

Collection Development Policy

Purpose of the Collection Development Policy

To guide the development and maintenance of collections owned and managed by the Plum Creek Library System (PCLS) for use by the patrons and staff of PCLS member libraries. To guide library selectors in the selection and deselection of materials. To inform regional residents of the criteria on which materials are evaluated for selection and deselection.

Definitions

Library materials has the widest possible meaning and may include books, electronic resources, audio-visual materials, web resources, and realia.

Selection is the process of deciding whether to add materials to the collection.

Deselection is the process of evaluating materials for removal from the collection.

A *Selector* is an individual that has been authorized to develop and maintain library collections.

Scope of the Collections

PCLS collects digital and physical materials and resources to connect the patrons and staff of the PCLS member libraries with resources and experiences that support learning and enrichment. Selectors aim to balance the needs of diverse communities and do not preference the needs of one user over others. The selection of materials does not indicate endorsement of the creator's work. PCLS upholds the right of each person to select or reject materials for their own use.

Responsibility for Materials Selection

Responsibility for selection resides with the PCLS Governing Board. The Board delegates the authority to interpret and implement the application of the policy to the Regional Library Director, who in turn authorizes PCLS staff and member library staff to apply this policy in developing and maintaining collections.

Criteria for Selection

- Community needs
- Relation to existing collections
- Attention of reviewers and critics
- Timeliness and/or enduring significance
- Potential demand and patron recommendation
- Relation to Arts and Cultural Heritage Fund initiatives
- Cost

Criteria for Deselection

- Low use and/or relevance
- Condition
- Space considerations

- Availability from other sources

Items are withdrawn from the collection when they are unused for a specific period of time, no longer meet the needs of the community, are factually inaccurate, and/or are in poor condition.

Recommendations

PCLS welcomes recommendations for the purchase of materials by member library staff and patrons. A member of the selection committee will evaluate the recommended items based on the criteria for selection established by this policy.

Reconsideration

Member library staff and patrons may request the reconsideration of library materials by submitting a written Statement of Concern to the Regional Library System Director. The Regional Library System Director will evaluate the Concern and respond at the earliest possible date. The Regional Library System Director may consult with the selectors and if necessary, the Concern may be brought to the Governing Board for evaluation. Materials will remain in circulation until a determination is made.

Approved by Advisory Council 6/8/2022

Approved by Governing Board 6/15/2022