

GARFIELD COUNTY PUBLIC LIBRARY DISTRICT COLLECTION MANAGEMENT POLICY

I. MISSION AND STATEMENT OF PURPOSE

The Garfield County Public Library District's (GCPLD) mission is: *To connect our communities to a world of possibilities.* Our vision is: *To be a trusted and valued resource to everyone in our communities.*

In order to meet this mission, GCPLD's collection must provide a wide range of materials for all users. The purpose of this document is to further public understanding of the purpose and nature of the library's collection. This policy strives to meet and support the goals of the GCPLD Strategic Plan.

The end responsibility for selection of all library materials rests with the Executive Director, who operates within the framework of established policies approved by the Library Board. The Director may subsequently delegate responsibility for the selection of materials and collection development to other staff members.

II. COLLECTION PRIORITIES

GCPLD provides a diverse and varied collection of materials and resources designed to help patrons of all ages meet their educational, informational, professional and recreational needs through a variety of formats. The Collection Management Policy serves both to guide GCPLD staff in selection activities and inform the public about the principles upon which selection and maintenance decisions are made. Special emphasis is placed on supporting students at all levels and stimulating children's love of books and learning. GCPLD does not pursue the role of an academic library, but acts as a facilitator in providing service to community college students and others pursuing higher education.

Funding for library materials is provided by a quarter cent sales tax through Garfield County businesses as well as Specific Ownership taxes, private donations, and Friend's book sale revenues and grants. Garfield County is located on the western slope of Colorado and GCPLD has six library branches, one in each of the municipalities in the County. GCPLD is a member of the Marmot Library Network, a consortium of libraries in Colorado, and shares resources with libraries throughout Colorado and the United States.

III. SELECTION CRITERIA

GCPLD selects materials in accordance with guidelines stated by the American Library Association in its *Library Bill of Rights*, *Freedom to Read Statement*, *Free Access to Libraries for Minors*, *Freedom to View Statement*, and the *Code of Ethics* (Copies of which may be found at the end of the Collection Management Policy.)

The selection of materials is characterized by flexibility, open-mindedness, and responsiveness to the changing needs of the citizens of Garfield County. Materials are evaluated as complete works and not on the basis of a particular passage or passages. GCPLD considers the reputation and qualifications of the author, publisher or producer, with preference generally given to titles vetted in

the editing and publishing industry.

Materials selected for the collection will meet both the current and long-term needs of Garfield County residents of all ages and abilities for information, education, culture, and recreation. The libraries collect fiction, nonfiction, magazines and newspapers, and media for all ages and reading abilities as well as materials in other languages (primarily Spanish) in the above categories. The library strives to offer the widest possible range of subjects and views in a variety of formats, treatments, and levels of difficulty, within the limits of cost and space and considering current holdings and demand. Budget considerations and community needs are reviewed before new formats are collected.

IV. MATERIALS NOT COLLECTED

Due to finite resources, there are materials that GCPLD does not generally collect. To meet needs not met by our collections, the library participates in programs designed to provide patrons access to materials through interlibrary loan, reciprocal borrowing agreements, and access to Internet resources.

RARE BOOKS: Since it is the public library's function to make materials available to all users, GCPLD does not generally collect rare or unusual materials that require special handling.

GENEALOGY MATERIAL: The library is not a genealogical repository; however, it may add genealogical material of local importance to the local history collections. The library collects basic materials on genealogical research and provides access to databases and some specialized publications. The library has a small genealogy collection in the Glenwood Springs Branch.

TEXTBOOKS: The library does not generally buy textbooks used by the local schools, colleges or universities, but may add curricular materials when these also serve the general public.

OUTDATED FORMATS: The library may retire specific items or material formats in order to responsibly accommodate trends in user demands and/or changes in technology.

V. SELECTION PROCESS

A. COMMUNITY PARTICIPATION

Involvement by the community in the selection process is encouraged. **The following are ways that the public can participate:**

1. MAKE PURCHASE SUGGESTIONS

Library users are encouraged to suggest titles and/or subjects that they would like to see in the collection. A suggestion form is available on the library's website (www.gcpld.org) and patrons may also make a request to staff at all circulation desks.

2. REPLY TO QUESTIONNAIRES AND SURVEYS

The library may distribute questionnaires to the public or conduct surveys in the community to discover the interests of its user population. The information gathered may identify new user groups, subjects, or format needs that could be incorporated into the library's collection development practice.

B. SELECTION TOOLS

To select materials, library staff review current library journals, industry catalogs, patron suggestions, and popular media sources to find materials for purchase.

VI. GIFTS AND MEMORIALS

Materials donated to the library and books given as memorials must meet the same standards as other materials selected for inclusion in the library's collection. If a donated item is not added to the collection of GCPLD, it may be given to another library or to the GCPLD Friends of the Library to sell as part of their fund-raising efforts.

VII. DESELECTION OF LIBRARY MATERIALS AND REPLACEMENT OF LIBRARY MATERIALS

Deselection of library materials, or weeding, is an integral part of collection development. An active and continuous deselection program is essential in maintaining a viable and useful collection. Materials are withdrawn from the library's collection through systematic weeding or because of loss or physical damage. The following categories of materials should be considered for deselection:

- worn or mutilated items
- duplicate copies of seldom used titles
- materials which contain outdated or inaccurate information
- superseded editions of specific titles
- materials no longer of interest or demand

Some deselected materials will be replaced.

VIII. SERIALS RETENTION

A. MAGAZINES

1. MONTHLY AND BIMONTHLY TITLES

Keep one full year. When the January, 2016 issue is received, the January, 2015 issue will be deleted, and so on.

2. WEEKLY TITLES

Keep six months. When the January 1, 2016 issue is received, the July 1, 2015 issue will be deleted, and so on.

3. QUARTERLY AND IRREGULAR TITLES

Keep one full year. When the January, 2016 issue is received, the January, 2015 issue will be deleted, and so on.

B. NEWSPAPERS

Local newspapers published in Garfield County will be kept for 2 years in the library of the town where the newspaper is published. Other papers will be held for 3 months.

C. OTHER SERIALS

Almanacs, encyclopedias and other serial publications will be added annually or bi-annually, as needed, based on demand and interest. Deselection will occur once new items are added to the collection to supersede earlier editions.

IX. LOCAL AUTHORS AND SELF-PUBLISHED TITLES

GCPLD is pleased to have the works of many local authors in our collection and wishes to recognize the literary efforts of local authors by including their works in the collection when possible. Local authors are authors from Garfield County or any of the 5 neighboring counties (Rio Blanco, Routt, Eagle, Pitkin, and Mesa counties). In order to meet our mission, GCPLD supports local authors by adding their books to our collections when possible without their having to meet the criteria set forth in this policy. However, Local authors will be held to the same standards as other works when being considered for deselection.

In order to maintain the quality of the library collections, self-published titles from authors not living locally must meet the criteria of this policy. A positive review in one or more of the major review journals (such as Library Journal, School Library Journal, Kirkus Reviews, Booklist, and Publishers Weekly) is the best way to bring a title to our attention. GCPLD is more likely to consider the addition of a self-published book if it has been reviewed in a major review journal. Patron requests for self-published titles will be considered for addition to the collection when warranted by the criteria outlined above for adding materials to the collection.