



## Collection Development and Use

### COLLECTION DEVELOPMENT

#### **Objectives**

It is the goal of the Gunnison County Public Library District to provide all individuals in the community with carefully selected books and other materials to aid them in the pursuit of education, information, research, pleasure, and the creative use of leisure time. Because of the volume of publishing, as well as the limitations of budget and space, the Library must have a selection policy with which to meet community interests and needs.

The materials selection/collection development policy shall be used by the Library staff in the selection of materials and shall serve to acquaint the general public with the principles of selection. The Library is responsible for providing materials to residents and taxpayers of all ages, backgrounds, and opinions. The Library collection taken as a whole shall be an unbiased and diverse source of information, representing as many viewpoints as possible. Subjects shall be covered in sufficient depth and breadth to meet anticipated and expressed individual and community needs.

The *Library Bill of Rights* and *The Freedom to Read Statement* (see Appendix) have been endorsed by the District's Board of Trustees and are integral parts of the policy. The materials selection/collection development policy, like all other policies, shall be reviewed and/or revised as the need arises.

#### **Responsibility for Selection**

The ultimate responsibility for selection of Library materials rests with the Library Director who operates within the framework of the policies determined by the Board. This responsibility may be shared with other members of the Library staff; however, because the Director must be available to answer to the Board and the general public for actual selections made, the Director has the authority to reject or select any item contrary to the recommendations of the staff.

#### **Criteria for Selection**

The main points considered in the selection of materials are:

- Individual merit of each item
- Popular appeal/demand
- Suitability of material for the clientele
- Existing Library holdings
- Budget

Current or historical significance of author or subject  
Community relevance  
Diversity of viewpoint

Reviews are a major source of information about new materials. The primary sources of reviews are Booklist, Kirkus Book Review and Horn Book Review. Other sources are also valuable and shall be consulted frequently.

The collection is intended to provide individual access to information and materials in various formats to serve a wide variety of needs: The nature of the media and the technical quality of production are additional factors to be considered in selecting audio, video, electronic, and other non-print formats.

Sites selected from the World Wide Web and linked from the Library's homepage are subject to the same selection criteria as other materials.

The Board considers reading, listening, and viewing to be individual, private matters and that full, confidential, and unrestricted access to information is essential for patrons. While anyone is free to select or reject materials for themselves or their own minor children, the freedom of others to read or inquire will not be restricted. Only parents and guardians have the right and responsibility to guide and direct the reading, listening and viewing choices of their own minor children. The Library does not stand in the place of parents (*in loco parentis*).

The Board also recognizes that full information on issues of public concern may require access to information sources which exemplify those concerns. Individual items, which in and of themselves may be controversial or offensive to some patrons or staff, may appropriately be selected if their inclusion will contribute to the balance and effectiveness of the Library collection as a whole.

The Library encourages public suggestion of items and subjects to be considered for the collection. Serious consideration will be given to purchasing patron-requested materials when these requests meet collection objectives. Remaining requests may be met through resource sharing with other libraries, electronic retrieval or other means.

Gift items are subject to the same selection criteria used for purchased materials.

### **InterLibrary Loan**

Because of limited budget and/or space, the Library cannot provide all materials that are requested. Therefore, interLibrary loan is used to obtain from other libraries those materials that are beyond the scope of this Library's collection. In return for utilizing interLibrary loan to satisfy the needs of our patrons, the Gunnison County Library District agrees to lend its materials to other libraries through the same interLibrary loan network, and to make an effort to have its current holdings listed in a tool that is accessible by other libraries throughout the state.

### **Weeding:**

An up-to-date, attractive and useful collection is maintained through a continual withdrawal and replacement process. Replacement of worn volumes is dependent upon current demand, usefulness, more recent acquisitions, and availability of newer editions. This ongoing process of weeding is the

responsibility of the Library Director. Withdrawn materials will be handled in a similar manner and under the same authority as donated materials.

### **Disposal of Library Materials:**

The general policy for disposal of books, materials and supplies shall be that duplicates shall be sent to other libraries. Library materials may also be sold to the general public. Materials judged beyond repair may be discarded at the Library Director's discretion.

### **Potential Problems or Challenges**

The Gunnison County Library District recognizes that some materials are controversial and that any given item may offend some patrons. Selection of materials shall not be made on the basis of anticipated approval or disapproval, but solely on the basis of the principles stated in this policy.

Responsibility for the materials read by children rests with their parents or legal guardians. Selection of Library materials shall not be inhibited by the possibility that materials may come into the possession of children.

Library materials shall not be marked or identified to show approval or disapproval of their contents, and no Library material shall be sequestered except to protect it from damage or theft.

### **Challenged Materials**

Despite the care taken to select valuable materials for Library use, and the qualifications of the persons who select the materials, there will undoubtedly be occasional objections to a selection. The principles of freedom to read and of the staff's professional integrity to provide materials of value based on established selection procedure must be defended rather than the materials.

Although materials are carefully selected, differences of opinion often occur regarding suitable materials. Patrons requesting that material be withdrawn from or restricted within the collection may complete a "Request to Reconsider Materials" form which is available in the Library. The inquiry will be placed on the agenda of the next regular meeting of the Board of Trustees.

When material is challenged the proper procedure shall be followed precisely in order to assure just, objective, and reasoned treatment of the request and to preserve the professional integrity of the Library personnel.

Questioned material shall not be withdrawn from circulation until a final decision has been reached and all steps of the procedure have been completed.

### **Availability of Government Documents:**

Local public policy debates may often involve the collection or dissemination of government publications or position statements created by official government agencies. The Library shall endeavor to make these documents available for public review subject to space availability. Retention of these materials is also governed by the Library's collection policies and space limitations. Due to space limitations, non-governmental position papers shall not be accepted by the Library.

## **CIRCULATION**

### **Loan Periods**

1. Three weeks for books.
2. InterLibrary loans are due the date indicated by the lending Library.
3. Books may be renewed once if there is not a waiting list for the title.
4. Current issues of periodicals check out for 7 days.
5. Non-current periodicals may be checked out for one week.
6. Three weeks for audio books and compact discs.
7. One week for DVDs.

Books or other materials may be renewed for an additional time period if not in demand. Renewal of Library materials may be by presentation of the user's Library card, by telephone or online via the Library's webpage <http://gunnisonLibrary.googlepages.com/home>

### **Fines & Charges**

A schedule of fees and fines shall be posted at the libraries and is available by calling the individual Libraries.

Neither the Crested Butte Public Library nor Gunnison Public Library issue refunds for materials paid for by customers. If a customer pays for an item and subsequently finds the item, the item is the property of the customer who paid for it. The customer has the option of keeping the item or donating it back to the Library.

### **Theft or Mutilation of Library District Property:**

Within the provisions of the applicable statutes of the State of Colorado, the following policy toward theft or mutilation of Library District materials has been adopted:

Any person who fails to comply with the appropriate check-out procedure, or willfully retains any Library property for thirty (30) days after receiving notice in writing to return such property, or mutilates Library property commits a Class 3 misdemeanor and shall be prosecuted as provided in Section 18-1-106, Colorado Revised Statutes.

### **Lost or Forgotten Cards**

Lost cards will be replaced once without charge. Subsequent lost cards will be replaced at a charge which shall be established. If a patron forgets a card he or she may check out materials upon adequate proof of identity.

### **Automated Catalog System**

The Board shall ensure that the Library has an automated catalog system compatible with the U.S. Library of Congress cataloging system, including federal standards for machine-readable cataloging, and in compliance with applicable Colorado Revised Statute. The automated system of the Library's collection shall be provided to the Colorado State Library.

