
Collection Development Policy



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Introduction

This collection policy was designed to assist those making selections of materials for Sedona Public Library. It is a guide in considering such issues as material selection, challenged books, de-selection, and gifts.

Sedona Public Library endeavors to be distinguished by its comprehensive collection of materials. These materials provide residents with resources that assist them in meeting their informational, recreational, educational, business, and cultural needs. The Library makes every effort to evaluate and anticipate the changing needs and expectations of the community and to maintain a fresh and topical supply of information for all.

The Library seeks to maintain a balance of material on all sides of issues and accepts the democratic principles expressed by the American Library Association in the Library Bill of Rights (<http://www.ala.org/advocacy/intfreedom/librarybill>). Library service is given to all regardless of age, sex, race, beliefs, occupation, or financial position.

Philosophy

The Library intends to fulfill the needs of the community through the use of all forms of media, whether circulating or reference. SPL is not an archival institution. Rather, it is a popular circulating collection with tools to help people be successful. The collection will meet the following criteria:

- 1) Satisfy patrons' recreational, cultural, and intellectual needs at all age levels.
- 2) Be available on an unrestricted basis to all patrons, including materials available through interlibrary loan.
- 3) Be composed of the highest quality and most current selections possible.
- 4) Represent all sides of controversial issues, including those that may be considered unorthodox or unpopular.

Community Needs Assessment

Sedona Public Library patrons are generally mature, with an existing older population and a growing youth population. Because patrons have diverse backgrounds and a high level of educational attainment, there is a demand for materials on a wide variety of subjects. A large majority of residents are cardholders and visit the Library at least once a year. Circulation of library materials increases annually. As a privately owned library, SPL is in a unique position of serving its “small town” community with a highly personal approach while providing current library services.

SPL provides interlibrary loan service for patrons with needs outside the scope of the internal collection of approximately 80,000 items. As an active member of the Yavapai County Library Network, it provides access to approximately two million items held in other Yavapai County libraries. SPL also participates in a nationwide borrowing and lending program.

The Library strives to meet the needs of different groups in the community about a variety of subjects. Additionally, the needs of visitors are addressed, particularly with travel guides, information about Sedona, and free Internet access.

A Spanish-language collection is maintained by the Latino Services Librarian, who also serves as a liaison between the Library and Hispanic residents and who coordinates a number of programs to meet the needs of this community.

Technology is a highly rated and growing need of the community including access to Internet computers, wireless Internet, technology instruction, e-books and other electronic resources, and the library catalog. Demand for technology is expected to increase as more resources convert to electronic formats. SPL offers many services that library patrons can access on computers independently in the Library and from home, including user accounts, e-books, online magazines, online instruction, and the library catalog.

Collection Goals

A wide variety of materials is collected to address the varied interests and needs of the community. The formats to be collected include, but are not limited to:

- 1) Hardcover and Paperback Books: Acquisitions are made on the basis of subject, general interest, popular demand, availability, price, and reference coverage. Mass-market paperbacks are not acquired but are selected from donated materials.
- 2) Large Print Books: Selected on the basis of general interest and popular demand.
- 3) Periodicals: Those selected are frequently in demand or of local or regional interest.
- 4) Newspapers: Are selected on the basis of quality, geographical representation, and users' needs and interests.
- 5) DVDs: Dramatic films and television series are acquired based on popular demand; nonfiction films are selected according to general interest and quality. NC-17 rated films are not purchased.
- 6) CD Books and Playaways: Selected based on popular demand and availability.
- 7) Music CDs: This collection is composed almost exclusively of donated items. Materials are selected based on popular demand.
- 8) Microfilm: Microfilm acquisition is limited to back issues of the *Sedona Red Rock News*.
- 9) Electronic Databases: Selected by the Arizona State Library and by the Yavapai Library Network.
- 10) E-Books and Other Downloadable Media: Selected based on availability, general interest, and popular demand.
- 11) Special Collections: These collections contain a variety of media to meet unique interests and needs of this community.
 - A. Arizona Collection: Includes information about Arizona and its bordering states. An attempt is made to cover all aspects of the state and region for visitor and newcomer information, school reports, general interest, and research. Special attention is paid to the natural resources of the area, hiking, and history. Items are shelved as a separate, cohesive collection.
 - B. Spanish-Language Collection: Selected to inform and entertain. A wide variety of new materials in all formats are chosen to stimulate community interest.

- C. New Age/Metaphysical Collection: A wide variety of information is selected in all formats for a community that is known as a New Age mecca. Efforts are made to represent local authors and personalities.

Selection Responsibility

Ultimate responsibility for the SPL materials collection resides with the Library Director. The Youth Services Librarian selects for the juvenile and young adult collections, the Head of Reference selects the reference collection, the Latino Services Librarian selects the Spanish-language collection for adults, and the reference staff selects periodicals. The Collection Development Librarian selects the adult collection, including fiction, nonfiction, large print, AV materials, and e-books.

Selection Criteria

YOUTH

Objectives: Sedona Public Library materials for children (ages 0-12) and teenagers (ages 13-18) 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 and needs of the community. The reading and viewing activity of children and teenagers is ultimately the responsibility of parents, who guide and oversee their own children's development. Sedona Public Library does not intrude on that relationship.

Standards:

Fiction and Nonfiction

- A. Literary worth and excellence of illustration.
- B. Suitability of content and vocabulary to the age and interests of the readers.
- C. Accuracy and clarity.
- D. Positive reviews.
- E. High interest/low vocabulary items that satisfy the needs of reluctant readers, including series books of questionable quality.
- F. Popular areas will be emphasized.
- G. Opposing viewpoints, including those that are controversial.
- H. Serious works that present an honest reflection of life are not excluded for frankness of expression.

Wherever possible, materials selection will be made after reading at least two reviews from reputable professional journals, such as *School Library Journal*, *Horn Book Magazine*, *Kirkus Reviews*, *VOYA*, and *Booklist*. Consideration is given to award lists, local school reading lists, Children's and High School Core Collection publications, and patron recommendations.

Web Links and Databases:

Informational for homework help, general knowledge, recommended reading, entertainment and games, careers and college information, and teen book reviews.

Impact of Technology:

Although the Internet has opened up access to vast amounts of information, it is a largely unregulated medium that provides both highly reliable and completely unreliable information. The Library website

provides free 24-hour public access to a variety of quality databases in an effort to provide youth with up-to-date, authoritative information. These databases provide homework help and both current information and historical information such as back issues of periodicals and primary source documents.

ADULTS

Objectives: To collect and organize significant books and other materials that reflect the needs and wishes of the community. The Library collects items for entertainment, educational, and informational purposes. Reference materials are collected to assist in answering specific questions. Selectors attempt to acquire items that have been favorably reviewed, although popular demand sometimes overrides this criteria.

Standards:

1) Fiction

- A. Style
- B. Appeal
- C. Quality of writing
- D. Relationship within the collection (classic, mystery, science fiction, romance)
- E. Publisher
- F. Popularity
- G. Physical qualities (binding, print size, illustrations, margins, etc.)
- H. Price

2) Nonfiction

- A) Qualification of the author in the subject field
- B) Scope and authority of subject matter
- C) Quality of writing (style, readability, usability such as table of contents and index)
- D) Date of publication
- E) Relationship to the collection
- F) Physical qualities (binding, print size, illustrations, margins, etc.)
- G) Publisher
- H) Price
- I) Opposing viewpoints, including those that are controversial, are to be represented

GENERAL

- 1) Special requests or recommendations by patrons are always accepted for consideration but do not obligate the Library to add an item.
- 2) Self-published works, unless donated in person by a local resident who is the author, are not considered.
- 3) Addition of a book to the Library's collection in no way represents endorsement of any theory, idea, or policy contained therein.

Collection Evaluation and Assessment

The collection requires continuous evaluation in order to provide the best possible information materials. Statistical tools such as Circulation and Holds Reports are studied to determine how the collection is being used and how it should evolve to answer community needs. Patron input and community surveys are also tools of evaluation. SPL is receptive to new formats as they develop.

De-Selection (Weeding)

The CREW Method, **C**ontinuous **R**eview, **E**valuation, and **W**eeding, is used to maintain a current, useful, and dynamic collection that makes the best use of floor and shelf space while it also assesses the collection's strengths and weaknesses. The CREW Method recommends removal of an item from the collection if it is **MUSTIE**:

M = Misleading; factually inaccurate

U = Ugly; book is worn and torn, in disrepair

S = Superseded by a newer edition

T = Trivial; of no real discernable value

I = Irrelevant to the needs and interest of the community

E = Elsewhere available in the Yavapai County Library Network or by interlibrary loan

Additionally, the CREW formula for nonfiction Dewey classes is applied by determining 1) the book's latest copyright date, which may be a factor in accuracy, 2) the maximum permissible time that an item may sit on the shelf without circulating, and 3) application of MUSTIE factors. For a comprehensive manual detailing the CREW and MUSTIE standards and methods, see *CREW: A Weeding Manual for Modern Libraries*, by Jeanette Larson, accessible at <https://www.tsl.texas.gov/ld/pubs/crew/index.html>. The guidelines outlined in this manual can be readily adapted to the particular characteristics of the SPL collection and requirements of SPL patrons. In general, the following collections should be weeded conservatively and selectively, and lost or damaged items should be considered for replacement:

- 1) Arizona Collection: Travel, hiking, and camping books and other guidebooks in the 700s and 900s should be reviewed every three years and replaced with current editions. Otherwise, weed only damaged books in the Arizona Collection.
- 2) 133s: Only a handful of books in the New Age section can be weeded every year due to poor circulation. Discard books that have not circulated within three years, plus damaged items.

Gifts and Memorials

Gifts of books and other materials are accepted on behalf of the Board of Trustees of the Library with the understanding that the Library may make whatever use of the materials it feels appropriate. The Library reserves the right to determine suitability for inclusion in its collection and is not obligated to retain any gifts. A donation receipt serves as a record of such transactions. The Library does not appraise gifts, and tax forms are not provided. All gifts are subject to evaluation by current guidelines for relevant collections. The Library may discard, sell, trade, or otherwise dispose of any material at any time without notification to the donor.

Memorial donations of books, other library items, or money for the purchase of library materials are gratefully accepted. Memorial donations may carry a plate with the name of the donor and the honoree. All gifts must meet current selection guidelines. Donors wishing to present a memorial gift may contact the Director.

Guidelines for Review of Donations

The CREW Method is used as a guide for introducing donations into the Library. Guidelines by Dewey Class (see *CREW: A Weeding Manual for Modern Libraries*, by Jeanette Larson, <https://www.tsl.texas.gov/ld/pubs/crew/index.html>) serve as a guiding principle for adding nonfiction items. Unless it is an unusual exception, only fiction published within the last two years is considered for addition.

All donations of books, audiobooks, music CDs, and DVDs created by local residents and presented by the resident in person are added to the collection. Local residents are defined as individuals living in Greater Sedona or the Village of Oak Creek.

Re-Consideration of Library Materials

The Library does not approve or endorse any particular viewpoint or belief as represented by its collection. SPL endorses the Library Bill of Rights (<http://www.ala.org/advocacy/intfreedom/librarybill>) and accordingly strives to provide a broad and balanced choice of materials. It is the responsibility of individuals to select materials that are congruent with their tastes. While an individual patron may reject materials considered to be inappropriate or offensive for oneself or one's children, access may not be restricted for others.

A patron has a right to object to materials and make a verbal or formal complaint. Staff first respectfully listens to the complaint. Re-evaluation of materials forms (see below) are available upon request for formal complaints. The completed form and the item in question are given to the Director. After discussion and evaluation by library staff, the Director presents the complaint at the next scheduled meeting of the Board of Trustees. The Board will impanel a committee to consider the request and the material. Their work will be completed by no later than the following regularly scheduled meeting of that body. The Board will respond to all such complaints in writing as to the decision made. The material in dispute will remain on the shelf during the evaluation procedure.

Forms: Request for Re-evaluation of Library Materials



Request for Re-evaluation of Library Materials

Name _____

Address _____

Telephone _____

Organization you represent, if applicable _____

Material/Item in Question

Title _____

Author _____

Copyright Date _____

Publisher _____

Format of Material _____

Please respond to the following questions, using the back of the page or additional paper, if necessary.

1. Have you read, viewed, or listened to the material in its entirety?

Yes _____ No _____

2. How was this item brought to your attention?

3. For whom do you think this work is intended?

4. What concerns do you have about this work? Please cite specific instances.

5. What do you see as the theme or purpose of this material?

6. To balance the collection, what material do you recommend that the Library purchase that would provide adequate information on the subject?

Title _____

Author _____

Publisher _____

Copyright Date _____

Theme _____

Signature

Date