**Collection Development Policy City of Las Montanas Public Library**

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ISLT 7313: Collection and Access Management

Dr. Dorian Lange

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**Collection Development Policy City of Las Montanas Public Library**

**Mission of the Parent Organization**

The City of Las Montanas delivers excellent service to its residents and plans for the future while preserving, protecting, and enhancing the quality of life.

**Mission of the Library**

The City of Las Montanas Public Library connects people and ideas to promote lifelong learning, literacy, discovery and community involvement to enrich the lives of its residents. We strive to create an environment for the free flow of ideas.

**Description of the Community**

Las Montanas is a mid-size metropolitan area of 200,000 residents located in the southwest region of the United States. (no state will be given). The city covers 65 square miles. The city has a high number of children with 33 percent of the population enrolled in school. Thirteen percent of the residents are over 65. Fifty-six percent of the population is Hispanic, 37 percent are white, .5 percent are African- American, 3 percent are Native American. Twenty-four percent of the households are below the poverty level. Median income is $37,000; average income is $54,000. Eighteen percent have a high school diploma, 22 percent have some college and 15 percent have a college degree. The city is a popular spot for visitors, and a number of visitors spend a month or two in the winter months as temporary residents. The beautiful weather affords the region a number of outdoor activities and recreation. There is a strong interest in the arts and Native American and Southwestern culture. The city is home to a strong community college.

1. Purpose of the Collection Development Policy (Goal)[HSo]
   1. The purpose of the Collection Development Policy of the Las Montana Public Library is to provide a skeletal guide for staff to meet collection goals and uphold the library’s mission. This ensures that the library’s goals reflect the needs of the community. The collection should meet the educational, cultural, and recreational needs to those we serve.
   2. The library upholds the Library Bill of Rights. The collection contains material that may be viewed as unacceptable to some members, which allows patrons to make informed decisions.
2. Scope of the Collection [SP]
   1. The goal of the Las Montanas Public Library is to provide resources that meet the educational, cultural, and recreational needs of the community. The library strives to accommodate the diversity of language, interests, reading levels present in the community. The collection encompasses both contemporary, in-demand materials as well as materials deemed to have enduring value.
   2. Materials in languages other than English are purchased in response to demographics and demand. Special consideration is given to Spanish-language materials.
   3. The collection includes print, audiovisual, electronic media, and other materials (including electronic devices, mobile hotspots, and educational toys).
   4. The library places particular emphasis on materials relating to Southwestern and Native American culture and art.
   5. Items generally excluded from the collection include obsolete media formats; highly technical or specialized academic materials; and workbooks, puzzles, or other formats that encourage users to fill in blanks.
3. Intellectual Freedom [AV]
   1. LMPL believes in everyone’s right to access information and does not practice censorship. LMPL follows the American Library Association’s Library Bill of Rights, Freedom to Read Statement and Freedom to View statement. Materials are selected on their merit and value to the collection. Some library materials may be considered controversial or even offensive to some people. LMPL does not exclude materials from the collection based on language, viewpoint, expression, or mature content. Materials may be excluded from the collection based on cost, limited demand, or accessibility. Individuals may reject library materials for themselves, but they may not restrict other individuals’ access to materials.
4. Responsibility for Selection and Management [SP]
   1. Designated library staff are responsible for selecting materials for specific areas of the collection (e.g. the adult, youth, and children’s collections). Ultimate responsibility for selection and management rests with the Library Director operating within the framework of policies determined by the Board of the Las Montanas Public Library.
5. Selection Criteria [SP]
   1. LMPL strives to maintain a well-rounded, patron-oriented collection that meets current demand as well as anticipated future needs of the community. Library staff will assess demand and select appropriate materials based on circulation data, interaction with patrons, and reliable professional publications (e.g. professional library journals, subject bibliographies, award lists, library blogs, publishers’ catalogs, and book reviews).
   2. Selection criteria are listed below. Materials do not need to meet all of the criteria in order to be selected.
      1. Public demand, interest, or need
      2. Local significance
      3. Timeliness, significance, or current demand (local or national)
      4. Enduring value or literary significance
      5. Attention of critics and reviewers
      6. Relation to existing collections
      7. Treatment of subject for intended audience
      8. Physical durability
      9. Cost and availability
      10. Availability in diverse formats
      11. Availability elsewhere
      12. Budget and space constraints
6. Types of Materials (formats, genres, etc.) [BSM]

LMPL collects materials in a variety of formats, including print, audiovisual, and digital, based on an ongoing assessment of community needs and interests.

1. Adult Collection

- Fiction

- Non-Fiction

- Local History (Native American and Southwestern arts and culture)

- Spanish Language

- Large Print

- Reference

- Periodicals

- Electronic Databases

- E-Media

- Videos (DVD and Blu Ray)

- Audio Recordings (CD)

- Magazines

- Newspapers

- Maps

1. Youth Collection

- Fiction

- Spanish Language

- Magazines

- Graphic Novels / Manga

1. Children’s Collection

- Fiction

- Educational

- Spanish Language

- Videos (DVD and Blu Ray)

- Audio Recordings (CD)

1. The library also provides access to the Internet. Selected Internet sites are cataloged and linked to the Library’s website. Filtering of adult content is effective in the Children’s Area.
2. Treatment and Level of Difficulty [BSM]
3. The collection includes a wide range of subjects with a variety of treatments. LMPL purchases materials representing categories of subject matter deemed critical for local consumption and reflecting the diverse interests of a public that varies greatly in needs, interests, language, and education.
4. Acquired titles are intended to address the informational, educational, and academic needs of the community as well as its interest in entertainment and popular culture.
5. Print collections are developed principally in high demand subject areas and in areas with significant anticipated demand. Upon request, LMPL will add materials to the collection that might otherwise be considered unworthy of inclusion.
6. Patrons engaged in research beyond the limits of the LMPL collection are referred to one of the academic or special libraries in the area. Patrons may also be referred to appropriate social service or government agencies for their research needs.
7. Multiple Copy policy [HSo]
   1. The library may purchase multiple copies of an item if there is an expected popularity. Purchases are made to meet demands at the staff’s discretion. Patron use is monitored to help determine whether additional copies need to be purchased. Generally, multiple copies are not removed from the collection without an evaluation.
   2. Evaluations are performed on the collection regularly to assess the needs of the library and its users. Those materials to be removed from the collection will be disposed of appropriately, either donated, placed in a book sale, or trashed. It is up to the library staff to determine the best method of disposal.
8. Diversity [HSo]
   1. The collection contains materials covering a variety of topics, views, and ideas. The goal of the library is to appropriately recognize and appreciate the diversity of our community, and to support the use of the library by the entire community.
   2. The library has standards that all facilities and staff are held to. These standards are assessed regularly, and are used at the library to fight the challenges faced in the community we serve.
   3. The library is committed to providing unbiased services. The LMPL is dedicated to providing programs and materials for all people, based on equitable standards. The library also focuses on marginalized groups, especially those reflected in the community served.
9. Electronic Resources [HSp]
   1. LMPL recognizes a rapidly growing availability of electronic information for recreational and educational purposes. Electronic resources include databases, e-books, e-audiobooks, downloadable and streaming media, or other resources accessed digitally by computer, e-readers, tablets, phones, or other internet connected devices.
   2. Selection and access to electronic resources play an important role in LMPL’s collection. In addition to our standard selection criteria, selection criteria for electronic resources includes:
      1. Ease of use
      2. Technology requirements
      3. Customer service and support
      4. Availability for remote access
      5. Cost
   3. While LMPL strives to provide access to as many resources as possible, not every title will be available in all formats.
10. Resource sharing, Interlibrary Loan agreements [HSp]
11. LMPL believes that libraries should strive to improve accessibility to their local collections through a regional, statewide, or national database. Resource sharing is an excellent method to help supplement the local library’s collection and increase the range in materials available for borrowing. Reciprocal access, interlibrary loan, and reciprocal borrowing are all components of resource sharing. LMPL follows the following guidelines when participating in resource sharing.
    1. LMPL recognizes a responsibility for developing and providing a local library resource collection to meet community needs. Resource sharing, including interlibrary loan service, is supplementary and is not meant to substitute for the local collection.
    2. LMPL uses an online database to streamline workflow and processes. We aim to save staff time, make fewer errors, shorten patron wait times, and to integrate ILL processes with the rest of the library.
    3. LMPL is invested in providing the best experience for patrons through shorter wait times for materials, a smooth process, focusing on end user needs, and performing customer satisfaction evaluations regularly.
    4. A borrower must be a valid user with a home library in the LMPL and connecting systems.
    5. LMPL does not charge patrons to use interlibrary loan services or other resource sharing services.
    6. Patrons are also responsible for returning items to the library from which they were borrowed on or before the stated due date, as well as for paying any late fees, damage or replacement reimbursement fees while the item is in their possession. Late fees and/or replacement costs will be applied to guest users as prescribed by host library policies and will be collectable by host libraries.
    7. The length of the loan to patrons for shared items is 28 days with the option of one 28 day renewal.
12. Criteria for Withdrawals [AV]
    1. The collection is continually reviewed to maintain relevancy and monitor the physical condition of materials. Materials are retained or withdrawn from the collection based on the following criteria:
       1. Poor physical condition
       2. Outdated, potentially harmful (e.g. medical or legal information)
       3. Obsolete
       4. Multiple copies (in any format)
       5. Demand doesn’t exist
       6. Availability elsewhere
    2. Materials are not withdrawn for containing controversial topics or for the purpose of being resold.
    3. Withdrawn materials are given to Friends of LMPL for resale or recycled/discarded if their condition doesn’t allow resale.
13. Collection Evaluation and Maintenance [BSM]
    1. All LMPL professional staff are expected to regularly evaluate items in the collection to ensure that they continue to meet patrons’ needs. Routine maintenance of the collection is carried out in a similar manner.
    2. Formal evaluation of library materials is carried out on an annual basis. Responsibility for this evaluation lies with the Library Director. The Director assumes authority for delegating oversight of the evaluation to library staff affiliated with, and cognizant of the needs of, each library area.
    3. Maintenance of the collection is performed in conjunction with the formal evaluation process. It is the responsibility of professional staff to assess the need for removing or replacing materials that are worn, damaged, obsolete, unnecessarily duplicated, or lost. Decisions regarding replacement are based on core need, circulation history, and budget.
14. Gifts [HSo]
    1. The library generally only accepts gifts if they meet the same criteria as purchases, although exceptions may be made. Gifts of useful materials are encouraged, which includes books; audio/visual media; and under certain circumstances, art and artefacts. With an authorized gift agreement, the library accepts gifts at the discretion of staff or representatives. The library reserves the right to accept or reject any gift.
    2. Evaluation of gifts is required, and will be accepted based on their condition, suitability to the collection, and care needs.
15. Parental Responsibilities [AV]
    1. LMPL staff are available to offer guidance to children in selection but it is ultimately the parents’ or guardians’ right and responsibility to monitor their child’s viewing and selection of library materials.
16. Reconsideration of Library Materials [HSp]
17. LMPL endorses the American Library Association Freedom to Read statement, Freedom to View statement, and the Library Bill of Rights. LMPL realizes that from time to time, a person may be concerned about a particular book or other material in the Library.
18. If a person wants us to reconsider material that is in our collection, LMPL has implemented a formal process for reconsidering materials.
    1. The person must fill out a Request for Reconsider Form in its entirety, and must sign the form. The form must be either returned to the staff member or mailed to the Director of the Library.
    2. A written response acknowledging the request from the Director will be sent within two to four weeks.
    3. A reconsideration committee will review the library material to ascertain whether it meets the standards set forth in the library’s Collection Development Policy, and will make a written recommendation to the Library Director as to the validity of the request.
    4. After reviewing the recommendation, the Director will decide whether the library material remains on the shelf or is removed and will notify the patron of said decision.
    5. Should a patron be unsatisfied with the decision of the director, a final appeal may be made to the Board of Directors.
    6. A copy of the request form without identifying patron information will be mailed to the ALA Intellectual Freedom Committee.

LMPL REQUEST FOR RECONSIDERATION FORM

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Do you represent a group? (Circle One) Yes No

If yes, please identify:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Have you read the LMPL Collection Development Policy? (Circle One) Yes No

What kind of material are you commenting on? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please provide the following information on the material:

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Author/Editor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Please describe what you find objectionable (be specific, citing page numbers, etc.):\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Have you read, viewed, or listened to the entire work? Yes No

If not, what portions have you examined? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How could your concerns about the work be resolved? Would you recommend this material for a different age group or location? Can you suggest other material to take its place? \_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Are there any other comments you would like to make?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Patron Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Library Director Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Received:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mail to: Executive Director, Las Montanas Public Library, 1234 Address Ln, Los Montanas, XX