



Collection Development Policy

I. Purpose

The Collection Development Policy for the Southwest La Plata Library District (SWLPLD) informs the public of the principles upon which SWLPLD bases decisions about collection development and collection management. SWLPLD strives to maintain and develop a diverse collection that represents a variety of viewpoints and interests. The intent is to provide a broad and relevant collection while being good stewards of the community's tax dollars.

II. Definitions

Materials: Materials has the widest possible meaning and includes print, audiovisual, electronic and non-traditional circulating items.

Collection: Materials that are selected for SWLPLD's libraries, including physically owned and digitally owned or licensed materials.

Collection Development: The ongoing process of assessing the materials available for purchase or licensing and deciding on their inclusion or retention by SWLPLD.

Collection Management: The ongoing process of selecting, acquiring, storing and maintaining the library district's collection of print and other materials.

Withdrawn: Materials removed from SWLPLD library collections.

III. Scope of the Collection

SWLPLD strives to offer a variety of materials, including fiction and nonfiction, in various formats and levels of difficulty that are of contemporary significance and have long-term value. The collection is reviewed and revised on an ongoing basis. Collections are current and popular, not archival. Materials are not needlessly duplicated. Collections provide general coverage of subjects and reflect the interests of the community. Materials are withdrawn from the collection to maintain the collection's usefulness, currency, and relevance.

SWLPLD recognizes and respects intellectual property rights and conforms to legislative mandates regarding copyright protections.

IV. Collection Development and Management Criteria

A. Branch managers at each library are tasked with objectively deciding which materials, whether purchased or donated, should be added to the library's collection. Branch managers use judgment, experience and expertise in the application of the following criteria for materials selection:

- Popular interest
- Critical assessments in professional journals and media attention
- Contemporary significance
- Permanent value
- Accuracy of information
- Balanced representation of diverse points of view
- Reputation of the author, publisher, producer or illustrator
- Creative, literary or technical quality
- Suitability of physical form for library use
- Suitability of subject and style for intended audience
- Relation to the existing collection and other material on the subject
- Cost and availability
- Requests from the public

B. SWLPLD welcomes input from the community concerning the library collections through suggestions, recommendations and feedback.

C. The inclusion of an item in the library collection does not represent an endorsement of its contents.

D. Branch managers at each library are tasked with objectively deciding which materials should be withdrawn from the library's collection. Branch managers use judgment, experience and expertise in the application of the following criteria for withdrawing materials:

- Popular interest
- Contemporary significance
- Permanent value
- Accuracy of information
- Condition of material
- Relation to the existing collection
- Demonstration of local interest based on circulation
- Cost and availability

E. At the branch manager's discretion, items which are in usable condition may be donated to other libraries, non-profit organizations, or to the Friends of the Library. Some items may be given to patrons, students or other interested parties. Items that are damaged and no longer usable shall be discarded.



V. Collection Funding and Resource Sharing

Securing funds for materials is included in SWLPLD's annual budget process. Branch managers at each library have the authority to interpret and apply this policy in daily operation. Additionally, SWLPLD participates in resource sharing through the Colorado Library Consortium, which provides patron access to materials not available in the local collections via Interlibrary Loan and shared electronic collections. SWLPLD is not responsible for the inclusion or exclusion of materials made available through resource sharing and does not endorse any content in those materials.

VI. Requests for Reconsideration of Materials

A. Statement of patron responsibility:

SWLPLD recognizes that many materials may be controversial and that any given item may offend some. Only individuals can determine what is most appropriate for their needs and can define what materials or information is consistent with their personal or family values. Individuals can apply those values to the use of library materials only for themselves. Parents and legal guardians have the responsibility for their children's use of library materials.

B. Requests for reconsideration:

Patrons of SWLPLD wishing to recommend the removal of a particular item in the library collection may submit a Request for Reconsideration of Library Materials Form, according to the following guidelines:

- Prior to filing a reconsideration request, patrons should have a conversation with the library director or branch manager regarding their concerns.
- The patron must be an active patron of and reside within the service area of SWLPLD.
 - o An active patron is one who has an SWLPLD library card and has checked out at least one item in the prior 90 days.
 - o Residency will be determined by providing proof of address in one of the following ways:
 - Patron library record;
 - Colorado issued ID;
 - Computer generated bill, bank statement, or preprinted pay stub;
 - Mortgage, lease, or rental contract;
 - Transcript or report card from an accredited school, or
 - Postmarked first-class mail or USPS change of address form.



- Patrons are limited to one written reconsideration request per calendar year.
- Requests from groups will not be considered.

VII. Review Process

- A. After receiving a Reconsideration of Library Materials Form, the library director, branch manager and/or other library staff will review the request in relation to the selection criteria of this collection development policy and in accordance with C.R.S. § 24-90-112. A response will be made to the patron by the library director within 30 days of receiving the formal objection.
- B. A patron may appeal this decision to the board of trustees, who will typically decide within two regular board meetings (the first to discuss the issue, the second to vote on it). The board will inform the patron of their decision in writing. The board's decision will be made public and is final.
- C. A challenged item will remain available to patrons throughout the process.
- D. A challenged item will not be reconsidered more frequently than once every two years.
- E. All requests for reconsideration are subject to open records requests, and will include the name of the requestor.