

# **PRESCOTT VALLEY PUBLIC LIBRARY**

## **COLLECTION DEVELOPMENT POLICY**

### **PRINCIPLE(S)**

Authorized selectors add and remove material from time to time in diverse formats (print, electronic, etc.) from the Library collection. In making choices about which additions and deletions to make within their assigned areas, selectors are guided by the general principle that the collection should include materials that are of the greatest direct benefit or interest to the community. Within that broad principle, selectors choose materials that are of requisite and appropriate quality, within the constraints of likely demand, relative cost, available space, and potential alternatives. The selection of resources shall be within the discretion of these individuals, informed by the Library Bill of Rights, the Freedom to Read Policy, and the Freedom to View Policy.

### **PRACTICE**

Authorized selectors may exercise discretion in deciding which materials to add or remove from the portion of the Library collection to which they have been assigned. Selectors' decisions should generally reflect the historical purpose of the Library of facilitating learning and cultural enrichment for the patrons in the Yavapai County area.

In particular, selectors should be guided by the following additional considerations:

- Preference should be given to materials that are relevant and timely rather than archival in nature.
- Although the Library does not provide basic school texts, it will consider providing supplementary materials that enrich the resources available in local schools.
- Consideration should be given to requests made by patrons using forms provided by the Public Service desks.
- Consideration should be given to items requested more than three times (and from different individuals) through interlibrary loan.
- Consideration should be given to items offered for donation from private collections, so long as the items are new (current or previous year) and in excellent condition. Items not selected for addition to the collection may be directed to the Friends of the Library for fundraising purposes.
- Generally, materials will be removed from the collection that: (a) lack demand, (b) are obsolete, (c) are in a deteriorated condition from use, age or abuse, or (d) are nonfiction

items in the adult collection older than thirty years. Selectors determine whether such items will be replaced.

- Selectors typically work directly with vendors registered with the Town Management Services Department through encumbrance of budgeted amounts by May 1 of each year. Selectors are expected to remain aware of new purchasing arrangements developed from time to time (e.g. standing orders, rental plans, cooperative spending among YLN members, etc.). With approval from administrative staff, selectors may also approach the Friends of the Library to purchase specific materials.
- Selectors are encouraged to coordinate with each other with regard to the acquisition and removal of items that may overlap their assigned areas. This includes sharing information about visits from vendor sales representatives.
- Consideration should be given to availability of official documents or records of the Town (e.g. Town Council meetings, citizen surveys, development plans, etc.) that may have a special historical interest, and other items of specific cultural, historical, or biographical interest to the community. Consideration may also be given to seeking institutional partners in maintaining such materials.

**Revised: December 6, 2011**