



## Collection Development Policy

The Board of Trustees of Delta County Public Library District (“Library Board”) adopts and makes public the following written policy: **Collection Development Policy**

### **Revision Dates and General Definitions**

This revision dated 8/21/2024 overrides all previous versions and any verbal/oral policies, actions, and behavior in existence prior to this date.

No individual has the authority to override the provisions contained in Delta County Public Library District’s (“District”) policies either orally or in writing, or by their actions.

### **Policy**

Purpose: The District provides free and convenient access to the widest range possible of viewpoints, opinions, and ideas, allowing individuals to learn, discover, create, and connect. The District acts to fulfill its mission by selecting, acquiring, organizing, preserving, maintaining, deselecting, and providing access to a collection of materials so that the collection is useful, relevant, current, and integral to the diverse residents of the District.

General Principles of Collection Development: Collection Development within the District is founded on the principles of intellectual freedom and equal access for all. The District provides, within its financial limitations and physical space, a collection that balances viewpoints across a broad spectrum of opinion and subject matter in support of an informed citizenry and a democratic society. The District supports the individual choice and judgment of its users in seeking information, and upholds the freedom of library users to read, view, and listen as stated in the Library Bill of Rights, the Freedom to Read, and the Freedom to View policies of the American Library Association. The *Library Bill of Rights* states: “Materials should not be excluded because of the origin, background, or views of those contributing to their creation.” Selection of materials does not constitute or imply agreement with or approval of the content, viewpoint, implications, or presentation of the materials.

The District regards its collection as one shared collection, distributed between its various locations and online in formats suitable to meet the educational, recreational, cultural, and informational needs of the District’s residents. These needs are determined by circulation statistics, community demographic information, surveys, patron requests, and by professional judgment based on events and trends across the District.

Selection Criteria: Not all criteria needs to be met for materials to be selected, but because of limitations of budget and space, materials that meet most of the criteria will be prioritized.

Standards and criteria employed for selection decisions include:

- Demonstrated interest, need, or demand by current or potential patrons, including patron requests.
- Contemporary significance, popular interest, or permanent value.
- Relevance to the experiences and interests of District residents.
- Quality, accuracy, clarity, and usability.
- Critics' reviews or peer reviews.
- Significance of the creators, including their popularity and authority.
- Recent publication date or currency.
- Format, durability, and ease of use.
- Scarcity or availability of materials elsewhere.
- Value of resource in relation to its cost.
- Physical space required for shelving and display.
- Local significance or interest.
- Locally produced or created content.

Scope of Collection:

- While supporting the District's vision, mission, values, and strategic priorities, the most powerful influences on the District's collection are widespread interest and current usage.
- The District collects materials in a variety of popular formats, including physical and electronic formats. The availability of items in a new format, the cost per item, and the District's ability to acquire and handle the items will also be factors in determining when a new format will be collected. Similar considerations will influence the decision to delete a format from the District's collection.
- Materials are not marked, labeled, or sequestered to show approval, disapproval, or judgment as to suitability of content for particular audiences. Materials are not excluded, removed, proscribed, or suppressed because of their creator's origin, background, or views, or because they represent a particular aspect of life, frankness of expression, or controversial subject matter.
- The District labels collection materials to facilitate access by making it easier for patrons to locate materials. The District does not label materials to warn, discourage, or restrict access based on a value judgment of the content, language, or themes of an item.

- Selection of materials for adults is not constrained by possible exposure or accessibility to children or teenagers. Materials for children and teenagers are intended to broaden their vision, support recreational reading, encourage and facilitate reading skills, supplement their educational needs, stimulate and widen their interests, lead to recognition and appreciation of literature and reflect the diversity of the community and our world. It is the parent(s) or legal guardian(s), and only the parent(s) or legal guardian(s), responsibility to guide their children, and only their own children, in using and accessing library materials.
- The District actively seeks to serve and reflect the District’s residents. While most materials acquired are in English, the District also collects significant and diverse collections of materials in Spanish and acquires language learning and recreational reading materials in other locally significant languages.

Purchase Suggestions: The District encourages its residents to participate in building a collection that accurately reflects the needs and interests of the community. Residents can suggest titles for purchase. All suggestions will be reviewed using the criteria outlined above.

Resource Sharing: The District participates in several cooperative resource sharing networks, including Marmot, Prospector, and an interlibrary loan service, to expand the range of materials available to patrons while minimizing duplication of infrequently used materials already owned by other libraries.

Gifts and Donations: All donations become the property of the District. The decision to retain gift items is made by designated staff. Donations of money for the purchase of materials are always welcome. Suggestions of specific titles or subjects to be purchased with donated funds will be honored whenever possible and in keeping with this Collection Development Policy. The District does not appraise gifts or provide evaluations of gifts for tax deductions or other purposes, but will acknowledge receipt of gifts in writing if requested by the donor.

Retention and Deselection of Materials: To maintain a collection of current and relevant library materials that meet the needs of District residents, District staff assess materials for retention. The standards and criteria employed for retention decisions include:

- Condition.
- Popularity.
- Currency.
- Availability elsewhere.
- Number of copies in the collection.

Withdrawn materials are dispensed within a variety of ways, including donation to other entities, used book sales, waste disposal, and recycling programs.

Responsibility for Selection: The Library Board delegates to the District Director the authority and responsibility for selection and management of all collections within the framework of this policy. The District Director may entrust these responsibilities to professional library staff.

Reconsideration of Library Materials: The District fully supports and adheres to the American Library Association’s *Library Bill of Rights* and abides by the laws of the State of Colorado and the U.S. Constitution concerning intellectual freedom, and therefore does not practice censorship. Notwithstanding, District residents, who live within the legal service area of the District have the right to challenge the District to reconsider library materials.

All requests for reconsideration must be made in writing using the District’s Request for Reconsideration form, which is available at any District location and online. Completed forms go to designated staff who review the request in relation to the District’s written policies. Only forms filled out in full by District residents will be given full consideration and review. The District Director then reviews the request and replies in writing within forty-five (45) days of receipt of the request. The Library Board will be notified of all Requests for Reconsideration received. The item in question will not be removed from the collection during the reconsideration process. The District will not consider challenges less than five (5) years after a previous challenge of the item. A Request for Reconsideration is an open record under the Colorado Open Records Act. The District’s final determination of a Request for Reconsideration will be available to the public. Individuals may submit up to five (5) reconsideration requests per year.

Delta County Public Library District Board of Trustees

---

President	Date
-----------	------

---

Secretary	Date
-----------	------

Adopted: 10/20/2009  
Revised: 1/20/2010  
Revised: 10/19/2011  
Revised: 8/21/2024