

Section 5 – Collections Policies

5.1. *Collection Development & Reconsideration of Materials*

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

The District selects library materials on the basis of literary, educational, informational, and recreational value. 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 moral, racial, religious, or political bias.

The District does not endorse particular beliefs or views expressed in selected materials, and selection of an item does not imply the District's endorsement of an author's viewpoint.

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.

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.

Shared Collections

District collections serve the entire District. Library materials may be shelved and located in any of our public facilities. The District maintains shared or "floating" collections of its materials. When a circulating item is returned to any of the District libraries, it is shelved in the library where it is returned. A shared collection allows patrons to participate in developing localized and relevant collections at each library through the items they check out and return.

Cooperative Networks

The District participates in cooperative interlibrary loan networks, including Prospector, to expand the range of materials available to District users while minimizing duplication of lesser used materials owned by other libraries.

Front Range Community College

At the Harmony Library, Front Range Community College (FRCC)---Larimer Campus staff selects and maintains College-owned materials consistent with FRCC collection development policies. The Campus Librarian and District staff consult to coordinate the acquisition of new materials to best serve the needs of all Library users.

Labeling of Library Materials

The District uses viewpoint-neutral labels indicating shelf location as directional aids to facilitate organization and retrieval of library materials. The District does not employ prejudicial labels in an attempt to restrict access or discourage use.

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.

Selection Guidelines

Selectors choose materials that build collections representing a wide range of viewpoints and opinions and which meet the varied needs of District residents.

Selection Criteria

- Local interest and demand, including patron requests
- 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
- Listing on standard or special bibliographies or indexes
- Suitability of format
- Relationship and importance to the entire collection
- Physical space required for shelving and display
- Date of publication
- Price

Materials need not meet all criteria to be selected.

Collection Scope

Materials selected for the Library collection are designed to meet the cultural, informational, educational, and recreational needs of Poudre River Public Library District patrons. The scope of the collection offers a choice of format, treatment, and level of difficulty so that most individual patron needs can be met within current budget and spatial constraints. The emphasis is on acquiring materials of wide-ranging interest to the general public. The general collection is not archival, and is reviewed and revised on an ongoing basis to meet contemporary needs.

Collection Formats

The District maintains collections in varied formats to best meet the diverse needs of its residents. 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, such as VHS videocassettes, 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.

Multiple Copies

The District frequently purchases multiple copies of highly popular titles as appropriate to meet patron demand in a timely manner, while maintaining collections offering variety, depth, breadth, and relevance to meet the needs of the community.

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 patrons' needs, insure 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. The District uses the CREW method, a recognized national library standard, as a guideline for weeding.

Materials withdrawn from District collections are given to the Poudre River Friends of the Library. When withdrawn materials are damaged or otherwise unusable they will be discarded in compliance with Colorado State law.

Request for Reconsideration

Comments from members of the community about collections or individual items in the collection frequently provide useful information about community interests or needs that

may not be adequately met by the collection. The District welcomes patrons to ask questions, make suggestions, and express concerns regarding the District's materials collections. Many questions may be answered through conversations with District staff members.

If a patron has concerns about the appropriateness of an item in the District's collections or concerns about the location of items within District libraries, and wishes to request that an item be relocated or removed from the collection, the person may petition the District for reconsideration of materials. A patron who wishes to request formal reconsideration of an item may request and submit a Request for Reconsideration form.

A committee including either the Executive Director or Deputy Director and appropriate District staff will evaluate the request and respond to the person initiating the request for reconsideration. In the event that the person who initiated the request is not satisfied with the committee's decision, he or she may request reconsideration by the District's Board of Trustees. Ultimate authority concerning retaining, removing or relocating a challenged item resides with the District's Board of Trustees.

Adopted on January 10, 2011