

Purpose:

To assist the Safford City – Graham County Library (“Library”) staff and inform the public of the principles upon which collection development and management decisions are based. Collection development includes standards and requirements for the selection and de-selection of Library materials; access to electronic materials; and the organization, storage and maintenance of the Library collection.

The Library seeks to establish a collection of works that meet the cultural, informational, educational and recreational needs of the residents of the City of Safford and Graham County. This policy applies to materials purchased, licensed to or otherwise acquired by the Library; it does not apply to Internet content or free materials, such as community newspapers.

The Library supports all individual’s rights to access information, resources, and materials. The Library also adheres to the American Library Association Documents: [Library Bill of Rights](#), [The Freedom to Read](#), and [The Freedom to View](#).

Policy:

A. Development

1. Selection

Several factors are taken into consideration before an item is selected for the collection. The selection of a work does not equate an endorsement or support of its content, or the moral, religious, or political beliefs expressed by the City of Safford, the Library or its staff. Materials in all formats will be evaluated and selected according to one or more of the criteria below:

- Current and anticipated needs of the community
- Relation to the existing collection and other material on the subject
- Representation of diverse points of view
- National or local significance
- Timeliness of information
- Importance as a representation of movements, genres, social and historical trends
- Evaluations in review media
- Receipt of, or nomination for, major awards or prizes
- Availability
- Cost and funding

2. Considerations for Database and Licensed Software

To maintain a depth of the collection, the Library acquires licensed software and databases for use by customers. In addition to the previous guidelines, these resources are evaluated according to the following:

- Quality and Breadth of Content
- Ease of use
- Compatibility with existing hardware and network infrastructure
- Cost of access

3. Gifts and Donations

Items and materials may be accepted with the understanding that the same standards of selection are applied to gifts and donations as to materials purchased by the Library. All items donated become the property of the Library. The Library has the sole discretion to determine whether a donated item or material will be added to the collection, forwarded to the Friends of the Library or disposed of in another manner. Customers may also donate items and materials directly to the Friends of the Library.

B. Maintenance

1. Review of Collections

The Library reviews both physical and electronic collections on an ongoing basis with the goal of maintaining the currency and quality of resources. The process of maintenance includes evaluating circulation of the item or material, resource usage statistics, and other information.

2. Removal of Materials

The periodic removal of materials is used to maintain the Library collection. This process ensures the collection continues to meet the needs of the community. Items removed from the collection may be given to the Friends of the Library, donated to other libraries, schools, or organizations or recycled. An item may be removed for the following reasons:

- Poor physical condition
- Obsolete information
- Lack of public use
- Number of copies exceeds demand
- Availability of similar or more recently published materials in the subject area
- Prohibitive cost of maintaining the material

3. Responsibility for Collections

Decisions on the selection, removal, and collection maintenance will be made by Library staff. Final collection decisions reside with the Library Director.

4. Cooperative Relationships

The Library maintains cooperative relationships with other libraries and the Arizona State Library. As part of these agreements' items owned by other organizations may appear in the Library catalog, though they are not owned by the Library. The Library participates in

the Interlibrary Loan Program to allow customers to borrow materials that are not a part of the collection.

C. Public Involvement

1. Parental Responsibilities

Parents and guardians are responsible for their children's use of materials and are encouraged to assist their children in choosing materials. While available to provide guidance on selections, Library staff are not responsible for monitoring a child's use of and selection of materials.

2. Recommendations

The Library accepts suggestions and comments regarding materials that may meet the needs of the community. Budgetary constraints may limit the number of requested items acquired. Final collection decisions reside with the Library Director.

3. Reconsideration of Materials

The Library recognizes the rights of individuals to question materials in the collection. A customer questioning a title in the collection is encouraged to speak with Library staff concerning the material.

To formally state his/her opinion and receive a written response, a customer may submit a Reconsideration of Library Materials Form to the Library. The concerns will be addressed in a timely manner according to established procedures, and the customer notified of the outcome. Material that has been questioned will remain in the active collection until a final determination has been made by the Library Director.