complete a "Patron Request for Reconsideration of Library Material" form available online or at the Library's front desk. Requests shall state the reason why the material does not meet the selection or retention criteria herein. If the request does not specifically state the reasons for the challenge or specify the violation of policy, then in either case the Request shall be denied. After review of the material and discussion with appropriate legal counsel, the Director will give a written response within four (4) weeks.

- a. Appeals. Appeals of the Director's decision may be made to the Board within four (4) weeks of the Director's decision. The Board will review the materials(s) and the Director's decision and (1) refuse to consider the appeal; or (2) hear the appeal and render a decision within four (4) weeks. Criteria for challenge, decision, and/or appeal shall be based on this policy.
  - i. Challenges to the Director's decision shall be:
    1. Submitted in writing by the challenger and clearly state the reason for the challenge.
    2. Reviewed in an open and public Board meeting, with a quorum present, where legal counsel (if retained) of both parties is invited to be present.
    3. Reviewed in a manner that grants to each side equal time.
      - a. All determinations of the Board are final.
      - b. At no time shall the Board, its members, the Director, nor any member of the staff discuss the challenge, either privately or in public except through proper and adequate reporting practice by the Director to the American Library Association.

## 10. COLLECTION DEVELOPMENT POLICY REVIEW. The Board and Director shall review this policy no less than every three (3) years or as circumstances dictate.

Adopted December 13, 2016

Reviewed by Library Board: March 12, 2020