



## COLLECTION DEVELOPMENT POLICY

The purpose of the Desert Foothills Library is to provide all individuals in the community with carefully selected books and other materials to aid the individual 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 is used by the library staff in the selection of materials and also serves to acquaint the general public with the principles of selection.

The Library Bill of Rights and The Freedom to Read Statement have been endorsed by the Desert Foothills Library Board of Directors and are integral parts of the policy.

The materials selection/collection development policy, like all other policies, will 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. This responsibility may be shared with other members of the library staff; however, because the director must be available to answer to the library 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:

- a. individual merit of each item
- b. popular appeal/demand
- c. suitability of material
- d. existing library holdings
- e. budget

Reviews are a major source of information about new materials. The primary source(s) of reviews is (are):

*Booklist*

*Book Pages*  
*Library Journal*  
*New York Times Book Reviews*  
*Kirkus Reviews*  
*Publisher's Weekly*  
*School Library Journal*  
*Science Books & Films*  
*Horn Book*  
*Local publications*

Other selection aids include, but are not limited to:

- Recommendations from vendors based on current and projected demand
- Purchasing activity of other libraries in the region
- Standard bibliographies
- Lists by recognized authorities
- Advice from competent people in specific subject areas
- User requests, including interlibrary loan

#### Suggestion for Purchase

All library patrons are encouraged to request items the Library does not own. Suggestions are welcome and each is given serious consideration, such as date of publication, subject matter, existing materials owned on the subject, and customer demand. The Library determines the best method of acquisition of requested materials. In some instances, Interlibrary loan and MAX may prove a better means. Suggestions may be made online from the Library's website or in person.

The lack of a review or an unfavorable review shall not be the sole reason for rejecting a title which is in demand. Consideration is, therefore, given to requests from library patrons and books discussed on public media. Materials are judged on the basis of the work as a whole, not on a part taken out of context.

#### **INTERLIBRARY LOAN**

Because of limited budget and space, the library cannot provide all materials that are requested. Therefore, interlibrary loan and MAX are 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 Desert Foothills Library 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 and country.

#### **GIFTS AND DONATIONS**

The library accepts gifts of books and other materials with the understanding that they will be added to the collection only if appropriate and needed. If they are not needed the director can repurpose them as he/she sees fit. The same criteria of selection which are applied to purchased materials are applied to gifts. Memorial gifts of books or money are also accepted with suitable bookplates often placed in the book. Specific books labeled "in memory of" can be ordered for the library by request. It is desirable for gifts of or for specific titles to be offered after consultation with the library director. Book selection will be made by the director if no specific book is requested. Desert Foothills Library encourages and appreciates gifts and donations.

By law, the library is not allowed to appraise the value of donated materials, though it can provide an acknowledgment of receipt of the items if requested by the donor through the Chapter 2 Bookstore.

### **WEEDING**

An up-to-date, attractive and useful collection is maintained through a continual withdrawal and replacement process. Replacement of items is dependent upon many factors such as current demand, usefulness, 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.

### **POTENTIAL PROBLEMS OR CHALLENGES**

The Desert Foothills Library recognizes that some materials are controversial and that any given item may offend some patrons. Selection of materials will 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 reading of children rests with their parents or legal guardians. Selection of library materials will not be inhibited by the possibility that materials may come into the possession of children.

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

### **CHALLENGED MATERIALS**

Although materials are carefully selected, there can arise differences of opinion regarding suitable materials. Patrons requesting that material be withdrawn from or restricted within the collection may complete a "Request for Reevaluation of Library Material" form included in this policy.

## **REQUEST FOR REEVALUATION OF LIBRARY MATERIAL**

Date: \_\_\_\_\_  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_

Whom do you represent?

\_\_\_\_ Myself  
\_\_\_\_ Organization \_\_\_\_\_  
\_\_\_\_ Other \_\_\_\_\_

ITEM DESCRIPTION:

Author \_\_\_\_\_ Title \_\_\_\_\_  
Publisher/Date \_\_\_\_\_  
Type of Material \_\_\_\_\_  
Did you review the entire item? \_\_\_\_\_ If not, what sections did you review?  
\_\_\_\_\_

To what in the item do you object? (Please be specific; cite pages, etc.) \_\_\_\_\_  
\_\_\_\_\_

Have you seen or heard review of this material? \_\_\_\_\_

If yes, please name source(s) \_\_\_\_\_

What do you think the subject of this material is?  
\_\_\_\_\_  
\_\_\_\_\_

State your comment, suggestion or criticism of the material as specifically as possible:  
\_\_\_\_\_  
\_\_\_\_\_

In the place of this item, would you care to recommend other materials which you consider of equal or superior quality for the purpose intended?  
\_\_\_\_\_  
\_\_\_\_\_

Have you read Public Library's Collection Development Policy and the [Freedom to Read Act](#) (available upon request)?

\_\_\_\_\_ Yes \_\_\_\_\_ No

Do you wish to make an oral presentation to the Library Board? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, (a) call the library to learn how and when your issue will be on the Library Board Agenda; and (b) be prepared at that time to indicate the approximate length of time your presentation will require.

If no, your comments will be forwarded to the Library Board, and they will respond to you by letter.

The Desert Foothills Library appreciates your interest.

Use the back of this form or additional information if necessary.