

## **Policy 2 – COLLECTION DEVELOPMENT**

### 2.01 COLLECTION DEVELOPMENT

- (a) **MISSION STATEMENT:** Springville Library: transforming lives through a world of knowledge, discovery, and imagination.
  - (i) **Introduction :** The concept of the public library is one of a public trust which promotes the freedom of access to information by making available as many materials as possible within the limitations of budget and space to aid the individual in the pursuit of knowledge, discovery, and imagination. The Springville Public Library provides a free marketplace of ideas and affirms each individual’s freedom to read. The Library Board therefore establishes the following policy for management of materials for the library collection.
  - (ii) **Community:** The Springville Public Library serves the city and citizens of Springville, Utah. Springville has a population of approximately 34,000 and is well known for its great civic pride and a special interest in art. Many residents come from families dating back several generations with very similar educational, cultural, and economic backgrounds. Most activities are centered on the home, school, and church.
  
- (b) **PURPOSE OF COLLECTION DEVELOPMENT**

In the Library’s effort to provide “a world of knowledge, discovery, and imagination,” the library provides a variety of materials in various formats in as many subject areas as possible for all ability levels and age groups. The Library provides additional access through the use of the Internet and through interlibrary loan. By specifying the collection management goals of the library and the community, this policy will assist librarians in effectively and efficiently using funds provided by local and state taxes.
  
- (c) **OUR COLLECTION CONSISTS OF:**
  - (i) **Books:** The Library acquires and offers for all age groups and reading levels: Fiction: Popular and notable books. Non-fiction: General knowledge, popular topics and relevant books.
  - (ii) **Other Print Materials:** Other Print Material: Popular, local interest and current. Magazines: Retained between three months and one year, depending on publication. Newspapers: Retained for one week
  - (iii) **Non-Print Materials:**
    - 1) **Audiobooks:** Popular and notable fiction and nonfiction on CD, MP3, Playaway, and downloadable formats.
    - 2) **DVDs:** New-release, popular and educational titles for all ages.
    - 3) **Music CDs:** No longer acquiring music for all ages. The library maintains a collection of children’s music available for checkout.

- 4) Ebooks: Downloadable
- 5) Kits: Kits include story kits, discovery kits and book club sets.

(iv) OUTSIDE RESOURCES: Any materials that enter the Library through means other than staff purchases.

- 1) Interlibrary loans: Materials which are not available in the Springville Public Library are borrowed from other libraries at a minimal cost to our patrons.
- 2) Gifts and donations:  
Gifts and donations are added to the Library's collection based on the same criteria as purchased materials. The use and retention of these items is at the sole discretion of the Library. Any materials removed from or not integrated into the collection may be offered to another library or non-profit organization, used for exchange, sold by the Friends of the Springville Library to benefit the Library and its programs or otherwise disposed of at the Library's discretion.

(d) SELECTION RESPONSIBILITY AND CRITERIA

(i) Criteria

- 1) Accuracy and currency
- 2) Presentation, readability and format
- 3) Point of view (all sides)
- 4) Cost
- 5) Local connection
- 6) Social values
- 7) Collection balance

(ii) To assess the item based on the above criteria, staff utilize:

- 1) Nationally recognized and relevant pre-publication reviews
- 2) Staff expertise
- 3) Bestseller lists
- 4) Patron recommendations and requests
- 5) Reliable social media reviews

2.02 COLLECTION MAINTENANCE:

(a) Removal Materials will be removed based on the following factors [Adopted Sept. 12, 2013 by the Springville Library Board of Directors.]

- (i) Outdated
- (ii) Not of interest or in demand
- (iii) Duplicate or surplus

- (iv) Poor physical condition
- (v) No longer contributing to breadth or depth
- (b) Discarded materials are surplus through Springville City. Pending city approval, materials may be sold, exchanged or given to another non-profit organization at the discretion of the Library Director.
- (c) Review of Titles: Patrons requesting that a title be reviewed are asked fill out a "Request for Title Review" form. Library staff will respond to the Request For Title Review and contact the patron within 15 days to discuss the issue. If a satisfactory resolution has not been met, an appeal may be made to the library board. An ad-hoc committee of at least 3 board members will form and make a decision within 75 days of the application and notify the patron of the decision made.

### 2.03 Revision History

- (a) Adopted September 12, 2013 by the Springville Library Board of Trustees
- (b) Revised and Approved by Library Director and Board of Trustees March 14, 2019

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