

Santaquin City Library  
**Collection Development Policy**  
**2016**

**Introduction:**

The Santaquin City Library Board of Trustees has adopted the following Collection Development Policy. The purpose of this document is to further public understanding of the purpose and nature of the library's collection and to provide guidance and direction to the library staff for development and maintenance of the library's collection.

**Mission Statement:**

The Santaquin City Library provides services to all members of the community, by providing them with resources, print or electronic, that will help meet their needs for educational and personal enrichment.

**General Objective:**

The objective of the Santaquin City Library is to select, organize, preserve, and to make freely and easily available to the citizens of the community both print and non-print materials, within the limitations of space and budget, which will aid them in the pursuit of education, information, research, and personal enrichment. The goal of the library is the maximum use of its collection by the greatest number of persons.

**Collection Priorities**

The following print and non-print categories of material have been determined to be best able to meet the needs of the community in accordance with the mission of the Santaquin City Library.

**Print Materials**

**Books:**

**Fiction:** The library attempts to include popular, notable and classic novels and short stories for adults and children.

**Non-fiction:** The library aims to have an authoritative, up-to-date non-fiction and reference collection for the general reader in various fields of knowledge. Within each subject area, priority is given to those books which will serve the most readers. No attempt is made to specialize in particular subject areas. Non-fiction and reference materials will be collected for both children and adults.

**Reference materials:** Factors considered in the selection of reference materials are authority, reliability, scope, treatment, arrangement, format, cost, existing holdings and local interest.

**Periodicals/Newspapers:** The selection process for magazines will parallel that for books. A selection of basic popular, general information and current interest titles will be provided. A few mainstream news magazines will be included. Area newspapers are added to meet reference and research needs of patrons, to provide current information, and to satisfy casual interest in current events. As electronic sources of these materials become more available and popular the library will purchase fewer physical copies and may provide access to these in the electronic format.

**Maps:** The library collects maps of local interest.

**Special Historical Collection:** Local history and special history materials on Utah will be made available in a Special Collection category.

### **Non-Print Materials**

The library recognizes the importance of non-print materials as a source of educational and personal enrichment for the community.

**Audio books:** The audio collection contains audio recordings with a variety of content for both children and adults. This includes popular, notable, classic, and short stories as well as popular non-fiction works.

**Audible books:** These will be added to eReader devices that the library circulates and will provide a variety of content for all patrons.

**DVDs:** The DVD collection includes, but is not limited to, content that is based on literature, science, history and the arts. It also comprises matter of entertainment value, movie classics and award winners.

### **Collections for Different Ages**

Material is purchased to meet the needs of the community at various reading and interest levels. They include Easy Picture Books, Beginning Readers, Junior Fiction and Non-Fiction, Young Adult Fiction and Non-Fiction, Adult Fiction and Non-Fiction.

### **Materials Not Collected**

Due to funding and space constraints certain materials are not added. These may include textbooks and other curriculum related materials. Legal and medical works will be acquired only to the extent that they will be useful to the layman.

### **Material Formats**

Material is selected in the most appropriate format including the following categories: Hardcover, Paperbacks, Magazines/Newspapers, DVDs, Book and CD Combinations, Audio books on CD, Large Print Books, Electronic Resources, and Maps.

### **Selection Criteria**

#### **Specific selection criteria include:**

1. The demand for the material.
2. The author's significance and/or reputation as a writer.
3. Importance of the subject matter to the collection.
4. Scarcity of material on the subject.
5. Timeliness or permanence of the work.
6. Appearance of title in special bibliographies or indexes.
7. Authoritativeness.
8. Reputation and standing of the publisher.
9. Cost and shelving limitations.
10. Availability of the materials elsewhere in the area.
11. Acceptable reviews in recognized review media.
12. The contribution of the material to the balance and variety of the library collection as a whole.
13. Appropriateness of the format.
14. The aesthetic, literary, or social value of the material.
15. The currency and accuracy of the material.

#### **Aids in selection:**

1. Recognized reviewing media including pre-publication reviews.
2. Judgment of staff members.
3. Best-seller lists.
4. Suggestions from library patrons.
5. Inter-library loan requests by patrons.

### **Selection Process**

All staff members and the general public may recommend material for consideration. Material is purchased in the most appropriate format for library use.

It should be recognized that some materials chosen may be offensive, shocking or boring to some readers but may be meaningful and significant to others. Works being considered should be viewed as a whole, not in isolated parts.

The number of items purchased for each area of the collection will be determined by indicators of use, the average cost per item and objectives for the development of the collection.

Other community resources and area library resources are taken into consideration when developing collections. Through interlibrary loan, librarians may obtain materials from other sources. Additional information may be obtained through electronic access and the Internet.

Non-print materials, are selected and deselected according to the same criteria as book materials. Some titles may be purchased in several formats in order to serve the most patrons. Availability of items in the format, the cost per item and the library's ability to acquire and handle the items will also be factors in determining when a new format will be collected.

**Responsibility for Selection:** All members of the library staff share in the initial selection of books and other materials. However, ultimate responsibility for material selection shall rest with the Library Director who is to use the best judgment possible as a professional in purchasing books and other materials for the library.

**Community Participation:** Suggestions from library users are always welcomed and given serious consideration.

#### **Inter-Library Loans**

Patrons requesting materials from the Utah State Library Inter-Library Loan Program shall be charged per item for return postage. Lost materials are subject to the policy of the lending library.

#### **Gifts**

The Santaquin City Library accepts irrevocable gifts of books and other library materials, or money to purchase materials. Gifts must meet the same selection criteria as purchased material. All gifts become the property of the Santaquin City Library. The library reserves the right to add the material to the collection; or to sell, exchange, donate or discard gifts.

The library will not assign a value to donated gift materials. However, the library will make available to patrons a receipt for X number of books, boxes of books, books-on-tapes, etc., which can be used for tax purposes.

Memorial gifts are accepted using the same criteria for selection as for purchased material. Gifts of money are accepted to purchase memorial material which meet selection criteria. Such gifts are acknowledged with a memorial plate.

**Weeding**

The library maintains an active policy of discarding outdated material; material no longer of interest or in demand; duplicated material; worn or mutilated copies; and material which no longer contributes to the total collection.

Discarded materials may be sold, exchanged or given to another non-profit organization at the discretion of the Library Director.

**Challenged Materials**

If a patron wishes to question the suitability of a particular title in the library's collection, the following procedures will be followed:

1. The patron will be requested to fill out a Citizen Request for Reconsideration of Library materials and return it to the library director.
2. The person may then request a review board consisting of the Library Board to examine and evaluate the material in question. Appropriate action will follow the recommendation of the Board.
3. If the material is not recommended for removal and the patron continues to demand that the title be withdrawn from the collection, it will be necessary for him/her to institute court proceedings and sustain the cost thereof to determine if, indeed, the material does not meet community standards and therefore must be removed from the library's collection.

The Santaquin City Library Board approved this document on Thursday, June 23, 2016.

  
Lyn Oryall, Library Director

  
Carole Parkin, Library Board Chair

6/23/16  
Date