

BRIGHAM CITY LIBRARY

COLLECTION DEVELOPMENT POLICY

I. GENERAL GUIDELINES

A. COMMUNITY

1. The Brigham City Library is supported by the citizens of Brigham City who are recognized as its primary clientele.
2. In order to most effectively meet the needs and interests of its patrons, the Library cooperates with other Box Elder County Libraries, School Media Centers, as well as the Utah Library Network.

B. RESPONSIBILITY FOR SELECTION

1. The final authority for the determination of policy to guide the selection and acquisition of Library materials is vested in the Board of Directors or Trustees, acting within the limits of Utah Code Annotate 9-7-404; 9-7-405

C. CRITERIA FOR SELECTION

1. The chief criterion is the intrinsic and overall value of each title.
2. The Brigham City Library subscribes to the "Library Bill of Rights" and the "Freedom to Read Statement" which adopted the following basic policies governing services of libraries:
 - a) "Books and other material selected should be chosen for values of interest, information and enlightenment of all people of the community. In no case should library materials be excluded because of the race or nationality or the social, political or religious views of the authors."
 - b) "Libraries should provide books and other materials presenting all points of view concerning the problems and issues of our times: No library materials should be proscribed or removed from the library shelves because of partisan or doctrinal disapproval."
3. In as much as the responsibility for the reading of minors rest with their parents or legal guardians, selection will not be inhibited by the possibility that minors may inadvertently come into possession of some materials considered by their parents to be inappropriate.
4. The following are specific guidelines for selection:
 - a) The author's significance as a writer and/or reputation.
 - b) Importance of the subject matter to the collection. Does it contribute to the balance and variety of the collection as a whole.
 - c) Scarcity of material on the subject.
 - d) Timeliness or permanence of the work.
 - e) Appearance of the title on special bibliographies or indexes.
 - f) Authoritativeness.
 - g) Reputation and standing of the publisher.
 - h) Cost and shelving limitations.
 - i) Availability of materials elsewhere in the area.
 - j) Acceptable reviews in recognized review media.
 - k) Literary quality.
 - l) Format.
 - m) The Brigham City Library selects material to meet the needs and interests of the general public.

- n) Foreign language materials, in a language of a substantial number of Brigham City citizens, such as Spanish.
- 5. The Library does NOT seek to buy or duplicate:
 - a) Research or special collections which are available to the public. Example: Law--Utah Supreme Court Library; Genealogy--Utah Genealogical Society Library in Salt Lake City and the branch in Brigham City.
 - b) Textbook needs of students in the local schools.
 - c) Most foreign language materials.
 - d) Professional materials written only for specialists.
 - e) Highly specialized reference materials.
- 6. Aids in selection
 - a) Recognized reviewing media, including prepublication reviews.
 - b) Publishers' catalogs.
 - c) Intermountain area newspaper and periodical reviews.
 - d) Judgment of library staff.
 - e) Inspection and evaluation of new materials in book stores and vendors who call on the library.
 - f) Suggestions from library users.

D. SELECTION CRITERIA BY FORMAT OF MATERIAL

1. Fiction: The Library attempts to include notable classic and popular novels and short stories. The reputations of authors' series, and publishers are considered. The value and impact of material which contains controversial passages is examined as a whole, because the significance of an entire work often transcends isolated words, phrases or incidents. Selection is based primarily on the reading interests of the community. Both fiction eBooks and eAudiobooks will be purchased under guidelines of section D-1.
2. Non-Fiction: The Library aims to have an authoritative, up-to date, circulating non-fiction collection for the general reader in the various field of knowledge. Within each subject area, priority is given to those books which will serve the most readers. The Library attempts to specialize in local history, the western and intermountain subject areas. Some non-fiction (particularly in subject areas which are quickly outdated) is purchased in paperback format. Both non-fiction eBooks and eAudiobooks will be purchased under guidelines of section D-2.
3. Children's Books: These books are selected to meet the information and recreational needs of young people - from materials for mothers to share with very young children to materials for young adult readers.
4. Reference: Materials purchased should be broad in subject coverage. Each work should be able to answer as many reference questions as possible. Highly specialized reference works usually will not be purchased.
5. Audiovisual material: All audiovisual material is selected on the basis of clarity, appropriateness of the visual images, logical arrangement and coherence of the ideas presented, accuracy of visual and verbal information, and the quality of the product based on review sources. These materials include digital media. Audiovisual materials will be purchased if funds allow. Print material takes precedence. Music in any format is not collected by the library.

6. Pamphlets and Maps: These are selected on the basis of specific needs. More up-to-date sources are usually available by internet.
7. Periodicals: These are selected to cover current events. Brigham City Library's collection includes most of those indexed in the abridged Periodical Guide. We accept donated subscriptions approved by the director or requested by the library patrons. As in other library materials, we attempt to provide various viewpoints on many subjects. Periodicals are not bound. Most periodicals are retained three years, as we have limited space.
8. Newspapers: The Library subscribes to the major newspapers of the State of Utah as well as the Wall Street Journal. Other major newspapers are provided through news bank service through the state library and through other internet access
9. Paperbacks: Fiction is selected to provide a broader range of titles than we might otherwise have. Some patrons prefer paperbacks. Non-fiction is selected for those areas in which information is rapidly outdated.
10. Large Print: Titles selected are classic fiction, romances, mysteries, biographies, and westerns.
11. Fiction with a Religious Theme: These are selected from the most popular authors.
12. Technology Items: Technology items including, but not limited to, laptops and tablets may be selected.
13. Library of Things: Non-traditional library items are selected by the Library to support the community as they interact with and explore the world, their creativity, and as they seek activities to share with others. Considerations will be made for storage, cost, how well an item can be shared among users, the broad appeal of an item, laws or regulations pertaining to an item, any warnings regarding the handling or use of the item, etc.

E. MAINTENANCE OF THE COLLECTION

1. Weeding

- a) Weeding (also known as deselection) is an essential element of collection development that ensures the library's materials are useful and accessible. The library's collection is limited by the space available to house it, and the collection should change over time to reflect changes in the community, society-at-large, and the library's goals. Weeding is a periodic or continual evaluation of resources intended to remove items that are no longer useful from the collection.
- b) Guidelines for Weeding: Materials are withdrawn from the collection for the following reasons:
 - Item is missing from the collection
 - Poor physical condition
 - Out of date or no longer accurate
 - No longer requested by patrons.
 - Unnecessary duplication
- c) Books and materials that are no longer in demand will be reviewed using the same criteria as new titles as to their usefulness and appropriateness. If it is on a subject that is not in heavy demand and is still up-to-date, the book may be retained until something

better is available. On the other hand, books should be withdrawn when material is no longer accurate or up-to-date.

- d) Disposal: Books that have been withdrawn may be offered to the Friends of the Library for sale to the public or offered to other libraries that may have need for them.

F. PATRON COMPLAINTS AND CHALLENGED MATERIALS

1. Patrons are encouraged to notify the Director if they have a comment or recommendation. The Library will consider patron objections to materials in its collection only after the patron has read the information in our handbook describing our policies in collection development. If the patron wishes to then continue with their request they will be asked to complete the provided *Request for Reconsideration of Materials* form. An answer will be given by the Library Director in writing within two to six weeks.

G. DONATIONS

1. All donations will be handled in accordance with the Library's Gifts and Donations Policy.

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