

Pine River Public Library District

Collection Development Policy

The freedom to know is the foundation of our democracy. The goal of the Pine River Library is to nourish, sustain, and improve the quality of life in our community, be an information center, and preserve and encourage the free expression of ideas essential to an informed citizenry.

I. Purpose of the Collection Development Policy

The collection development policy is intended to provide guidance, within budgetary and space limitations, for the selection and evaluation of materials which anticipate and meet the needs of the community of the Pine River Library. It directly relates the collection to the library's mission statement, and defines the scope and standards of the various collections.

As the community changes, the library will need to reassess and adapt its collections to reflect new and differing areas of interest. The collection development policy will be periodically evaluated and revised as necessary to provide guidance for implementing changes in the collection.

II. Selection Philosophy

In support of its vision "We connect people to possibilities!" the Pine River Library fully endorses the principles documented in the Library Bill of Rights and the Freedom to Read Statement of the American Library Association. The library upholds the right of the individual to secure information, even though the content may be controversial, unorthodox, or unacceptable to others. Materials available in the library present a diversity of viewpoints, enabling citizens to make the informed choices necessary in a democracy.

Full, confidential, and unrestricted access to information is essential in order for patrons to exercise their constitutional rights.

The Library does not stand in loco parentis. Parents and guardians, not the Library, have the responsibility to guide and direct the reading, listening, viewing and Internet browsing choices of their minor children. The Library collection will be organized, marked and maintained in a non-judgmental, objective manner to help people find the materials they want. Materials will not be restricted, sequestered, altered, or labeled by the Library because of controversy about the author or the subject matter.

III. Selection Responsibility

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Though the overall responsibility for the collection rests with the Library's management, the responsibility for selecting and retaining materials is delegated to qualified and knowledgeable staff who employ the criteria outlined in this policy. The final responsibility for materials selection and retention resides with the Library Director.

IV. Donations

The Pine River Library accepts donations for the library's collection that fall within needed subject categories, as determined by the Library management and the staff. Donated additions must meet the same selection criteria as purchased materials and are subject to the following limitations.

Please see the Pine River Library's Donation Policy for more information.

V. Scope of the Library Collection

As a public library serving a diverse community, the Pine River Library places major emphasis on access to information. A broad choice of circulating print and non-print materials is selected to accommodate the diversity of tastes, reading levels, languages and interests of users of all ages. Budget and space limit the collection to materials of high interest to its patrons.

In addition, the Pine River Library is a member of the Marmot Library Network, a consortium of over 25 school, public, and academic libraries that maintain a shared collection of over 1.7 million titles. Items in this shared collection are available to Pine River Library cardholders on request.

VI. General Criteria

- Suitability of format or physical form for library use and as user demand dictates, based on universal criteria established in this policy
- Cost relative to the value the item contributes to the collection
- Space required relative to the value the item contributes to the collection
- The extent to which the item supplements, expands on, or supports the existing collection, rather than duplicates it
- Relevance to observed and anticipated community needs and desires
- Reputation and qualifications of the author, creator, or publisher of the work as established through evaluation in professional journals
- Local significance of the author or creator of the work

a. Content Criteria

- Comprehensiveness of treatment, including breadth and depth
- Skill and purpose of author or creator
- Consideration of the work as a whole, rather than a specific passage or passages

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- Evaluation of the currency and accuracy of the information contained, to the extent that is possible
- Representation of diverse points of view
- Representation of important movements, subjects, genres, or trends of local, regional, national, or global significance
- Long-term or historical significance or interest
- Relevance of the information to immediate local requirements

b. Electronic Format Criteria

- Ease of use of the product
- Accessibility to multiple users
- Access to needed equipment

VII. Specific Selection Criteria

Adult Fiction

The library's collection includes a wide variety of contemporary works of fiction representing all genres, international works of fiction, classics and important novels of the past. The library makes every effort to acquire fiction which is representative of the cultural and ethnic community that it serves and to satisfy the diversity of interests and recreational needs of its users.

Adult Non-Fiction

The library aims at acquiring materials which provide a core of basic knowledge. In addition, the library selects, makes accessible, and promotes the use of materials which:

- address contemporary issues
- provide self-help information
- support general educational needs of students
- facilitate continuing education
- enhance job-related knowledge and skills
- increase knowledge of affairs of the community, the country, and the world
- support business, cultural, recreational and civic interests in the community
- nourish intellectual, aesthetic, creative, and spiritual growth
- present different viewpoints on issues

Audio Materials

A small collection of music CDs are available at the Pine River Library. Current audio purchases are only in compact disc (CD) format because of their availability and popularity. The adult music collection consists of works by major classical and contemporary composers, as well as popular music, folk music, rock, jazz, and local musicians. Children's music CDs includes folk and nursery songs.

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The adult collection of books on CD encompasses popular fiction and nonfiction, as well as recordings of literary classics, language instruction, and general educational topics of popular interest.

Bayfield and Local History

The library possesses a unique collection of books on local history. The library no longer actively builds this collection. It does, however, continue to consider significant works relating to the local history for purchase.

Children's Collection

To encourage life-long reading habits, the children's collection provides materials in a variety of formats and genres to satisfy and stimulate the informational, educational, cultural, and recreational needs of the children of the library community from infancy through grade eight. The materials are selected with regard to the stages of emotional and intellectual maturity of children. The collection also provides adults with materials that relate to the well-being of children, enrich preschool and school curriculums, and aid in the study of children's literature.

Teen Collection

A Teen collection has been established to satisfy the library needs of patrons from the approximate age of 13 to 18 years. The type of materials selected differs significantly from the children's collection because of the social, emotional, and intellectual maturity required to read them. Fiction and paperbacks are emphasized with a selection of topical non-fiction. Priority is given to popular titles, graphic novels, and themes of contemporary interest to the target age groups.

Downloadable Audiobooks

The Pine River Library provides access to downloadable audio materials that include adult, teen, and children's fiction and non-fiction titles that follow the general guidelines and content criteria for books. Collection development responsibilities are shared among the Marmot Library Network member libraries.

DVDs

The library collects DVDs to meet the educational and recreational needs of adults and children. DVDs are collected under the same general guidelines as other collection materials.

Electronic Databases

Online computerized databases extend the collection by providing timely and versatile access to information in electronic format. Databases are used by the library staff to enhance and supplement reference service. Many of the databases contain specialized information beyond the scope of the library's print collections; others have information that does not exist in print format. Some databases, while duplicating print

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sources, are carefully evaluated with consideration to cost, frequency of use, and ease of access to library users.

Foreign Language Materials

The library maintains a growing collection of foreign language materials aimed at meeting the recreational and informational needs of our community. Resources include Spanish language books and magazines, DVDs, and sound recordings.

The library's collection also includes materials which aid in learning a second language. These resources include books such as grammars and dictionaries, audio, and visual materials for learning the languages most frequently studied in the community.

The library is committed to developing and maintaining foreign language collections which meet the needs of a changing population. Foreign language needs are assessed through such tools as patron registration data, patron requests, circulation statistics, and community awareness. The information gathered is used to determine the size and scope of the collection. Availability and quality of materials may impact the development of the collections.

Internet (Public Access)

In conjunction with its mission statement, the Pine River Library provides access to a vast array of information available through electronic media. Electronic information, services, and networks provided directly or indirectly by the library will be readily, equally, and equitably accessible to all library users. Pine River Library does not monitor and has no control over the information accessed and cannot be held responsible for the content, accuracy, or quality of the information retrieved. Providing access to electronic information, services, and networks differs from selecting and purchasing material for the library's collection, offering unprecedented opportunities to expand the scope of information available to all users.

Large Print

The large print book collection meets the needs of our visually impaired patrons. The major thrust of the collection is popular fiction, along with high interest non-fiction such as biographies and health-related materials.

New Media

The library must continually assess new electronic media and evaluate the capabilities and enhancements that they offer over existing formats. When deciding whether to replace or augment existing formats with new media, the following factors are considered: anticipated improvements in information storage and retrieval, user demand, quality of the product, ease of use, equipment requirements, cost, and staff requirements for processing, maintenance, and training. It is essential for staff to monitor technological developments so that wise and cost-effective collection decisions are made.

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Paperbacks

The library maintains an un-cataloged paperback collection to provide recreational reading for our community. The collection duplicates many cataloged books, including best sellers, classics, and works of perennially popular authors.

Periodical Collection

The library's newspaper and magazine collections provide current and retrospective information aimed at meeting the research and recreational reading needs of the community. The collection also contains periodicals that serve the professional reading needs of the library staff. Periodicals supplement the book collection by providing up-to-date information, covering current topics not yet available in books, and presenting a less in-depth treatment of a subject than is usually found in books.

The periodical collection consists of a diversity of publications in fields that are of interest to the community. It includes basic and popular reading magazines, and a selection of business, trade, and southwestern Colorado publications. Journals that are highly technical or scholarly are generally not included in the collection.

In addition to magazines, the collection includes newspapers published locally as well as on the state and national level. Most back issues of magazines circulate.

Reference Collection

Reference sources are characterized by their ability to provide information and to summarize, condense, or give a comprehensive overview of a topic. The library maintains a small reference collection of materials, but has made many of the reference materials in the library available for checkout. Selection criteria of particular importance for reference sources are: accuracy, arrangement, ease-of-use, uniqueness of information, authority, documentation, and indexing.

Textbooks

Recognizing the responsibility of schools and universities to provide access to required textbooks for their students, the Pine River Library does not acquire textbooks required for school curricula.

VIII. Collection Maintenance

Maintenance of the library's collection through constant re-evaluation by the library staff ensures its usefulness and relevancy to the community. This evaluation depends heavily on the staff's professional expertise in assessing the needs of the community and the content of the collection. Those materials determined to no longer be of value are withdrawn from the collection.

IX. Discarding Library Materials

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Library materials are discarded for one or more of the following reasons:

- Obsolescence: subject matter is no longer timely, accurate, or relevant
- Damage or poor condition
- Space limitations
- Insufficient use

X. Replacements

Replacement of materials withdrawn is not automatic. The decision to replace is influenced by:

- Popular interest
- Adequacy of coverage in the subject area
- Significance in subject area
- Availability of additional copies in the library consortium
- Cost and availability

XI. Request for Reconsideration of Materials

Persons from the Pine River Library District wishing to recommend the removal of a particular item in the library collection may submit a Request for Reconsideration of Library Materials form, which will be reviewed by the Library Director and the staff in relation to the library's mission statement and the selection criteria of this collection development policy. After evaluating journal reviews and other materials submitted by the patron and the staff, a response will be made by the Library Director within 30 days of receiving the formal objection.

XII. Policy Review and Revision Statement

This collection development policy will periodically be evaluated and revised as times and circumstances require.

Policy Created:

Submitted to the Board of Trustees: May 2017

Approved by the Board of Trustees: September 2017