

Garland library Collection Development Policy



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Mission Statement

The purpose of the Collection Development Policy for the Garland City Library is to make readily available to the greatest number of Box Elder County residents the most wanted library materials of all kinds, to serve as an access point for any needed information, to provide these services free to all the people in Box Elder County, to promote literacy and encourage lifelong learning through the discovery of new ideas, the power of information, and the joy of reading.

Purpose

The Purpose of the Garland Public Library Collection Development policy is to help guide the staff in making decisions about the selection, management and preservation of materials, as well as the allocation of budgets for acquisitions. This policy also informs the public about the rationale used for building the library collection and it reinforces the library's commitment to the principles of intellectual freedom and open access.

Policy Objective

The Collection Development policies are designed to support the library's mission and service priorities. The library strives to maintain a diverse collection of materials in various formats to serve its patrons regardless of their age, national origin, race, gender, sexual orientation, background, political or religious views.



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Collection Development Criteria

Purchase of the best materials will be through the limitations of the Library Budget. The following criteria are used for purchased as well as donated materials.

1. Best sellers are considered through recommendations of patrons and on individual merits as well as works by popular authors and publishers.
2. Popular interest or demand.
3. Value as a standard work or literary classic, timelessness or permanence of material.
4. Quality of writing, design, illustrations or production, readability, and style.
5. Cost of material.
6. Importance of subject matter to the collection and scarcity of material and availability elsewhere.
7. Reflection of unique needs and interests particular to the Box Elder County area.

Resources are selected within constraints imposed by availability, space, budget and format limitations. Circulation statistics, customer purchase requests, and hold levels(i.e. The number of requests for material currently checked out) are all closely monitored by the library staff and director.

Selection of print and non-print resources does not imply endorsement of opinions expressed within these resources by Garland City, the Garland Public Library, or the library's Board of Directors.



Withdrawing and Discarding of Library Materials

In order to maintain a vital, current collection which meets the needs of the community, examination of materials is an ongoing process. When library material loses the value for which they were originally selected, they should be withdrawn. Items will be permanently removed from the collection when one or more of the following criteria are met:

1. Material is out of date
2. Not circulated for more than four years
3. Duplicate copies
4. Obsolete or outdated
5. Worn or damaged

Space availability and low circulation over a period of time and other factors may influence the withdrawal decision.

Withdrawn materials are not automatically replaced.

Replacement is considered in relation to adequate coverage in a specified subject area, availability of more current or better titles, suitability according to this selection policy and demand for the title.



Gifts of Donated Materials

1. Materials donated with a copyright date of more than five years will be rejected unless it is a title by a popular author not in our collection.
2. The same criteria for purchasing material will be applied with donated gifts.
3. Donated materials are for the library's use and can no longer be reclaimed by the donor.
4. If the library is unable to use an item, it will be put on the library's book sale.
5. Money obtained from the library's book sales will go towards purchases that benefit the library and book replacement.
6. Gifts of books and other materials are accepted with the understanding that they may be used or disposed of as the Library Director/Board determines is appropriate.
7. Mass market paperbacks will not be used in our collection, but placed on our book sale shelf.

Donated materials that are useful but not needed are sold with the receipts added to the library's acquisition funds. Those materials not sold are disposed of in a manner the library deems appropriate.

Upon request, a receipt will be issued for donated materials but it is the responsibility of the donor to estimate the value of the donation.



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Request for Removal of Library Materials

The Library will provide a Request for Removal of Library Materials form to any patron with concerns as to the suitability of the library materials. This form will be filled out by the patron making the request. The form will be reviewed by the staff and then presented at the next Library Board Meeting for consideration. The library director will notify the patron of the decision concerning their request. Patrons not satisfied with this disposition may then appeal the decision to the Library Board of Trustees in person. Trustees shall make final determination of the matter.

Censorships

It is unlawful for the Garland City Library to censor materials. Some materials may be objectionable to certain individuals or groups; it is the intent of the Library to provide materials and allow individuals to make up their own mind. If a parent wishes to restrict their child’s access to specific materials, it is the responsibility of the parent to make the request to the Library staff. The staff will then make an appropriate notation on the child’s account.

The Library does not buy pornography (as defined by the Utah State Code, Title 76-10-1203) or materials which trade exclusively in sensationalism or would offend community standards. This Collection Development Policy will apply to both the English and Spanish collections.





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Request for Removal of Library Materials Form

Request Initiated by: _____ Telephone: _____

Address: _____

City: _____ State: _____ Zip Code: _____

(Check one) Book Display Film Program Other

Title: _____

Author: _____

Do you represent: Yourself Group _____
(Name of organization or group)

1. To what do you object? Why? (Please be specific)

2. Did you read/see the material in its entirety? Yes No If no, which parts?

3. Have you read the Garland Public Library's Collection Development Policy?

Yes No

4. What would you like the library to do about this work?

Date Signature of Person with Concern