

Emery County Library Collection Management / Development Policy

MISSION STATEMENT

The mission of the Emery County Library System is to provide the resources and services for lifelong learning, the space and opportunities to gather and connect, and to foster a love of reading.

VISION STATEMENT

The vision of the Emery County Library System balances traditional library services for all ages with new information technologies. It will be an essential part of the community. The Library will be the primary place in the community for people of all ages and backgrounds to fulfill their informational, lifelong learning, and recreational reading, viewing and listening needs. The Library will promote literacy and love of learning through programs for young people. The Library will respond to the public's evolving needs and expectations to remain relevant and vital to the community.

The Emery County Library Collection Development Policy serves as a tool for managing the print and online resources of the Emery County Library System. The library materials collection is developed and managed to meet the majority of the cultural, informational, educational, and recreational needs of library patrons. Library staff builds and maintains a patron-focused collection by anticipating and responding to needs and expectations. In general, materials are selected to support the mission stated above.

GENERAL CRITERIA

The Emery County Library System selects materials for its collection based on demand, content, and cost of materials. Materials are considered according to the following guidelines:

- Current and anticipated needs and interests of the public
- Suitability of physical form for library use
- Suitability of subject and style for intended audience
- Relationship to other materials already in the collection
- Critical reviews and/or public expression
- Price

Selection aids may include

- Reviews in professionally recognized periodicals and journals as a primary source for selection
- Standard bibliographies
- Lists by recognized authorities
- Advice of competent people in specific subject areas
- User requests – all requests from users for specific titles or subjects will be considered. Whenever there is enough demand or interest in an item or a subject, an item with unfavorable reviews may be acquired unless it comes under the Supreme Court's definition of obscenity.

COLLECTION GOALS

Materials are selected to:

- Provide a collection that is responsive to, and meets the demands/needs of the community and library users
- Support the democratic process by providing materials in a balanced collection, for the education and enlightenment of the community

Collections of materials in the library are selected with these goals in mind. Specific guidelines for collection are set forth in **Appendix A**. Included are the general statements of type of materials selected, appropriate age levels, formats, and considerations unique to the specific collection.

Limitations and Priorities

- **Controversial issues**
The collection will represent all points of view relating to a variety of problems and issues. It is the responsibility of the parent(s) to monitor the materials that their children use and to select material appropriate to the children's age, maturity, or reading level.
- **Sex and Morality**
Selection will be based on the work in its entirety and not on the presence of words, phrases or situations which in isolation might be objectionable. Works that have writings or illustrations to appeal to the prurient interest will be avoided.
- **Politics and Religion**
Selection will be aimed at providing a collection that is representative of modern politics and global government. Basic documents of materials on the major religions of the world and areas of the world will be selected. Materials representative of various denominations, works of religious

leaders, non-sectarian, expository materials, and reference materials will be included.

- **Occult and related subjects**

Materials on astrology, numerology, witchcraft, and other related subjects will be selected to meet public demand and will be limited to the best, most reasonably presented.

- **Medicine and Law**

In general, only materials of broad medical and legal interest (conveyed in lay terms) will be included in the collection. Medical and health materials may relate to common conditions, diseases, and traditional as well as alternative treatments. Law dictionaries, tax information, and materials pertaining to various facets of consumer legal interest (i.e., business, family, estate, tax law) will be included. Additionally, information about cases of contemporary or historical interest and/or significance may be chosen for the collection.

The Emery County Library endorses the Library Bill of Rights (see **Appendix B**), as adopted by the American Library Association.

GIFTS / DONATED MATERIALS

Gifts and donations to the library will be judged on the same criteria as purchased material. They are accepted with the understanding that they are subject to the same selection, evaluation, and disposal criteria as material acquired for purchase.

All gifts of books and materials must be in usable condition. Because of limited space, money, and staff, the Library reserves the right to accept or discard at its discretion, any materials given to the Library. Because of wear, theft and mutilation, the Library cannot guarantee the permanence of a gift in the collection.

Donated materials not added to the collection are not returned to the donors. The Library makes every effort to dispose of any donated materials it cannot use to the best advantage, such as book sales, distribution to other libraries, community organizations or recycling.

EVALUATION AND ASSESSMENT

The collection will be continually evaluated in order to insure that the library is fulfilling its mission. Statistical tools such as circulation reports, collection turnover rates, fill rates, reference fill rates, shelf allotments and volume counts will be studied to determine how the collection is being used and how it should change in relationship to usage. The library's holdings will be

checked to ensure that recommended materials are being purchased for the library. Collection materials will be evaluated for their physical condition and use frequency. User input and community surveys may also be used to assess the collection. Staff members will monitor the collection to see whether or not it continues to serve the needs and desire of the public.

COLLECTION MAINTENANCE (“WEEDING” OR DE-SELECTION)

The Emery County Library system will maintain an ongoing weeding (or de-selection) program in order to make a conscientious and organized effort to maintain a collection to support the mission. As materials become dated, damaged, or lost, the appropriate staff member will use the following de-selection guidelines to determine whether an item should be replaced.

- Item availability and condition
- Historical value
- Another item or format might better serve the purpose
- There remains sufficient need to replace that item
- Updated, newer, or revised materials to better replace a given item
- Another agency could better provide that or a comparable item
- Extra copies are being used
- Appropriateness for collection—secondary to community standards

RECONSIDERATION OF MATERIALS

The policy statement “Reconsideration of Library Materials” deals with the procedures that the library will follow when presented with a request to reconsider materials, which have been found to be objectionable. (see **Appendix C**)

1. The patron will fill out the “Request for Reconsideration of Library Resources” form and return it to the Librarian.
2. The Librarian will forward the form to the Library Administration who will then place the item on the next Library Board agenda for consideration by the Library Board. The patron will be informed of the date and time of the Board meeting if they wish to attend.
3. The patron will be informed of the decision of the Library Board in writing within 10 days of the meeting.

CATALOGING AND CLASSIFICATION

Each item in the collection will be attached to the online catalog via a MARC record. A cataloged item will either be copy cataloged (when a suitable record is available already) or originally cataloged by library cataloging personnel.

The Emery County Library system bases its procedures for bibliographic description from the Library of Congress or other libraries as allowed in eZcat cataloging program following the guidelines of the Dewey Decimal System.

Fiction materials will follow the above guidelines, except that there will not be a class number.

APPENDIX A

Selection Guidelines

Popular materials and fiction: Titles of current interest and demand, which meet the general guidelines for selection, will be a priority. Some fiction and popular reading which is below the library's quality standards may be selected to satisfy popular demand. Multiple copies will be acquired when high demand is expressed or anticipated.

- **Nonfiction:** Highly specialized materials are not normally acquired. The collection is intended to yield information useful for basic research in most fields of knowledge and not intended for in-depth research or scholarly work. It includes basic works in major fields of knowledge and is intended to reflect the interests of its users. Materials that meet the de-selection criteria will not be acquired unless they meet specific continuing need that can not be covered by new materials.
- **Paperbacks:** Paperbacks will be selected to meet the demand for popular materials, easy portability, inexpensive reading material, duplicate copies of popular hardcover titles, and additional copies of materials for school reading lists.
- **Children:** The children's collection will contain picture books, beginning-to-read titles, fiction, nonfiction, audio-visual, magazines, and non-English language materials written for beginning reading levels.
- **Young Adult:** The Young Adult collection will comprise of fiction written for higher reading levels, 7th through 12th grade, but may be for children that have a higher reading level.
- **Reference:** The reference collection will include materials to fulfill the daily informational needs of the user. Virtually any item in the collection may be designated reference if staff members judge that it is desirable to have the item consistently available. Reference materials are non-circulating.
- **Large Print:** The large print collection will include fiction as well as nonfiction titles of current or recent interest.
- **Visual Materials:** The visual materials collection will include feature, informational, how-to, and children's videos. Feature films rated PG-13 or R will be selected based on individual merit using the selection criteria

previously indicated. The library will purchase highly recommended and award winning films that are not rated. The library will not assign a rating unless a rating is given on the item itself.

- **Music:** The music collection will include items for children, young adults and adults. A core collection of musical works including classical, jazz, movie/TV, rhythm and blues, and popular items will be selected. Additional items will be selected to meet popular demand.
- **Audio Materials:** The Audio Materials collection (BOCD and BOT) will represent popular reading materials, both fiction and nonfiction. Unabridged formats are preferred over abridged formats, but will not be limited to such.
- **Newspapers:** The newspaper collection may include both local and national titles if in the interest of the community.
- **Magazines:** The magazine (or periodical) collection may include titles of both local and broad interest categories as seen to fit the needs of the community.
- **Electronic Resources:** The electronic resources collection may include informational databases. Internet access will not be part of this policy. Information databases will be purchased using the same guidelines as reference materials.
- **Local History:** The library may acquire materials relating to local and state history that meet the library's basic selection standards. All materials on history, description, and development of the city (Castle Dale, Cleveland, Elmo, Emery, Ferron, Green River, Huntington, and Orangeville) or county (Emery County) will be collected.

APPENDIX B

Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

1. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community that the library serves. Materials should not be excluded because of origin, background, or views of those contributing to their creation.
2. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
4. Libraries should cooperate with all people and groups concerned with resisting abridgment of free expression and free access to ideas.

5. An individual's right to use a library should not be denied or abridged because of origin, age, background, or views.
6. Libraries which make exhibit spaces and meeting space available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Source: American Library Association
www.ala.org/work/freedom/lbr.html

APPENDIX C

Reconsideration of Library materials

The Emery County Library System recognizes that the community comprises people of different cultures, backgrounds, moral convictions, and philosophies. The library also recognizes that materials acquired for the library do not always meet the needs of the community. As such, a process to reconsider materials is provided.

Any user who wishes to have a title reconsidered for inclusion in the collection, regardless of format, may request the form "Request for Reconsideration" (see sample attached) available at all public service desks throughout the system. Users provide personal information, such as name, address, and phone #; specific information about the material, such as title, author, and format; and information regarding what he/she found objectionable. Users are requested to be as specific as possible. Only one title may be included on any form, unless the title is part of a set.

The requests will be returned to the Librarian who will forward them to the Library Administration. The request will be placed on the next Library Board Agenda for consideration by the Library Board. The patron will be informed of the date and time of the Board meeting if they wish to attend. The Board's findings will then be sent to the patron in writing regarding their decision about the material that is under review for reconsideration within 10 days of the meeting.

EMERY COUNTY LIBRARY SYSTEM

REQUEST FOR RECONSIDERATION OF LIBRARY RESOURCES

Date _____

Name _____

Box # _____ Address _____

City _____ State _____ ZipCode _____

Phone # _____

Library Card Number _____

Do you represent yourself? ___ Organization? (Please indicate name) _____

1. Resource on which you are commenting:

_____ Book

_____ Video or DVD

_____ Audio

_____ Electronic information

_____ Content of Library Program

_____ Magazine

_____ Newspaper

_____ Other

2. What brought this resource to your attention?

3. Have you examined the entire resource?

4. What concerns you about the resource? (Use other side if needed)

5. Are there resources you suggest to provide additional information and/or viewpoints on this topic?

Adopted _____

Library Director

Library Board Chair

Commissioner