Planning and Policy Manual

Abstract

This document includes the long range plan, technology plan, bylaws of the Saratoga Springs Public Library Advisory Board, and policies which govern Library operations.

Saratoga Springs Public Library
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www.saratogasprings-ut.gov/library

XIII: Collection Development and Maintenance

The Library promotes access to information by making available an eclectic, cosmopolitan collection, within the limitations of budget and space. The value and impact of any material is examined as a whole, and not on isolated words, phrases, or incidents. The Library therefore establishes the following policy for selection and de-selection of materials for the collection. This policy is intended to address materials in an array of formats as necessary to reasonably meet community needs. Nothing in this policy shall prohibit the expansion of the number of formats of Library materials as the opportunity, need, space, and funding may arise. Finally, the Library promotes and encourages the opportunity for cooperative collection development and collaboration.

Responsibility for Selection

The final authority for the determination of the policy to guide the selection and acquisition of materials is vested in the Library Board. The Library Board operates under U.C.A. § 9-7-4. The Library Board hereby delegates authority for the selection of Library materials to the Library Director and, at the Library Director's discretion, the staff.

Selectors shall, as available funding and resources allow when directed by the City Council, select materials consistent with "Criteria for Selection" of this policy and without regards to the selectors' personal attitudes toward the work, author, or subject matter. Selectors will be expected to address areas of relevancy, currency, community need, duplication (in print or electronic formats), as well as acquire a reasonable degree of subject specific knowledge to meet the challenges of their assignments.

Available electronic sources shall be considered as a valid resource for the purpose of this policy. Electronic resources are governed by the Utah State Library and/or the Beehive Library Consortium and as such are subject to the Utah State Library Collection Development Policy.

Criteria for Selection

1. Selection Inclusion. Specific criteria for inclusion may include:
    a. Importance of the subject matter to the collection.
    b. The author's significance as a writer and/or reputation.
    c. Scarcity of the material on the subject.
    d. Timeliness or permanence of the work.
    e. Availability of the material elsewhere in the area.
    f. Literacy quality.
    g. Format.
    h. Authoritativeness.
    i. Comprehensiveness.
    j. Construction quality and durability.

      k. Potential interest to people served.

      l. Special, favorable consideration maybe given to award-winning materials in all areas.

      m. Does not contain obscene materials. Material may only be deemed obscene if all of the following criteria are met:

          i. Whether the average person, applying contemporary community standards, would find that the work, taken as a whole, appeals to the prurient interest;

          ii. Whether the work depicts or describes in a patently offensive way, sexual conduct as defined by U.C.A. § 76-10-1201(14);

          iii. Whether the work, taken as a whole, lacks serious literary, artistic, political, or scientific value.

      n. Whether the material violates U.C.A. § 76-10-1201 *et seq*.

2. Duplication of Materials. The Library does not, without compelling reason, seek to duplicate materials that may be available elsewhere in the community. Examples are:

      a. Research or special collections available at Brigham Young University, the University of Utah, or any other state library or facility that has resources available through ILL.

      b. Material available from Riverton Family History Center and the local Stake Family History Centers.

      c. Textbook needs of students in local schools.

      d. Materials published in a foreign language, unless community need dictates.

      e. Professional materials written primarily for specialists.

      f. Highly specialized reference materials.

3. Purchases. The Library will purchase materials from reputable vendors through various means and in accordance with City purchasing policies and practices.

      a. Purchases of materials in excess of five (5) years old (from copyright) will not be considered for the collection unless they fill a specific need such as completing a series, directly replacing lost or damage materials that would otherwise be kept or reordered, or meet another compelling criterion as approved by the recognized primary acquirer for a specific area of the Library.

          i. This does not preclude the purchase of classic[1] literature.

      b. The Library purchases only new materials.

      c. The Library will attempt to maintain a reasonable hold ratio of one (1) copy for every ten (10) customer holds; however, in the event that budget or space disallows doing so, they may choose not to purchase duplicates of materials.

          i. Multiple holds from the same household will be considered as one (1) hold.

      d. The Library will not purchase or license more than eight (8) copies of any one (1) publication at a time, regardless of the material type or format.

          i. The Library may choose to add additional donated copies of a title to increase the number of physical copies.

4. Selection Sources. Sources for selection decision encompass, but are not limited to:

      a. Recognized reviewing media, including prepublication reviews.

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[1] Classic is defined herein as those materials that, although they have dated copyrights, have, or are expected to have, regular demand over time.

b. Publishers' catalogs.
c. Respected online review sites.
d. Regular inspection and evaluation of new material.
e. Judgement of the staff based on the application of the standards selection criteria herein.
f. Customer request and recommendations which are subject to the selection criteria outlined above.

Policies Regarding Format and Classification of Materials

1. Format. These materials are selected based on various criteria of this section as it relates to other Library materials and needs of the community, which may include, but are not limited to, the following:
    a. Books. These materials include, but are not limited to, materials that are turtleback, library bound, hardback, paperback, and laminated.
    b. Digital Materials. These materials include, but are not limited to, such items as downloadable audio recordings, downloadable ebooks, downloadable periodicals, downloadable video recordings, and any combination thereof.
    c. Audiovisual Materials. These materials include, but are not limited to, such items as audio recordings, video recordings, video games, and any combination thereof.
    d. Special Collections. Other formats may include, but are not limited to, kits, games, pamphlets, maps, newspapers, pictures, large print media, and items for special collections.
    e. Other formats will be added to our collection as new technologies and innovations become available and are within budgetary constraints. Said additions will conform to the general intent of this policy and need not be specifically addressed prior to their addition to the collection.
2. Classifications. Classifications of materials may include, but are not limited to, the following:
    a. Fiction. The Library attempts to include notable classic and popular novels, short stories, poetry, and plays.
    b. Non-Fiction. The Library aims to have an authoritative, up-to-date circulating non-fiction collection for the general reader in various fields of knowledge.
    c. Young Adult Materials. Young adult materials consist of fiction and non-fiction materials and are selected to meet the information and recreational needs of young adults from ages 12 through 17.
    d. Children's Materials. Children's materials consist of fiction and non-fiction materials and are selected to meet the information and recreational needs for minors through age 12.
    e. Foreign Language Materials. Fiction and non-fiction materials selected to meet the foreign language needs of the entire community.

Local Author Submissions

As a public library that focuses on popular materials, the Library selects titles aimed at the general reader. The primary focus of our Library is to maintain up-to-date and varied collections that reflect community interests and customer needs.

If an author wishes to submit their book for Library selectors to consider adding to the collection, they will need to review each of the following sections for important instructions and guidelines prior to filling out the "Recommendation to Purchase an Independently Published Title" form located on the website www.saratogasprings-ut.gov/library.

1. Book Reviews. Reviews from industry sources allow Library selectors to fully evaluate the book.
   a. A positive review in one or more professional library review journals will give the material an improved chance for purchase or addition to the collection. Examples of these journals include, but are not limited to, Booklist, Kirkus Reviews, Library Journal, Publisher's Weekly, and School Library Journal.
   b. Library selectors will also consider reviews published in the Salt Lake Tribune or Deseret News book sections, as well as titles featured in other local media.
   c. The author may also submit other online reviews for independently published materials, from sources such as but not limited to, Booklife, Chanticleer Book Reviews, Edelwiess, Independent Publisher, Kirkus Indie Book Reviews, NetGallery, Reedsy Best Book Review Blogs, and Wattpad.
   d. Reader Reviews: The Library will consider reader opinions based on rankings, comments, and reviews on Amazon, GoodReads, BookTok, and/or other review blogs.
2. Book Binding and Quality Guidelines.
   a. Due to the frequent use of Library materials, the quality of the book production is evaluated by Library selectors when considering the addition of materials. Books made with quality materials, attractive cover art, and/or glued or sewn bindings are preferred.
   b. Books with interactive pages designed to be filled in or torn out will not be considered for the collection.
   c. eMaterials. The Library does not currently have an independent platform to distribute digital materials. If the author has an eBook or eAudiobook they would like to have considered for purchase, they may apply to be a publisher partner with OverDrive or Boundless, our digital book vendors. Once they have been accepted and their work(s) is/are available in OverDrive and Baker and Taylors Boundless marketplace they may submit their title request through that specific platform.
3. Sending the item to the Library. If the author chooses to send us a sample copy of the item, the Library will not be able to return it. Submissions of physical items can only be received by mail at the address listed below. The Library will consider the item to be a donation and its deposition will be covered within the Gifts and Donations criteria *("Gifts and Donations.")*

   Items may be mailed to:

Saratoga Springs Public Library
Attn: Acquisitions
319 South Saratoga Rd
Saratoga Springs UT 84045

Maintenance of the Collection

The Library maintains an active process for discarding outdated items, items no longer in demand, duplicate or surplus items, worn or mutilated items, and items which no longer contribute to the total collection.

Once items have been added to the Library's collection, they are managed through an assessment and evaluation process to ensure ongoing collection development goals are met, that collections remain up to date, balanced, and attractive, and that space limitations are minimized. This process identifies items for replacement, retention, or de-selection. Library employees utilize professional judgment and expertise in deciding which materials to retain, replace, repair or de-select.

1. De-selection (removing items from the collection) is an integral part of collection development. De-selected materials may be donated to the Friends of the Library or sold as surplus or sent to other non-profit organizations as donations. The Library retains those materials that continue to have enduring or permanent significance to its mission and overall collection goals.
2. Criteria: Along with the same criteria used to select new materials, general criteria for retaining, replacing, repairing, or de-selecting include:
    a. Availability of the item in alternative formats.
    b. Feasibility and cost of repair.
    c. Historical significance, interest or value.
    d. Physical condition.
    e. Relative usefulness of item.
    f. Space considerations.
    g. Superseded, inaccurate, or out-of-date content.
    h. Usage.