

## COLLECTION DEVELOPMENT POLICY

### PRINCIPLE(S):

Authorized selectors add and remove material in a variety of formats (print, electronic, etc.) to and from the Camp Verde Community Library (LIBRARY) collection. Choices about which additions and deletions to make are guided by the general principle that the collection should include materials that are of the greatest direct benefit or interest to the community. Within that broad principle, selectors choose materials that are of requisite and appropriate quality, within the constraints of likely demand, relative cost, available space and potential alternatives. The selection of resources shall be informed by the [Library Bill of Rights](#), the [Freedom to Read Statement](#), and the [Freedom to View Statement](#), adopted by the council of the American Library Association (ALA).

The LIBRARY supports the rights of individuals to privately read, listen to, and view a range of published thoughts and ideas. No material shall be excluded from the LIBRARY collection because of the race, nationality, religion, gender, sexual orientation, political or social views of the author.

### PRACTICE:

The LIBRARY is part of the Yavapai Library Network (YLN) which provides access to materials across public, academic, school, and special libraries in Yavapai County. Library materials are selected in part from competent media reviews, basic lists of standard works, and reviews of existing holdings available in the YLN.

Recommendations from the public are welcome. Selection of materials by the LIBRARY does not constitute endorsement of the contents or views expressed in those materials.

The Selection of paper and electronic materials or resources and library programs included in the LIBRARY collection or calendar is delegated to the Librarian. That selection may be further delegated by the Librarian to professional staff as deemed appropriate. Authorized selectors exercise discretion in deciding which materials to add or remove from the LIBRARY collection. With the goals of purpose, quality and economy, the collection of the LIBRARY will be built to meet the needs and interests of the community following specific guidelines. In particular, selectors are guided by the following considerations:

- Preference should be given to material that is relevant and timely rather than archival.
- Although the LIBRARY does not provide basic school texts, consideration should be given to providing supplemental materials that enrich the resources available in local schools.
- Consideration should be given to requests made by patrons.

- Consideration should be given to donated items, so long as the items are new (current or previous year) and in excellent condition. The acceptance of donated materials will be governed by the same criteria applied to the selection of purchased materials. Donated materials not selected for inclusion in the collection will be transferred to an ongoing used book sale for fundraising purposes or passed on.
- Selectors work directly with vendors to choose material. Selectors are expected to be aware of purchasing arrangements developed from time to time (e.g. standing order plans, cooperative spending among YLN members, etc.). Selectors are encouraged to coordinate with each other to minimize the duplication of materials. This includes searching the Yavapai Library Network shared catalog to assess community interest and demand.
- Consideration should be given to official documents or records of the Town that may have a special historical interest, and other specific cultural, historical, or biographical interest to the community.

Selection of materials will be made on the basis of the total effect of the materials as follows:

- Relation of work to existing collection
- Popular demand
- Authority of author
- Accuracy
- Topics of current interests
- Standard works of permanent value
- Price, durability and ease of use
- Basic standard research and reference materials

LIBRARY staff shall evaluate the collection through inventory and maintenance, identifying current strengths, weaknesses, gaps and saturation categories. Generally materials will be removed from the collection that: (a) lack demand, (b) are obsolete, or (c) are in poor condition from use, age or abuse. Library staff shall determine whether such items will be replaced.

Patrons may provide input on the selection process by filling out the [Materials Request Form](#) and submitting it to the Librarian. Whether the item is purchased for inclusion in the collection, placed on hold for the patron or requested through Interlibrary loan shall be at the discretion of the Librarian.