

Basalt Regional Library District Materials Collection Policy

Board Policy

It is the policy of the Board of Trustees to provide a widely diverse collection to meet the separate interests, backgrounds, cultural heritages, social values and needs of our community and that the library maintains high-quality and relevant items for the enjoyment of our patrons.

Administrative Policy

This policy is meant to document current collection management, further public understanding of the purpose, nature, and philosophy behind the library's collection management practices and direct the library staff in the development and maintenance of the collection.

Community Profile

The Basalt Regional Library District is part of the town of Basalt along with sections of Pitkin and Eagle Counties. As of the 2010 Library Research Service Report, the service area for the Basalt Library included 10,851 people in its district. There are 6,652 people with cards that live in the district and 7,957 that are non-resident registered borrowers.

The Basalt Regional Library is classified as a "Resort Library", with a large influx of visitors and second homeowners. A library is classified as a resort library if it "is located in a county that has 20% or more employment in "arts, entertainment, recreation, lodging, and food services" as reported in the 2000 Census" (Library Research Service). Basalt Regional Library District, which is in Eagle County, has 26% according to the LRS website.

The collection development objectives relate to the library's mission in that all materials in the library are selected to convey ideas for the entire community by providing a variety of materials. As our patrons have diverse backgrounds and needs, the material selection and maintenance objectives are designed to support the mission and serve the interests of our patrons. Our collection includes print volumes, e-books, periodicals, audio book, Electronic Audio Books, Music CDs, Electronic music, and videos.

Mission

The Basalt Regional Library is a resource center providing collections, services, technologies, programs and information for our community and visitors. (Adopted September, 2010.)

Procedures

The Material Selection Policy is designed to support the Library's mission and service priorities, within budgetary and space limitations, and serve the needs of all citizens of the Basalt Regional Library District regardless of age, sex, race, religious creed, national origin, ancestry, physical or mental disability, sexual orientation, political or social views. In order to fulfill the needs of our community, the following procedures have been implemented.

Library Materials Definition

“Library materials” include, but are not limited to print (e.g. books, magazines, newspapers), non-print (e.g. audio book, CD, DVD, Playaways), and electronic formats (e.g. databases, electronic books, downloadable audiobooks).

Responsibility for Selection and Collection Maintenance

The collections managers are responsible for the selection and maintenance of the collection and may delegate the periodic weeding of the collections to professional staff members. Several factors may be considered in the selection and weeding process, including the library’s roles in the community and resultant goals; the needs and demands of the library’s community of users; availability of funds for buying titles; the relationship of a particular item to others on that subject; the availability of the items in the Marmot Catalog or through statewide sharing agreements such as Prospector; the degree to which the library is to function as an archive or local history center; and the possible future usefulness of a particular item.

Materials Selection Criteria

Selectors choose materials for varying levels of entertainment, education, reading levels, age level interests, differing social/religious customs and languages which are available on open library shelves. The collection offers users a variety of formats, viewpoints and subjects.

Selection of library materials is made on the basis of interest, popularity, informational content, appropriateness and relevance to and for the people of the Basalt Regional Library District. The general criteria considered in selecting materials include:

- Popularity and anticipated demand by patrons
- Significance and value to the collection
- Qualifications of author or producer
- Suitability of subject and style for intended audience
- Suitability and quality of format
- Currency or timeliness of material
- Attention given to the item by reviewers and general media
- Budget
- Price of the material
- Availability of materials in other libraries or through inter-library loan
- Technical quality of non-book materials

In selection, consideration is given to the work as a whole. Materials need not meet all of the above criteria and materials are not to be excluded solely on any one of the following:

- Race, religion, nationality, sex, sexual preference or political views of an author
- Frankness or coarseness of language
- Controversial nature of an item including cover art
- Endorsement or disapproval of an item by an individual or organization
- The possibility that the materials may inadvertently come into the possession of children

Library materials are purchased in a wide variety of formats to meet the expressed and anticipated needs and interests of the community. Although the Library attempts to provide material on every subject and grade level, no attempt is made to match the collection to a particular curriculum. The Library may serve as a limited, supplementary source to meet the educational needs of students, but not to serve in an adjunct capacity to schools. The Library usually does not purchase textbooks. Library materials are selected for the general reader rather than the specialist.

General selection criteria considered for print and non-print materials apply to electronic formats as well. In addition, the following criteria are considered:

- Compatibility with hardware and equipment
- Ease of use and searching capabilities
- Frequency of updating
- Remote capability
- Authority
- Design
- Print vs. electronic pricing and availability

While every attempt is made to maintain quality and authoritative links to internet information, the Basalt Regional Library District does not have control over information on the World Wide Web and cannot be held responsible for the content, accuracy, or quality of the information received.

The Board of Trustees does not endorse every idea or presentation contained in the materials the library makes available to the public and believes it would be in conflict with the public's interest to establish its own political, moral, or aesthetic view as a standard for determining what material the library selects. The library attempts to develop and maintain a balanced collection representing diverse points of view on a subject. A balanced collection reflects a diversity of materials, not equality in numbers.

Access

The basalt Regional Library subscribes to the provisions of the Library Bill of Rights, the Freedom to Read Statement and the Freedom to View Statement, and the Statement on Labeling, as adopted by the American Library Association. While all individuals have the right to choose which library materials they will use, no individual or group has the right to restrict the freedom of others to read or view whatever they wish. No book or other material in question is automatically removed from the collection because of individual objections.

At the Basalt Regional Library, children and young people have access to all parts of the library. The Basalt Regional Library District supports the Free Access to Libraries for Minors except where state or federal law supersedes the American Library Association interpretation. The reading and viewing activity of children is ultimately the responsibility of parents, who guide

and oversee their own children's development. The Basalt Regional Library does not intrude on that relationship.

Requests for Reconsideration of Materials

The Basalt Regional Library District welcomes interest in its collection. The Board of Trustees recognizes that a library with a balanced collection may cause individuals to take issue with the selection of specific items. Library patrons questioning materials in the library collection are requested to complete a "Request for Reconsideration of Materials and Services" form. The request will then be sent to the Executive Director, who will review the material in question and respond to the patron. The Director will notify the Board of Trustees of any receipt of a "Request for Reconsideration of Materials," and will keep the Board informed as to the steps being taken toward its resolution. If a resolution cannot be informally reached between the Director and the patron, the Director will notify the Board of Trustees and a formal hearing will be scheduled. In a formal hearing, the Board of Trustees will hear testimony on both sides of the issue. After deliberation and consideration of the issues, a vote will be taken and the Board President will make a statement as to the Board's decision.

Material Donations

All donated materials become the property of the Library District and may be used or sold by the library according to the criteria established by the Library Board of Trustees and this Materials Selection Policy. In accepting a gift of materials the library reserves the privilege of deciding whether items donated should be added to the collection. Library staff makes no judgment as to the value of donated materials. Out of the many books and other materials which citizens so generously give, a proportion may be added to the collection and interfiled with other materials on the same subject. All donated material is judged by the same standards of selection as those applied to the purchase of new materials.

General Guidelines for Collection Maintenance (Weeding)

Weeding will be an on-going process in relation to the *obsolescence* and *condition* criteria, as listed below.

Criteria

Obsolescence:

- Material contains inaccurate or outdated information;
- New editions of this item have been published;
- Material no longer conforms to Material Selection Policy (i.e. VHS tapes, etc.).

Frequency of Use:

- Circulation records or in-house statistics indicate lack of use. In addition to frequency of use, consideration may be given to such factors as archival significance.

Duplication:

- Multiple copies are no longer heavily circulated or used, or information contained is readily available in another source owned by the library.

Condition:

- Material is damaged or worn and no longer suitable for circulation; availability and need will determine replacement.

Other Considerations

New editions:

- Previous editions of annual publications are not retained unless the older material serves a definite research purpose for the library.

Reference materials

- These items are subject to the same semi-annual review process for weeding purposes.

Historical materials:

- Material of an historical nature will be maintained in the collection when it provides needed information relevant to the library, its mission, and its services.

Periodicals

- Periodical subscriptions are subject to annual review by the professional staff.

Sources

Materials will be weeded in accordance with accepted professional practices outlined in sources such as the following: The Crew Manual, by Joseph Segal; Guide to Review of Library Collections: Preservation, Storage, and Withdrawal, ed. By Lenore Clark; and Collection Development: the Selection of materials for Libraries, by William A Katz.

Disposal of Withdrawn/Weeded Library Items

Library items withdrawn from the library's collections may be:

- Offered to the Basalt Regional Library District Friends of the Library bookstore;
- Sent via courier to the Colorado Library Consortium "No Store";
- Recycled or thrown away.

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