

## **Policy 2 – COLLECTION DEVELOPMENT**

### **2.01 COLLECTION DEVELOPMENT**

- (a) **MISSION STATEMENT:** Springville Library: transforming lives through a world of knowledge, discovery, and imagination.
- (b) **PURPOSE OF COLLECTION DEVELOPMENT**  
In the Library's effort to fulfill the mission statement the Library provides a variety of materials in numerous formats in many subject areas for various ability levels, age groups, and interests. By specifying the collection management goals of the Library and the community, this policy can assist librarians in effectively and efficiently using funds provided by local and state taxes.
- (c) **OUR COLLECTION CONSISTS OF:**
  - (i) **Books:** The Library acquires fiction and non-fiction books for all age groups and reading levels.
  - (ii) **Other Print Materials** in formats such as magazines or newspapers
  - (iii) **Non-Print Materials:**
    - 1) Audiobooks in formats such as BCD and Playaway
    - 2) DVD & Blu-ray
    - 3) Music CDs: The Library is no longer acquiring music for all ages. The Library maintains a collection of children's music available for checkout.
    - 4) Downloadable: eBooks and eAudiobooks
    - 5) Kits: Kits include story kits, discovery kits and book club sets
    - 6) Other: Additional materials for patron use may include such items as Wi-Fi hotspots, educational tablets, and video games.
  - (iv) **OUTSIDE RESOURCES:** Any materials that enter the Library through means other than staff purchases.
    - 1) Resource sharing: Some items may be shared through outside organizations through consortial lending agreements and include such items as book club sets, Large Print collections, databases, or other downloadable materials.
    - 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, or otherwise disposed of at the Library's discretion.
- (d) **SELECTION RESPONSIBILITY AND CRITERIA**
  - (i) **Criteria**
    - 1) Accuracy
    - 2) Presentation, readability and format

- 3) Point of view (all sides)
  - 4) Cost and availability
  - 5) Current topic
  - 6) Collection balance
  - 7) Popularity or anticipated demand
- (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 news and media reviews

#### DESELECTION CRITERIA

- (i) Removal of materials will be removed based on the following factors:
- 1) Outdated
  - 2) Duplicate or surplus
  - 3) Poor physical condition
  - 4) No longer contributing to breadth or depth of the collection
- (ii) 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.

### 2.02 REVIEW OF TITLES

Process: Patrons requesting that a title be reviewed are asked to fill out a "Request for Title Review" form. Library staff will respond to the request and contact the patron within 20 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 appeal 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
- (c) Revised and Approved by Library Director and Board of Trustees November 10, 2022

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