



## **MONTROSE REGIONAL LIBRARY DISTRICT COLLECTION DEVELOPMENT POLICY**

**ADOPTED 8/10/2006**

**REVISED 2/17/2011**

**REVISED 12/4/2020**

### **MISSION**

The Montrose Regional Library District fosters community by providing resources, encouraging reading, and supporting lifelong learning.

### **PURPOSE OF COLLECTION DEVELOPMENT POLICY**

The Collection Development Policy, approved by the Board of Trustees, outlines the mission, vision, and goals of our strategic plan as they pertain to the development of library collections. As a living document, this policy assures that library collections reflect community needs.

### **STATEMENT OF POLICY**

#### **Introduction**

To support this mission, library materials in many formats are selected, organized, and made accessible to anticipate and meet the variety of needs of our community. When collections are developed, other community resources are taken into consideration as well. Materials may also be obtained through Interlibrary Loan, electronic resources, and the Internet. New formats will be considered for the collection when a significant portion of the community has the necessary technology to make use of the format.

Because the branch libraries are part of the Montrose Regional Library District, this policy applies equally to them.

#### **Collection Objectives**

The collection objectives of the Montrose Regional Library District are:

- To reflect the aspirations, attitudes, interests, issues, and ideals of a pluralistic society.
- To increase knowledge of and participation in the affairs of the local community, the country and the world.
- To encourage and enhance personal, artistic, and intellectual growth.
- To assist in developing the skills and abilities needed for economic success.
- To make the collection as accessible as possible by taking into consideration the variety of the citizenry of the community.



## **Principles**

The Montrose Regional Library District upholds the democratic right of all citizens to freely express their thoughts and ideas, both popular and unpopular. The Library supports the right of each individual to privately read, listen, and view the full range of published thought and ideas.

Full, confidential, and unrestricted access to information is essential for patrons to exercise their constitutional rights. 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 choices of their own minor children. The Library does not stand in the place of parents (in loco parentis).

The selection of library materials should be as objective as possible with selection that is unaffected by prejudice or censorship. In selecting materials on controversial issues, the Library will make every attempt to present differing points of view. The Library collection will be organized, marked, and maintained to help people find the materials they want. Any labeling, sequestering, or alteration of materials due to controversy surrounding an author or subject matter will not be sanctioned.

Materials selection is based on a thorough knowledge of the needs, resources, and problems unique to each community in the District. In materials selection, popular demand must be recognized. However, materials selection by popular demand will be guided by consideration of merit, use, and balance. It is the Library's policy to select, along with popular demand items, materials of permanent value, regardless of whether or not they will be widely used.

In support of these ideals, the Montrose Regional Library District will strive to offer a collection of materials that is diverse, inclusive, and protected by the First Amendment of the United States Constitution. The Library Board of Trustees supports intellectual freedom and subscribes to the [American Library Association's Library Bill of Rights](#) and the [Freedom to Read Statement](#).

## **Responsibility for Selection**

The ultimate responsibility for selecting library materials rests with the Library Director, or designee, who operates within the framework of policies established by the Montrose Regional Library District Board of Trustees. The Director delegates selection responsibilities to a professional staff with the authority to interpret and apply selection policy.

Suggestions from staff members and from library patrons are encouraged and seriously considered in the selection process. Patrons may request items the Library does not own. Each request is reviewed for inclusion in the collection using the selection criteria enumerated below. Suggestions may be made in person or online using the Materials Suggestion Form.

## **Criteria for Selection**



Criteria considered when adding specific material to the library collection include, but are not limited to:

- Collection objectives
- Present collection composition
- Current or historical significance of author or subject
- Reputation of producer, author, creator, publisher
- Quality of writing, design, illustrations, or production
- Timeliness or permanence of the material
- Public interest
- Level of demand
- Audience for material
- Community relevance
- Diversity of viewpoint
- Critical reviews
- Availability
- Price
- Suitability of format for library or patron use

These criteria apply to all formats, both print and non-print, including audio, video, electronic, periodical, and online resources.

### **Materials Not Collected**

Due to finite resources, the Montrose Regional Library District does not actively collect:

- ***Rare Books:*** Because the library does not have the resources for the preservation of rare books, it does not collect materials that would require special storage and handling.
- ***Genealogy Materials:*** The library collects basic materials on genealogical research but does not purchase more specialized publications.
- ***Textbooks:*** The library does not generally purchase textbooks. However, the occasional textbook may be added when little information is otherwise available.

### **Gifts of Materials**

Gift items are subject to the same selection criteria used for purchased materials. All donations of materials become the property of the Library but will not necessarily be added to its collections. Items that are not selected are sold to the Friends of the Library for their book sales.

The District is not in the position to estimate the monetary value of a donation, but staff will provide a dated receipt with a general description of the donation upon request. Items donated by a single donor will not be kept together on the shelves in a “special collection,” nor will bookplates be placed inside of donated books, with the exception of “special donations” such as items given in memory of a deceased person or books donated to mark a special occasion. Acceptance of artwork and other artifacts is at the discretion of the Library Director.



## **Materials Retention and Withdrawal**

An up-to-date, attractive, and reliable collection can be maintained only by purchasing, retaining, inventorying, and replacing useful materials, and by removing, on a systematic and continuous basis, those items that are damaged, outdated, inaccurate, duplicated, no longer in demand, or otherwise no longer useful. Withdrawal of library materials is vested in the Library Director, who may delegate the task to qualified staff.

The withdrawal policy of the Library shall include the same factors as the selection policy and is not intended to sanction removal of library materials based upon any controversy. Items that are withdrawn and materials deemed lost or missing, are deleted from the Library's catalog of holdings. Withdrawn items, if they are still in acceptable condition, will be sold to the Friends of the Library.

Items that are removed from the collection because of loss, damage, or wear may not necessarily be replaced by identical items. Materials that are in poor condition but still considered vital to the collection may be preserved through rebinding or some other technique.

## **Reconsideration of Library Materials**

If a patron wishes the Library to consider the removal or reclassification of a work (i.e. a proposal to change a Young Adult title to Adult), a Request for Reconsideration form is available at all library locations. The request must be completed in its entirety and be mailed, emailed, or delivered to the Montrose Regional Library District Director in order to initiate a review of the item in question. The request will be reviewed by the Library Director and staff bearing in mind the Library's mission statement and the selection criteria of this collection development policy. Also taken into consideration will be:

- Library Board-approved policies
- [The Library Bill of Rights](#)
- [The Freedom to Read Statement](#)
- [The Freedom to View Statement](#)
- [The American Library Association's \(ALA\) guidelines on intellectual freedom](#)

Once this process is completed, a written response, signed by the Library Director, will be mailed to the requester, stating the outcome of the review. If still unsatisfied, the requestor may present concerns to the Library Board, which is the final arbiter in matters of this nature. When necessary, information on how to do this will be included with the written response from the Library Director.