

# San Juan County Library

## Collection Development Policy

### September 2022

#### **Mission Statement**

The mission of The San Juan County Library is to inspire lifelong learning, advance knowledge, encourage dialogue, and strengthen our communities.

#### **Authority and Responsibility for Selection**

The responsibility for material selection rests with the Library Director who operates within the framework of policies adopted by the San Juan County Library Board and the limitations imposed by budget constraints. Other staff members assist in the process of collection development as assigned by the director or assistant director.

#### **Criteria for Selection**

Books and other materials selected will be chosen to meet the requests and needs of the residents of San Juan County. In no case will library materials be excluded because of the race, nationality, social, political or religious views of the authors or characters therein; no library materials will be removed from the library because of partisan political views, doctrinal content or personal philosophy.

Content such as language, violence, and sexual situations will not disqualify materials from inclusion in library collections. Materials will be organized by reading level and intended audience and not by content.

To build a diversified collection which supports the library's mission, the following criteria are used. These criteria apply to purchased and donated materials:

1. Relevance to community needs.
2. Potential and/or known demand for the material.
3. Patron requests.
4. Availability and suitability of format of materials.
5. Relative importance in comparison with existing materials in the collection of the same subject or by the same author.
6. Suitability for the intended audience.
7. Critics' and staff's reviews.
8. Bestselling and award-winning material
9. Timeliness or permanence of the material.
10. Cost of the material.

Professional and highly specialized materials and materials in low demand will likely not be purchased, but will be borrowed from other libraries for the patron through the Interlibrary Loan (ILL) program.

#### **Special Collections**

The library may establish a special collection or collections on a temporary basis or as a permanent addition to the library. A special collection may be developed to meet a particular need in the community or may be established to provide a comprehensive collection of works deemed necessary to address a topic in greater detail. The rules governing the purchasing of

books and materials for special collections may or may not be applied to the same as those of the general collection.

### **Replacements**

Materials withdrawn for reasons of loss, damage, or wear are not automatically replaced. Considerations for replacement include availability, use/demand, and its value to the collection.

### **Maintenance of the Collection**

The library maintains an on-going schedule of evaluating materials and withdrawing them when they meet one or more of the following criteria:

1. They are out-of-date, that is, no longer timely or accurate.
2. They are badly worn or damaged.
3. They are consistently low circulation items relatively speaking.
4. They have been declared missing from the collection.
5. They unnecessarily duplicate materials.

Materials withdrawn from the collection are cleared at the discretion of the Library Director, Assistant Director, or assigned staff.

### **Gifts and Donations**

The library welcomes and accepts gifts or funds from individuals and groups. The library, however, reserves the right to make the final selection for any materials which will be added to the collection. All gifts become the property of the library and may be used, sold, or discarded according to the criteria established by this policy. Bookplates indicating that the item is a gift will be placed on the item if the donor desires. **Library staff will not give appraisals of gifts and donations for tax purposes.**

### **Materials complaints**

The Library Director will consider patron objections and complaints to materials in the Library System's collections. Objections must be submitted in writing for consideration. A form is provided that can assist the patron in identifying his/her objection to the item. Objections or complaints will be dealt with in an attentive and timely manner.

Patrons have the right to appeal the director's decision regarding reconsideration of library materials to the Library Board, during their regularly scheduled meetings.

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This Policy has been updated and adopted by the San Juan County Library Board of Trustees. September 2022

Library Board Chairperson: Raemon Chamberlain

Date: 9/20/22