

## 5.1. Collection Development

DRAFT FOR REVIEW

The Collection Management Policy supports the mission, vision and values of the Poudre River Public Library District. This policy guides staff decisions regarding selection and de-selection of library materials to ensure collections that are useful, relevant, current and integral to the diverse communities we serve.

The Library's goal is to provide a collection that is:

- Accessible—Browseable stacks and useful electronic resources that can be accessed inside or outside of the library. Materials available in varying formats. Items consistently classified for ease of identification at all locations.
- Flexible—Rotating, community-driven collections. Dynamic collections at all locations. Hi-tech and low-tech resources. Responsive to changing demographics and community needs.
- Contemporary—Popular items mixed with works of lasting value. A collection that is fresh, relevant, and in good condition.

The District strives to develop and maintain collections that represent a broad range of subjects and points of view. Materials are not selected or excluded on the basis of:

- race, religion, nationality, sex, sexual preference or political views of the author,
- frankness or coarseness of language,
- controversial nature of an item including cover art,
- endorsement or disapproval of an item by an individual or organization, or
- the possibility that materials may inadvertently come into the possession of children.

Specific items acquired for the collection may include those that are unorthodox, unpopular with the majority, or controversial in nature. The Library's acquisition of such material does not constitute endorsement of the material's content.

The District supports the right of each customer to decide which items are appropriate for their personal use. The District maintains that only parents and guardians have the right and the responsibility to determine their minor children's — and only their children's — access to library resources.

The Library endorses the American Library Association's Freedom to Read statement, The Library Bill of Rights, and the statements on Labeling Library Materials, Access to Electronic Information, Services, and Networks, and Free Access to Libraries for Minors.

### **Responsibility for Selection:**

Responsibility for materials selection for the Poudre River Public Library District rests with the Executive Director, who entrusts to professional staff the responsibilities of selecting and deselecting materials.

**Scope:**

The District continually gathers and analyzes data, including circulation statistics, survey results, demographic studies, and patron requests and comments, to anticipate demand for new materials and formats and to improve the usefulness of its collections.

Materials selected for the Library collection are designed to meet the educational, informational, and recreational needs of Poudre River Public Library District customers. The emphasis is on acquiring materials of wide-ranging interest to the general public. The District frequently purchases multiple copies of highly popular titles as appropriate to meet customer demand in a timely manner, while maintaining collections offering variety, depth, breadth, and relevance. The general collection is not archival and is reviewed and updated on an ongoing basis to meet contemporary needs.

**Selection Guidelines:**

Staff will acquire, make available, and encourage the use of materials that:

- help people learn about themselves and their world;
- encourage informal learning and provide educational support;
- stimulate thoughtful participation and engagement in the affairs of the community, the country, and the world;
- provide access to a variety of opinions on matters of current interest and encourage freedom of expression;
- support educational, civic, and cultural activities within the community; and
- assist the individual to grow intellectually and enjoy life more fully.

**Selection Criteria:**

Materials need not meet all criteria to be selected.

- Requests from community customers
- Local interest and demand
- Critical reviews in standard selection journals and other media
- Appropriateness within the popular scope of the District's collections
- Authoritativeness or popularity of author, artist, publisher or producer
- Significance, permanence or timeliness of subject matter
- Literary merit and artistic quality
- Major publicity
- Suitability of format
- Relationship and importance to the entire collection
- Physical space required for shelving and display
- Date of publication
- Price

Items generally excluded from selection include: textbooks, workbooks, and curriculum-related work, unless they are considered useful to the general reader as an introduction to a subject and their presentation is superior to other sources.

At the Harmony Library, Front Range Community College (FRCC) — Larimer Campus staff selects and maintains College-owned materials consistent with FRCC collection development policies. FRCC selection criteria is based on meeting the needs of FRCC faculty and students.

**Formats:**

The District maintains collections in varied formats to best meet the diverse needs of its community. The District acknowledges both the enduring demand for many traditional formats, such as the printed book, as well as accelerating technological advances in digital formats. The District monitors the development of, and demand for, new formats and strives to respond by offering materials in a variety of formats. Older formats with sustained decreasing use over time will be deemphasized and eventually deselected.

**Gifts:**

The District may accept gifts of both book and non-book materials. Donated materials are subject to the District's selection criteria and may be added to the collections, discarded, donated to other charitable organizations or sold at the Library's discretion. Donated items, including review copies, become the property of the Library and will not be returned to the donor.

The District will accept and add to the collection one copy of materials created by Colorado authors that meet our collection criteria.

**De-selection of Materials:**

De-selection of dated, worn, redundant and obsolete materials in the collection is as important to maintaining relevant collections as the selection of new materials. Systematic de-selection of materials in the collection is required in order to keep the collection responsive to customers' needs; ensure vitality, currency and usefulness; eliminate worn materials and multiple copies of titles no longer popular; and create shelf and display space for newer materials in each library. Materials withdrawn from District collections are given to the Poudre River Friends of the Library. Materials that are damaged or otherwise unusable will be recycled and disposed of responsibly.

**Requests Related to Collection Materials:**

The District regularly reviews customer requests to add or remove materials from the collection. To submit a request, contact the Library using the "How'd We Do" form [available online](#) and in the libraries.