



## MATERIALS SELECTION AND COLLECTION DEVELOPMENT POLICY

### Purpose

The Library Board of the Washington County Library System supports the Constitutional First Amendment rights of all citizens, and recognizes the widely diverse interests, backgrounds, cultural heritages, needs, and values within our citizenry. The purpose of the Materials Selection and Collection Development Policy is to guide the library staff, under the general supervision of the Director, in the selection of library materials, to further public understanding as to the principles upon which selection is based, and to support the library's mission and goals.

### Policy

#### I. Authority

Library materials selection is the responsibility of the Library Director as the executive officer for the Library Board of Directors (the Board). In accordance with Utah Code Annotated § 9-7-504 as amended, any library material so selected shall be held to be selected by the board as it has the powers and duties as prescribed by county ordinance, including establishing policies for collections and information resources that are consistent with state and federal law.

#### II. Library Materials Definition

"Library materials" include, but are not limited to, print, audio visual, and electronic formats.

#### III. Materials Selection Criteria

The library does not sanction or support any particular belief or views, nor is the selection of any given book or other material equivalent to an endorsement of the viewpoint of the author expressed therein. Popular and literary works are chosen for varying levels of enjoyment, education, reading levels, age level interests, as well as differing social and religious customs. Selection will be made on the basis of whether an item presents a perspective of life that is needed to balance the collection, and the literary merit of the work. The collection offers varying points of view and subjects in a variety of formats.

Selection of library materials is made on the basis of interest, informational content, popularity, and relevance to all residents of Washington County, its primary clientele, and the broader community. The guidelines and criteria used in considering and selecting materials is in county's discretion, and no single consideration is dispositive, but may include:

- Budget
- Space availability for housing the material
- Significance and value to the collection
- Quality and suitability of format
- Technical quality of non-print format
- Price of the material relative to its value
- Availability of material in other libraries or through inter-library loan

- Professional and general media reviews
- Anticipated popularity and patron demand
- Contribution to free expression and free access to ideas
- Relevance of subject and style for interests of intended audience
- Qualifications of authors or producers
- Authority of the work for the specific subject and other available resources

Consideration of a work for selection is given to the work as a whole. Materials may meet any or all of the criteria above. Materials are not excluded on the basis of the following:

- Race
- Religion
- Nationality
- Sex
- Sexual preference
- Language or profanity
- Political views of an author
- Controversial nature of an item, including cover art
- Endorsement or criticism of an item by any individual or group
- The possibility that materials may inadvertently come into the possession of a child

The general selection criteria listed above also apply to electronic formats. The following criteria are considered as well:

- Compatibility with library and available public hardware and equipment
- Ease of use
- Searching capabilities
- Frequency of updates
- Remote, at-home-use capability
- Authority
- Design
- Whether or not the work is suitable for a public setting in regards to licensing and multiple users
- Electronic vs. print pricing and the availability of these two options

Library materials are purchased in a wide variety of formats to meet both expressed and anticipated needs and interests of the community. Best sellers and popular titles are purchased in multiple copies as determined by popular demand and budget availability. Although the library attempts to provide material on every subject and reading level, no attempt is made to match the collection to a particular curriculum. However, textbooks may be selected when they are the best or only source of information on a particular subject although not solely because a textbook is assigned as school curriculum. Space limits and budget priorities may preclude the library from duplicating any specialized or comprehensive collection that exists elsewhere in the community or is available through inter-library loan.

The Board and the Library Director do not endorse every idea or presentation contained in the materials the library makes available to the public. Every attempt is made to present a collection that is in the best interest of the public by maintaining a balanced collection representing diverse points of view on a number of subjects rather than the political, moral, or aesthetic values of those in positions of authority and responsibility. A balanced collection is one that reflects a diversity of materials rather than equality of numbers on the topics and subjects represented in the collection.

#### IV. Collection Development & Maintenance

The collection is continually evaluated by established processes for quality, relevancy, gaps, and acquisition needs. The library continues an ongoing schedule of adding materials as well as a schedule of withdrawing or replacing worn or outdated materials. The collection is not intended to be archival in nature. Worn, damaged, and outdated materials, as well as unnecessary duplicate copies, are removed from the collection. Due to space limitations materials may also be withdrawn if they are not used or are superseded by a new edition or more authoritative work on a subject. Items may also be deleted if a more desirable format for the content has been added to the collection. Items which are deleted from the collection are clearly marked and made available for sale to the public.

V. **Access**

Each individual has the right to choose which library materials they will access. No individual or group has the right to restrict the freedom of others to read or view whatever they select. No book or other material in question is automatically removed from the collection because of individual objections.

The library does not assume the role of the parent; instead parents are encouraged to be involved in the lives of their children and their use of the library and to guide their children in the selection of library materials. Library staff does not monitor the materials children choose to check out. Parents and guardians, not the library, have the responsibility to guide and direct the reading, borrowing, listening, viewing, and internet choices of their minor children.

Washington County Library System is compliant with all County, State, and Federal laws governing internet access. While every attempt is made to maintain authoritative links to internet information, Washington County Library System does not have control over the World Wide Web and cannot be held responsible for the content, credibility, or accuracy of information retrieved from this source.

Washington County Library System and the Board endorse the provisions in the Library Bill of Rights, the Freedom to Read Statement, the Freedom to View Statement, and the Statement on Labeling: An Interpretation of the Library Bill of Rights as adopted by the American Library Association.

Minors have access to all areas of the library at each branch of the Washington County Library System. The Board supports the Free Access to Libraries for Minors: An Interpretation of the Library Bill of Rights except where state or federal law supersedes the American Library Association interpretation. This document is attached as part of this policy. In compliance with the Federal Children's Internet Protection Act (CIPA) 114 Stat. 2763A-335, and the Utah Children's Internet Protection Act, § 9-7-215 and 216, Utah Code Annotated, as amended, the Washington County Library System has an Internet Policy in place as well as a technology protection measure and enforces the operation of the technology protection measure during any use of a computer by a minor.

VI. **Material Donations**

The library welcomes donations. Upon receipt all donated materials become property of the Washington County Library System. When a donation is made the donor is given a *Donated Materials* form. Library staff receiving materials make no judgment as to the value of donated materials. In accepting gifts of materials, the library reserves the privilege of deciding whether donated items will be added to the collection. The public generously gives many books and other materials out of which a portion may be added to the collection and interfiled with other materials on the same subject and made available for check out. Some materials may be added to Special Collections and made available for use in the library only. Many material donations cannot be added to the collection because the material may be: (1) a duplicate item of which the library already has a sufficient number, (2) outdated, (3) not of sufficient present reference or circulating value to the library, or (4) in poor condition, which would not justify the expense of processing the item. All donated material is evaluated by the same standards of selection as those applied to new materials purchased for the library.

VII. **Request for Reconsideration of Materials**

Washington County Library System welcomes interest in its collection. The Board recognizes that a library with a

balanced collection may cause individuals to take issue with the selection of specific items.

When a library patron expresses concern about a library material the staff member receiving the complaint will: (1) attempt to resolve the problem, or (2) refer the patron to the Branch Manager or Library Director to resolve the problem. If the patron is not satisfied with the verbal or written response, the patron may complete a *Request for Reconsideration* form available at all library branches.

When a patron completes the *Request for Reconsideration* form they must return it to a Library Branch Manager or send it to the attention of the Library Director, Washington County Library System, 88 West 100 South, St. George, Utah 84770.

The Library's procedure for responding to a *Request for Reconsideration* is as follows:

Patrons will be notified that the form has been received by the Library, and the library's Materials Selection and Collection Development Policy will be enclosed for the patron. Only fully completed forms will be processed.

- A review process by the Library Administration will begin within ten working days of receipt of a completed *Request for Reconsideration* form.
- While a concern is being considered, there will be no change in the status of the resource in question.
- The Library Director will contact the patron upon completion of the review process with a decision.

The Library takes very seriously all concerns expressed by patrons and attempts to respond as quickly as possible. To ensure that all concerns are given careful consideration, the initial review process may take as long as six weeks.

If, at the end of the review process, the patron is not satisfied with the decision of the Library Director, the patron may appeal the decision to the Library Board of Directors by asking that the Request for Reconsideration and the Library Director's related decision be placed on the agenda of a regularly scheduled Library Board of Directors Meeting. The Board has final authority to uphold, modify or reverse the decision of the Library Director.

  
DANIEL MCGUIRE, Library Board Chair

  
JOEL E. TUCKER, Director

Adopted April 26, 2011

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