

# ***Rangeview Library District***

## **Collection Development Policy**

### **Rangeview Library District Mission**

*We open doors for curious minds.*

### **Rangeview Library District Vision**

*Rangeview Libraries belong to everyone.*

*They are beautiful cultural environments, operated by caring, passionate people who welcome one and all. As uplifting public gathering spaces, our libraries contribute to a higher, more rewarding quality of life. They offer opportunities for transformative experiences of the mind and spirit, making them uniquely viable centers for the community as a whole, and cherished resources for the individuals who live and work there.*

*With that in mind, all of us in the Rangeview Library District family are working together to improve the way we serve our communities. The Library Board studies library service developments and trends and advises the library director on user policies and plans for expansion. Staff and administration operate the array of day-to-day technologies and activities that bring people together with ideas. Together, we are creating a new model of service that welcomes knowledge seekers and provides them opportunities to have positive and memorable experiences in their search for information, enlightenment, or entertainment.*

*We believe that the transformative library environments we are now creating can begin to fill many desirable and vital needs of our current communities – strengthening them where they are weak – and functioning as hubs of rejuvenation and enrichment for all.*

### **PURPOSE**

This policy guides staff and informs the public of the principles upon which collection development and management decisions are based. Collection development is the ongoing process of assessing the materials available for purchase or licensing and deciding on their inclusion or their retention. This policy also describes the role of collection development and management in achieving the Library's mission and strategic objectives. It defines the scope of the collection, provides a plan for the continued development of resources, and identifies collection strengths. It outlines the relationship of collection development and management to the Library's goals and intellectual freedom principles.

## **SCOPE OF COLLECTION**

The collection offers materials in choices of format, treatment, language and level of difficulty. "Materials" has the widest possible meaning and includes but is not limited to print, audiovisual, and electronic formats. "Collection" is defined as materials that are selected for the Rangeview Library District; those selected materials may be physically owned by Rangeview Library District or may be accessed via the Internet. "Selection" refers to the decision that must be made to add a given item to the Rangeview Library District collection and made accessible either in a physical location or via the Internet. Not all materials and information found via the Internet are part of the collection. Only web-based resources accessed over the Internet that are specifically selected using the criteria outlined in this policy are a part of the collection.

Rangeview Library District collects, organizes, and makes available materials of contemporary significance and long-term value. The collection is reviewed and revised on an ongoing basis to meet contemporary needs. Collections are current and popular, not archival, nor are materials needlessly duplicated. Collections provide general coverage of subjects and reflect the characteristics of the community. Materials are withdrawn from the collection to maintain the collection's usefulness, currency, and relevance.

The Library recognizes and respects intellectual property rights and conforms to legislative mandates regarding copyright protections.

## **COLLECTION DEVELOPMENT AND MANAGEMENT CRITERIA**

To build a collection of merit, materials are evaluated according to one or more of the following criteria. An item need not meet all of these criteria in order to be acceptable.

General criteria:

- present and potential relevance to community needs
- suitability of physical form for library use
- suitability of subject and style for intended audience
- importance as a document of the times
- relation to the existing collection
- relation to other material on the subject
- attention by critics and reviewers
- cost
- potential user appeal
- requests by the public

Content criteria:

- authority
- comprehensiveness
- skill, competence, and purpose of author
- reputation and significance of the author
- objectivity
- consideration of the work as a whole
- clarity
- currency
- technical quality
- representation of diverse points of view
- representation of important movements, genres, or trends
- vitality and originality
- artistic presentation and/or experimentation
- sustained interest
- relevance and use of the information
- effective characterization
- authenticity of history or social setting

## **COLLECTION STRUCTURE**

The Library provides a system-wide collection in a variety of environments: library buildings throughout Adams County; a public Web site; and Outreach Services, including the Bookmobile.

Collection management and development reflects the organizational structure of Rangeview Library District. System-wide and individual library roles and services further define collection development and extend the physical and digitized boundaries of the Library.

## **COLLECTION RESPONSIBILITIES**

Securing funds for materials is included in the Library's annual budget process. The Director delegates to staff members the authority to interpret and apply this policy in daily operation. Those staff members have the specific responsibility to prepare a detailed collection spending plan for annual administrative review.

The Collection Development department provides continuity in collections through an organized structure for planning, budgeting, selecting, acquiring, and managing library materials.

All staff members contribute to the development of a collection driven by customer needs and expectations by:

- anticipating customer needs
- engaging in open, continuous two-way communication with customers and other staff
- welcoming the intellectual adventures of all, regardless of age, language, economic status, culture, or other characteristics
- interacting with understanding, respect, and responsiveness to all
- handling all requests equitably
- working in partnership with one another to understand and respond to needs
- understanding and responding to rapidly changing demographics, as well as societal and technological changes
- recognizing that materials of varying complexity and format are necessary to satisfy diverse needs
- balancing individual and community needs
- seeking continuous improvement through ongoing measurement

The community has a role in shaping library collections by participating in the collection development process through suggestions and feedback.

## **INTELLECTUAL FREEDOM**

A democracy presupposes an informed citizenry, and the public library has an integral role in achieving that goal. The Library provides an impartial environment in which individuals and their interests are brought together with the universe of ideas and information spanning the spectrum of knowledge and opinions. The American Library Association's Library Bill of Rights, Freedom to Read and Freedom to View statements are included in this policy and guide acquiring and managing collections.

Collection development and management decisions are based on the merit of the work as it relates to the Library's mission and its ability to meet the expressed or anticipated needs and interests of the community; decisions are not made on the basis of any anticipated approval or disapproval of the material. The inclusion of an item in the library collection in no way represents an endorsement of its contents. Library materials are not marked or identified to show approval or disapproval of the contents, nor are materials sequestered.

The Library recognizes that many materials may be controversial and that any given item may offend some. Only individuals can determine what is most appropriate for their needs and can define what material or information is consistent with their personal or family values. Individuals can apply those values to the use of library materials only for themselves. Parents and legal guardians have the responsibility for their children's use of library materials.

## **ACCESS TO COLLECTION MATERIALS**

All library materials are available for use by all customers. Access to materials is ensured by the way materials are organized, managed, and displayed, through staff interaction, and through the delivery of materials.

The Library organizes its collection through a standards-based cataloging and classification system. Staff is available to assist customers in the selection and location of materials of interest. The Library participates in interlibrary loan networks to make materials not in the collection available for customers. Electronic resources are also made accessible through web-based environments.

To ensure equitable and efficient access, materials may be subject to use limitations. Remote electronic access to the library catalog and electronic resources is provided within technical, budgetary, and licensing constraints.