Cortez Public Library Collection Development Policy

CPL Mission

The Cortez Public Library's mission is to serve the community needs of a diverse population by providing access to resources that enrich and encourage life-long learning.

CPL's public service commitment to our diverse population includes people of all ages, education, race, ethnic origin, background, religious belief, occupation, sexual orientation, gender identify, and economic status.

CPL has adopted the American Library Association's guidelines for public access to information:

- **Library Bill of Rights**
- **Freedom to Read**
- **Freedom to View**

Purpose of the Collection Development Policy

The Collection Development Policy, outlines the philosophies that create and shape the Cortez Public Library's collection, the practices that maintain it over time and the guidelines that help the collection respond to community needs. The Collection Development Policy ensures that over the years the library collection will remain on course and reflects the needs of our community and patrons.

Philosophy and Scope of the Collection

The Cortez Public Library collects materials that support its role as a community center for informational, educational and enriching resource for all patrons. Material is collected in a variety of popular formats within the limitations of space and budget. However, the reading and viewing activity of children is ultimately the responsibility of parents or guardians, who guide and oversee their own children's development.

Access

Most materials will be placed on open shelving. Irreplaceable and rare books will be placed in the Historical Collection and may be used by patrons in the library only. Children are not limited to juvenile collections. Responsibility for a child's selections for check out will not be monitored by the library staff but rests with the parents or guardians of the child.

Criteria for Book Selection or Retention

Library staff will consider the following criteria in choosing materials for purchase:

- Relevance to interest and needs of the community and current demand
- The extent of publicity and critical review
- Significance of subject matter, permanence or timeliness of the subject.
- Local interest (author or subject).

- Relationship and importance to the entire collection.
- Availability of material digitally or in a subscription database.
- Availability of material elsewhere in the region.
- Reputation and qualifications of author, publisher or the producer with preference generally given to titles vetted in the editing and publishing industry
- Suitability of format to library circulation and use
- Date of publication
- Cost
- Copyright guideline

Censorship

The library holds censorship to be a purely individual matter and declares that, while anyone is free to reject for themselves materials of which they do not approve, they cannot exercise this right of censorship to restrict the freedom of others.

The selection of materials for the library will not be inhibited by the possibility that controversial materials may come into the possession of children. The decision as to what a minor might check out is the responsibility of the minor's parent or guardian.

The library reserves the right to maintain a balanced collection, including books on controversial questions, where a variety of opinions will be sought whenever available.

Independently and Self-Published Materials

Materials that are either independently or self-published will be considered for regional connections or that may appeal to a wide audience. A review of any independent material will be used in consideration.

Suggestions for Purchase

We encourage our patrons to make book suggestions, however, that is not a guarantee of purchase. The request will be reviewed by the Library Director and staff using the same selection criteria for all other materials.

Gift and Donations

The Cortez Public Library welcomes gifts of materials or funds for the purchase of needed materials. The library reserves the right to accept all gifts with the stipulation that these materials may be sold, given to other libraries or disposed of as the Library Director deems appropriate. Appraisal of gift materials for tax purposes is the responsibility of the donor.

What is not accepted:

- Material in poor condition (stains, water damage, smell, writing, etc.)
- Formats not currently included in the library collection (VHS, audio cassettes, etc.)
- Textbooks, encyclopedias, and other reference type material
- Magazines, newspapers, and magazine gift subscriptions

Weeding and Evaluation Criteria

Library collections change over time. As items are added, others are reviewed for their ongoing value and may be withdrawn from the collection. Great care is taken to retain or replace items that have enduring value to readers in our community. Decisions are influenced by patterns of use and by the holdings of other libraries that may specialize in a given subject matter. Staff reviews the collection on an ongoing basis in order to maintain its vitality and usefulness to the community.

Weeding is a systematic evaluation of the library collection accompanied by the withdrawal of damaged or obsolete materials. This process is an integral part of collection development and maintenance. Criteria include:

1. Damage or poor condition.

2. The number of copies in the collection.

3. Relevance to the needs and interest of the community and current demand.

4. Accuracy, timeliness and frequency of use.

5. Local interest.

Procedure for a reconsideration request

Grievances from the public with regard to materials are to be submitted to the Library Director in written form. After a review of the material, final decisions on complaints shall be made by the Library Director and appropriate Library Staff.

Memorials

The library may receive the gift of materials or a sum of money for the purchase of materials in memoriam. Library selection standards apply in these cases. A memorial plate can be placed in these items. The library does not set aside a special section for memorial books. Gifts and memorials will be subject to the systematic evaluation of the library collection accompanied by the withdrawal of damaged or obsolete materials.