

Mobile Libraries and Headquarters Libraries *Collection Management Policy*

NOTE: This is the section of the USL Collection Management Policy that pertains to the Mobile Library Program.

Character of the collection

Mobile library collections offer materials in choices of format, treatment, language and level of difficulty.

“Materials” has the widest possible meaning and includes, but is not limited to, print, audiovisual, and electronic formats.

“Collection” is defined as materials that are selected for the Mobile Library Program; those selected may be physically owned by the individual mobile library program, or may be accessed through the mobile library’s catalog, or the Utah State Library website.

“Selection” refers to the decision that must be made to add a given item to a mobile library collection, which then makes the item accessible on the mobile library, in the repository library, electronically or delivered by some other means.

Mobile library collections are developed and managed to make available materials of significance and interest to library patrons in the local communities that are served by the mobile library and the headquarters library.

Collections are reviewed and revised on an ongoing basis to meet current and future needs.

Collections are broad, current and popular; not archival nor comprehensive.

However, materials of unique historical value to local communities are collected and retained when possible.

Materials are withdrawn from the collection to maintain the collection’s usefulness, currency, and relevance.

Collections provide general coverage of subjects and reflect the characteristics of the community.

Materials in the collections serve two purposes:

- 1) To provide materials for library patrons of all ages based on specific criteria.
- 2) To provide materials for children that will encourage a love of reading, support learning, and supplement educational activities at local schools.

Selection criteria summary

To build a collection of merit, materials are evaluated according to one of more of the following criteria. An item need not meet all of these criteria in order to be added to the collection.

- Current and anticipated needs and interests of the public
- Suitability of format for library use
- Suitability of subject and style for the intended audience
- Evaluations in review media – this may include popular reviews from a variety of sources
- Accuracy and timeliness of content
- Author's, artist's or publisher's qualifications and/or reputation
- Contribution of a work to the diversity of breadth of the collection and its relation to other materials on the subject
- Representation of unique or controversial points of view
- Receipt of, or nomination for, major awards or prizes
- Quality of construction
- Requests by the public
- Affordability

Additional criteria will apply to specific collection areas as detailed below:

Adult materials are selected according to a variety of criteria in addition to demand or need. The mobile library does not typically add abridged versions of books to their collections. Generally, the mobile library will acquire only works of interest to the layperson. Price, accuracy, and timeliness are other factors influencing selection. The mobile library does not commonly purchase out-of-print materials for the collection. No attempt is made to purchase all the works by a certain author.

Audio recordings are selected to meet a wide range of musical and non-musical customer needs, including foreign language instruction, literature, and sound effects. Unabridged editions are preferred; however, the mobile library selectively adds abridged versions to meet popular demand. As technology changes, the mobile library will acquire audio recordings in prevailing formats. Mobile library libraries have access to One Click and Overdrive downloadable eBooks to supplement their collections through Pioneer: Utah's Online Library.

Children's books and other materials expressly purchased for children are selected to meet the informational and recreational needs of children from infancy through age twelve, in order to encourage a love of reading, support learning, and supplement educational activities at local schools. The criteria of patron demand and need are also considered in acquiring children's materials.

Young Adult materials are selected and added to mobile library collections, for youth ages 13 – 19. These materials consist primarily of age-appropriate fiction and a small collection of non-fiction. More in-depth non-fiction and other titles are available for this age group within the library.

Electronic databases are provided through Pioneer, Utah's Online Library (see **Online Resources Available through Public Pioneer** above).

Not all materials and information found using library computers or the Utah State Library's website are part of the collections of the mobile library libraries. This policy applies to materials available through the internet that are specifically selected using the criteria outlined in this policy, including subscription databases, eBooks, and websites accessed free over the Internet. Determining the accuracy, authenticity, and appropriateness of electronic information is left to each library patron.

Government documents are available to patrons of mobile library and repository libraries through Utah Government Publications Online at: <http://publications.utah.gov>.

Reference Materials are selected and purchased to have age-appropriate and up-to-date materials needed to answer the informational questions of library users. Online resources are available through Pioneer, Utah's Online Library at <http://pioneer.utah.gov>.

Textbooks are not generally purchased by mobile library libraries. Mobile library libraries do not support educational curricula through the purchase of textbooks. Textbooks may be added to the collections if they provide the best or only source of information on a subject or if they complement an existing area with another perspective.

Visual Media are added to the mobile library's collection in a manner consistent with patron demand and budget constraints. These items include popular feature films, documentaries, instructional materials and other visual media. As technology changes, the mobile library libraries will acquire visual media in the prevailing formats, as patron demand and cost allow.

Filtering

Utah Code Ann. § 9-7-215 and 9-7-216 prohibit a public library from receiving state funds unless the library filters internet access to certain types of images. In order to comply with this law, Internet access on mobile libraries and in headquarters libraries is filtered.

Cataloging

All library materials must be fully catalogued and processed before they are circulated.

Multiple Copies

Multiple copies of titles with high patron demand may be purchased as budget allows.

Interlibrary Loan

Interlibrary Loan (ILL) is not a substitute for collection development and management, but it is meant to expand the range and variety of materials available to library users.

Reconsideration of Materials for Inclusion or Removal

Mobile library collections contain a wide variety of materials to meet the different needs of diverse populations. Individuals may request reconsideration of materials either for inclusion or removal from a mobile library collection, by filling out a "Reconsideration of Materials Form", and submitting it to the Librarian at the mobile library.

The Librarian at the mobile library will join a panel of two Librarians from the Utah State Library appointed by the Manager for Library Development/Mobile Library Program Manager. The panel will review the challenged material and the reconsideration form. The panel will then submit its recommendations to the Manager for Library Development, who will make a final decision and provide written responses to the individual.

Further appeals will go to the Utah State Library Board of Trustees. The Board will form a panel of three, including one professional librarian and two Board Members, to review the challenged material and the reconsideration form. A written response to the individual outlining the Board's findings to the individual will be provided.