

## A. PURPOSE

Maricopa County Library District recognizes that the Library District was created to serve all the people of Maricopa County regardless of race, age, creed, or political persuasion. The Library District further recognizes that within Maricopa County there are individuals and groups with widely disparate and diverse interests, cultural backgrounds and needs.

The Collection Development Guidelines are based on and reflect the Library District's mission, goals, and values stated in the current Strategic Plan.

## B. POLICY

### Community Need Statement

The Maricopa County Library District selects materials based on community demand. The District recognizes that the communities we serve are diverse, and that their recreational and informational needs are similarly diverse. To ensure this diversity is reflected in the collections we build, community profiles and staff input are used in the collection process. Staff input at the branch level is crucial to maintaining collections that are responsive to the unique needs of the communities they serve. Branch staff and selectors will communicate regularly to discuss community needs.

## C. DEFINITIONS

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## D. AUTHORITY/RESPONSIBILITY

The District is delegated the authority to purchase materials for use by customers under terms of the Library District statutes.

## E. PROCEDURE

### Centralized Selection

Selection is vested in the District's Director, and under his or her direction, in members of the staff who are qualified by reason of education and training.

## Selection Criteria

The criteria for selection, acquisition, gifts and donations, patron requests, duplication, replacement, automatic shipments, and withdrawal are the same for all materials and formats. Library selection gives high priority to those materials that are current, popular, hot topics, most wanted by customers in all formats for all ages.

- Author's reputation and significance as a writer, without regard to political, racial, religious, etc. affiliation;
- Reputation and standing of the publisher;
- Public demand and interest;
- Critical reviews;
- Presentation and readability;
- Reflection of all sides of issues;
- Availability of the material or information elsewhere;
- National or local significance;
- Quality of the physical format.

An item need not meet all of these criteria to be selected.

Material Selectors rely on a number of professional tools for selection. These may include:

*Booklist*

*Library Journal*

*New York Times Book Review*

*Science Books and Films*

*The Horn Book*

*Local newspaper*

*Kirkus Review*

*Publisher's Weekly*

*Voya*

*School Library Journal*

Gifts and donations of materials may be accepted with the understanding that the same standards of selection are applied to gifts and donations as to materials acquired by purchase, and that any gifts and donations may be discarded at the District's discretion.

In most cases the Library District will not purchase or accept self-published materials that are not positively reviewed in at least two established review journals.

To be accepted for consideration, books by local authors must meet the criteria set forth for the rest of the Library District collection.

### Reviewing of Collections

To ensure a vital collection of continuing value to the community, materials that are not well-used may be withdrawn.

The Library District reviews the collections on an ongoing basis with the goal of maintaining the quality and vitality of library resources. The process of collection management incorporates the use of output measures, circulation reports, database use statistics, and other statistical information of continuous collection evaluation.

Worn, damaged and dated materials may also be removed from the collection using the same criteria for purchased materials.

### Reconsiderations

The Library District believes that reading, listening to, and viewing library materials are individual, private matters.

While one is free to select or to reject materials for oneself, one cannot restrict the freedom of others to read, view, or inquire. Some library materials may be controversial and any given item may offend some person. Selections for the library will not, however, be made on the basis of anticipated approval or disapproval, but solely on the merits of the materials in relation to the building of the collection and to serving the interests of the customer. Responsibility for materials chosen and borrowed by children and adolescents rests with their parents or legal guardians. Selection decisions are not influenced by the possibility that materials may be accessible to minors. Materials are not labeled to show approval or disapproval or to indicate certain philosophies.

The Library District recognizes the right of individuals to question library materials in the District's collection. A library customer questioning a title in the collection is encouraged to talk with designated members of the staff concerning such material. Procedures have been

developed to assure that complaints are handled in an attentive and consistent manner.

To formally state his/her opinion and receive a written response, a customer may submit the form provided for that purpose. Material that has been questioned will remain in the active collection until the Library District has made a determination of its status.

The Library District does not support specific causes or points of view. No library materials shall be excluded because of race nationality, political religious, or social views of the author, performer, publisher, or producer. Not all materials will be suitable for all members of the community.

### Collection Definitions

#### Adult Nonfiction

Nonfiction titles consist of “writings that convey factual information and are not primarily works of the creative imagination” (from Encarta Dictionary).

In selecting titles, the Library District attempts to acquire the best popular available nonfiction titles in various formats to meet the informational, recreational, and independent learning needs of its users. The District does not purchase textbooks.

#### Adult Fiction

The primary purpose of the adult fiction collection is to satisfy the demand by users for popular, new titles. Formats purchased include, but are not limited to, titles in regular print, large print, paperback, audio book, and serial titles. The adult fiction collection consists primarily of current works by popular authors, and includes novels and short stories in all major genres.

#### Young Adult and Children's fiction

The children’s and young adult fiction collections consist primarily of works by popular authors, and include novels, series books in hardcover and paperback, easy-to-read books, and picture books. Formats purchased include, but are not limited to, regular-print titles and paperbacks.

#### Music

The Library's music collection is intended to serve the entertainment needs of the community.

### DVD/Blu-Ray

The Library's DVD/Blu-ray collection is intended to serve the entertainment needs of the community. Informational, educational, and cultural DVDs/Bluray will also be purchased, as well as foreign films.

In selection of video materials, high demand for the item will be considered, as well as the quality of the item as determined by documentation, awards, and reviews. Unrated videos (made for television, direct to DVD, foreign, nonfiction and feature films produced before the rating system was developed) will also be considered for selection using the above selection criteria. Where there are rated and unrated versions of a movie, the rated version will be the one acquired. Films with an X rating or NC-17 rating will not be purchased.

Parents/legal guardians have the right and responsibility to determine what is appropriate for their children to read, watch, or listen to, and should be aware of what their children are borrowing.

### Electronic Resources Statement

Maricopa County Library District's mission is to provide access to a wealth of informational and recreational resources for people of all ages and backgrounds. Toward this aim, the Library District collects and provides access to materials in multiple formats, including electronic formats. Formats include full-text databases, multimedia resources, and Web sites that support the subjects of importance to the Library District's customers. The Library District focuses on popular, high-demand, current materials. This focus will be maintained in the selection of electronic resources also.

### Definitions

An "electronic resource" is defined as any work encoded and made available for access through the use of a computer.

The term "acquire" refers to any electronic resource which the Library District receives through its various, typical acquisitions processes, or which the Library District provides access to through official contractual, licensed, or other agreements; any of these electronic resources may or may not be owned by or housed at the Library District.

"Link" refers to pointers from the Library District's Internet resources or bibliographic records to the Library District and non-Library District electronic resources.

## Collection Strategy

- Currency, relevancy, and accuracy of the resource's information
- Timeliness in updating the content; posting and/or revision date
- Availability of full-text, full image, tables, and figures
- Compatibility of the resource with the Library District's existing hardware and software
- Impact on staff -- necessary amount of staff time to provide access, training, and assistance
- User-friendliness
- Availability and quality of documentation
- Copyright and fair use
- Vendor limitations to access
  - Software allows for both printing and downloading
  - Reliability of connection; acceptable response time
  - Technical support available during needed hours
  - Ability to provide remote access to Library District customers
  - Ability to monitor/track usage; timely reporting and in an appropriate format
- Vendor reputation and reliability suggest continued support for the resource

Ongoing reviews of electronic resources will be conducted at least annually to evaluate their value. Electronic resources which are no longer of value to the collection, have low usage or are duplication may be discontinued.