

## Collection Development Policy

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 25th day of October, 2011, hereby adopts the following *Collection Development Policy*.

### **I. 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 and necessary to reasonably meet community need. It also addresses challenge 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.

### **II. MISSION STATEMENT**

The City of Saratoga Springs Public Library exists to energize minds, enrich lives and strengthen the community by providing residents with materials, services and information to grow and continue learning.

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

### **III. COMMUNITY**

Primary operating funding for the Library is allocated from the General Fund of Saratoga Springs City, a body politic of the State of Utah. Other funding, whether ongoing or one-time, is periodically received through local, state, federal, and private sources and is used for specific projects as required by the funding or, if no project is specified, said funding is used for the benefit of the Library. Proper accounting methods are assured through appropriate Saratoga Springs revenue and expense accounts in accordance with GAAP and GASB standards. 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. Non-resident fees are addressed in a policy entitled “Requirements for Library Cards.”

### **IV. 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, Part 4. The Library Board delegates authority for the selection of Library materials to the Library Director (hereinafter “Director”) and, at the Director’s discretion, the library staff.

## V. CRITERIA FOR SELECTION

- 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.
- B. The Library generally subscribes to the "Library Bill of Rights" (See: <http://www.ala.org/ala/oif/statementspols/statementsif/librarybillrights.htm>) and the "Freedom to Read Statement" (See: <http://www.ala.org/ala/oif/statementspols/firstatement/freedomreadstatement.htm>.) The Library allows the individual to form his or her own opinion on issues, values, and materials accessed (within legal limits and in accordance with applicable portions of this policy), without regard to the users age or perceived maturity.
- C. 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. Potential interest to people served.
- D. The Library will not knowingly purchase or provide any materials that have, as their primary nature or goal, the arousal of prurient interest of the reader, listener, viewer, or patron.
- E. 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.
- F. Aids in selection:
  - i. Recognized reviewing media, including prepublication reviews.
  - ii. Publishers' catalogs.
  - iii. Regular inspection and evaluation of new material.
  - iv. Judgment of Director and staff.
  - v. Suggestions from library patrons. (Special consideration will always be given to library patrons.)
- G. Purchases:
  - i. The Library will purchase materials from reputable vendors through various means and in accordance with Saratoga Springs City purchasing policies and practices.

- ii. 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.
- iii. The Library purchases only new materials. The purchase of used materials must fill a compelling need of the Library and be approved by the Director.

## **VI. POLICIES BY FORMAT OF MATERIAL**

**Literature:** The Library attempts to include notable classic<sup>1</sup> and popular novels, short stories, poetry, and plays. Selection is based primarily on the reading interests of the community and is exempt from the criteria established in V(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.

**Young Adult Materials:** Young adult materials are selected to meet the information and recreational needs of young adults from ages 12 through 17.

**Children's Materials:** Children's materials are selected to meet the information and recreational needs of young people through age 12. Special consideration is given to originality, imagination, graphic design, and suitability of vocabulary, context, and format.

**Reference:** Materials purchased will be broad in subject coverage. Selection will be based on reference quality, timeliness, accuracy, authoritativeness, and community needs.

**Audiovisual materials:** These materials include, but are not limited to, such items as audio recordings, video recordings, any combination thereof, and realia. These materials are selected based on the various criteria of this section as it relates to other library materials, and needs of the community.

Special, favorable consideration may be given to award winning materials in all areas.

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.

## **VII. GIFTS**

The Library welcomes gift materials, equipment, or money.

Donors should be offered a release form whenever they give a gift to the Library. All gifts become property of the Library and the Library reserves the right to use them according to its needs. Gifts will be subject to the same criteria as materials suggested

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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.

for purchase. Unneeded or duplicate items may be sold, discarded, or donated to other institutions or organizations.

Inasmuch as the Library is a party to the gift, the Library will not provide the donor with an evaluation of the monetary value of the gift for tax or other purposes. Large, rare and valuable donations may be evaluated and appraised by a specialist not affiliated with the Library. Such valuations will be at the donor's expense unless authorized by the Board prior to the valuation.

Gifts in excess of five (5) year old (from copyright) will not be considered for the collection unless they fill a specific need such as completing a series that would otherwise be kept or reordered (and of which the Library currently owns the majority of the volumes of the series), directly replacing a lost or damaged material 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. Gift books used for the collection are to be in new or nearly new condition. Gift materials will not be used to begin the acquisition of a series unless the gifted materials address a series that would otherwise be ordered.

#### **VIII. 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.

#### **IX. PATRON COMPLAINTS AND CHALLENGED MATERIALS**

The Library will consider patron objections to materials in its collection only when objections are submitted in writing. Written requests to reconsider a work must include the name of the work, the author, and a description of the offending material and include the name and contact information of the offended party/challenger. Requests shall not exceed one (1) page in length. After review of the material and discussion with appropriate legal counsel, the Director will give a written response within four (4) weeks. 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 with four (4) weeks.

Criteria for challenge, decision, and/or appeal shall be based on this policy. Challenges to the Director's decision shall be:

- i. Submitted in writing by the challenger and clearly state the reason for the challenge.
- ii. 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.
- iii. Reviewed in a manner that grants to each side equal time.

All determinations of the Board are final.

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.

#### **X. COLLECTION DEVELOPMENT POLICY REVIEW**

The Board and Director shall review this policy no less than every three (3) years or as circumstances dictate.