

# Utah State Library

## Collection Management / Development Policy

Effective August 18, 2010

### Introduction

USL Mission: The Utah State Library will develop, advance and promote library services and access to information.

USL Values and Vision: Based on the values of equitable access to information and library materials statewide, diversity, and respect for the individual and the organization, the Utah State Library Division (USL) will lead Utah's library community by preparing them to face the challenges of the 21<sup>st</sup> century.

The Utah State Library's Collection Development Policy serves as a tool for managing the print and online resources of the Utah State Library. It defines the fundamental nature and purpose of the collection and provides guidance for the selection and acquisition of our information materials. Further, it provides the parameters for the future growth and development of the collection.

The Collection Development Policy of the Utah State Library reflects and supports the Mission Statement of the Library. One of our primary goals is that "All Utah residents of diverse abilities and backgrounds will have equitable access to library materials and resources to improve the quality of their lives." (Goal 6, FY2010-12 Strategic Plan).

### *Gifts*

The Library reserves the right to decide what should be added to its collection without restrictions on current or future use, and reserves the right to dispose of unsuitable materials in accordance with State law. USL does not appraise the value of gifts.

### *Policy Review*

This policy shall be reviewed at least once every three years.

**Adopted:** By the Utah State Library Board on August 18, 2010

## **The General USL Collection**

### ***Audience served***

The collection serves to supplement the materials found in public libraries that serve fewer than 50,000 people in Utah. Material requests by these libraries beyond the scope of this collection are processed through InterLibrary Loan. By providing materials that smaller Utah libraries do not have or cannot easily acquire, the collection helps bridge the gap between the demands of smaller public library patrons and the collection budgets of those libraries. The Professional Development Collection serves the Utah library community.

### ***Character of the collection***

The general collection of materials at the Utah State Library contains approximately 47,000 items collected over a 50-year period. The general collection consists of the following items:

**General fiction and nonfiction collection.** These items are acquired in response to requests by Utah's smaller public libraries, to fulfill the needs of their patrons for materials beyond that which can be provided by their own collections. Titles are selected in subject areas in which demand is indicated by prior usage statistics: Examples: crafts, biographies of current newsworthy figures, political titles, and fiction titles, consisting of a transitory collection of leased materials that are currently popular, as well as back catalog titles which reflect the demand from small library patrons as indicated by historical and current requests\*. There is also a small audiobook collection reflecting the above priorities.

This is a non-browsing collection: weeding of the collection in those topics that are time-sensitive (health, social sciences) is done on a regular basis. Other titles are maintained as space allows. Selection in this area is the responsibility of the Collection Coordinator in the Library Resources program.

**Utah Collection.** A collection of materials related to Utah, its history, geology, and culture, is available primarily for circulation to patrons of small public libraries in Utah.

**Library Professional Development Collection.** These materials are a resource for all Utah library staffs, and contain a wide-ranging selection of materials (monographs, serials) about the library profession. Included in this collection are periodical subscriptions and some audiovisual materials. The materials in this collection are selected by all professional librarians at the Utah State Library under the direction of the Collection Coordinator. The intent is to provide a comprehensive collection of professional development materials. This collection will be lightly weeded for duplication and space limitations, but will preserve a historic character.

**Special Collection.** A number of "legacy" items acquired over the years that are maintained in the collection because of their classic or enduring nature, even though

they may fall outside of current collection purchasing policies and demands. The collection is effectively "closed stack". Articles that are removed from the collection are deaccessioned in accordance with rules for the Surplus Property Program, Utah Code Ann. § 63A-9-801 et seq.

### ***Selection criteria summary***

1) Library professional materials are selected for relevance and usefulness by USL staff; creating a comprehensive, but not historical collection; 2) Materials for the general circulating collection are selected based upon anticipated demand\*, and materials that cannot be reliably obtained through regular ILL requests from other libraries because of high demand, currency, or frequency of request, as budget allows; 3) Small collections of time-sensitive materials (medical science, psychology, politics) are acquired as budget allows to keep these parts of the collection timely and to anticipate and be responsive to audience demand.

- Materials are selected according to one of more of the following criteria. An item need not meet of these criteria in order to be added to the collection.
- 
- Current and anticipated needs and interests of the public
- Evaluations in review media – this may include popular reviews from a variety of sources
- Accuracy and/or 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
- Requests by the public
- Affordability

\*in FY2009 the following subject areas were most heavily requested: fiction, biography, medical science, library science, psychology, and home economics.

***Reconsideration of Materials for Inclusion or Removal***

The collection contains a wide variety of materials to meet the diverse needs of a diverse population. The State Library neither approves nor disapproves of views expressed in materials included in the collection. Anyone who wishes to have materials reconsidered for inclusion or removal from the USL Collection shall complete the "Reconsideration of Materials Form" and send it to:

Manager of Information Resources  
Utah State Library Division  
250 N. 1950 W., Suite #A  
Salt Lake City, UT 84116-7901.

Reconsideration forms will be reviewed by a panel of three professional librarians appointed by the State Library Director. The panel will submit its recommendations to the Director, who will make the final decision and provide written responses to requests. 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.

## The USL State Documents Collection

***Character of the collection Print Collection:*** 32,000 items consisting of state publications issued by state agencies collected primarily between 1979 and 2008. Agencies are required to submit two copies of each publication in compliance with Utah Code Ann. §9-7-207, but the collection is incomplete. Few publications for political subdivisions were ever received.

***State Publications Digital Library*** (<http://publications.utah.gov>): 22,000 born-digital state publications collected since 2006 covering publication dates from approximately 1996 to present. A project is now underway to digitize some of the items in the print collection including 2,500 state publications selected by the Merrill-Cazier Library at Utah State University and microfiched between 1975 and 1985 by the Utah State Archives and Records Service.

***Selection criteria summary*** The Utah State Library is mandated by statute to collect state government publications, provide permanent public access to state publications in digital formats in an online digital library (Utah Code Ann. § 9-7-208), and to manage a network of state depository libraries for the preservation, distribution, and exchange of state publications (Utah Code Ann. § 9-7-207, 209). State publications are defined in statute (Utah Code Ann. § 9-7-101) to include a broad range of documents including audiovisual, micrographic, and electronic publications regardless of the format or method of reproduction.

USL has authority to collect publications from all state agencies including all departments, offices, boards, commissions, public universities and colleges, and political subdivisions (see Utah Code Ann. § 9-7-101). To supplement agency submitted publications, the State Library also harvests publications directly from state agency websites and provides access to them in a web archives (<http://publications.utah.gov/archives/>).

Local governments: Political subdivisions include all Utah counties, cities, school districts, public transit districts, redevelopment agencies, and special districts (see Utah Code Ann. § 9-7-101).

Select relevant Federal agency publications containing information, data and statistics referring to Utah are also included in the online digital library.

***Audience served*** Access to the collection is free and public and serves Utah residents as well as anyone else who has a need for this information.

## **Online Resources Available Through Public Pioneer**

### ***Character of the collection***

USL provides downloadable audiobooks, ebooks, as well as newspapers, magazines, and other resources through Pioneer, Utah's Online Library (<http://pioneer.utah.gov>).

The collection is designed

- 1) To provide online resources to patrons of Utah's public libraries that will extend the quality and scope of their local library collection, and
- 2) To provide online resources for Utah's residents that focus on life-long learning, including resources for leisure and recreational education. Resources are chosen to reflect a broad spectrum of viewpoints and reader interests. Resources are chosen in cooperation with representatives of local public libraries, as well as representatives of K-12 and Academic Pioneer to avoid duplication and provide the widest selection of resources.

### ***Selection criteria summary***

Resources are selected in consultation with public libraries across the state to supplement and enhance their offerings to their communities, to fill gaps in online library service, and to provide ebooks, audiobooks, newspapers, magazines, journals, and other resources to enhance their local collections.

Materials are selected according to one or 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
- 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
- Requests by the public
- Affordability

***Audience served***

Pioneer resources are provided for all Utah residents.

***Reconsideration of Materials for Inclusion or Removal***

The Collection contains a wide variety of materials to meet the diverse needs of a diverse population. The State Library neither approves nor disapproves of views expressed in materials included in the collection. Anyone who wishes to have materials reconsidered for inclusion or removal from the USL Collection shall complete the "Reconsideration of Materials Form" and send it to:

Manager of Information Resources  
Utah State Library Division  
250 N. 1950 W., Suite #A  
Salt Lake City, UT 84116-7901

Reconsideration forms will be reviewed by a panel of three professional librarians appointed by the State Library Director. The panel will submit its recommendations to the Director, who will make the final decision and provide written responses to requests. 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.

## Library for The Blind and Disabled

### ***Audience served***

The primary objective of the Utah State Library for the Blind and Disabled (USLBD) is to provide recreational and informational materials in special formats to those who are unable to read regular print due to physical, visual or learning impairments.

### ***Character of the collection***

Materials acquired and/or produced in Braille, large print or recorded media.

### ***Selection criteria summary***

***Audio and Braille books*** will be added to the collection if the National Library Service or other regional libraries/agencies have not produced the titles. Emphasis will be placed on adding materials of local and/or regional interest and books written by local authors or published by local publishers.

The selection of materials produced by the library should not be interpreted as an endorsement of the views expressed therein. Items selected will be produced in their entirety and will remain in the collection regardless of whether some or all of the content is considered to be offensive or unacceptable to some readers. The Utah State Library for the Blind and Disabled subscribes to the American Library Association's Library Bill of Rights and the Freedom to Read Statement.

Final responsibility for all acquisition and/or reproduction of library materials rests with the Library for the Blind Program Manager.

Books will be considered for selection if the title is not currently included in the Utah State Library Blind and Disabled collection, and meet the criteria of local interest and local histories, including material written by local authors or published by local publishers. Books for the collection will be considered in relationship to the existing items in the subject area and format of the materials

Books unavailable from other sources will be recorded if titles meet selection criteria for inclusion in the collection. A digital master of the book will be produced and archived, enabling copies to be added to the collection at a later date.

State documents, forms, and explanatory information necessary to the well-being of Utah citizens will be recorded and/or brailled.

The Utah Historical Quarterly will be recorded as an item of local interest. Other periodicals may be considered if sufficient patron interest is shown in response to a user survey. Periodicals available for purchase or loan in a recorded media from another source will not be produced locally.

***Large Print Titles:*** Commercially produced large print books that meet the guidelines for printed materials as established by the Utah State Library Blind and Disabled Program collection development policy will be purchased from a variety of publishers. **Textbooks** generally are not purchased. The library does not support educational curricula through the purchase of textbooks. However, 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.

***Recording Materials for Library Patrons***

Active patrons of the Utah State Library, Program for the Blind and Disabled may submit materials to be recorded. Materials will be provided by the patron and depending on content, may be added to the library collection.

The library will not purchase or request books through interlibrary loan for the purpose of recording the material. It is the responsibility of the patron to provide books or other print materials they wish to have recorded.

Only one item at a time will be recorded for patrons if multiple items are received. This is particularly true if the library is experiencing a high volume of requests from patrons, and/or the availability of volunteer readers is insufficient to meet current needs.

Books require three to six months recording time per title, depending on the material, the availability of volunteer readers, and the number of requests received from patrons to have material recorded. New books purchased by the library for recording will take priority over patron requests due to the demand in local interest material.

Books from government institutions or service organizations will take first priority, i.e., Schools for the Deaf and Blind, UTA, Social Security Administration, etc., as well as work-related materials for individual patrons. Any other materials designated as high priority status will require justification and approval from the Program Manager.

Journals, family histories, or any other materials of a personal nature will be recorded by the library, but will **not** be reviewed for corrections prior to beginning the duplication process. These items will have a lower priority status than new books or other patron books that will be added to the collection.

If the library is unable to find a volunteer willing to read submitted materials due to content, the item will not be recorded and will be returned to the patron.

Textbooks cannot be recorded for students due to time constraints.

## ***Braille Materials for Library Patrons***

Local and regional books selected to be brailled for the collection will be considered in relationship to the existing items in the subject area.

The library will not Braille personal materials or textbooks. All materials Brailled by the library will be part of the circulating collection.

## ***COLLECTION MAINTENANCE***

The locally recorded audio book collection will be reviewed for weeding on an as needed basis. Copies will be duplicated according to demand or popularity.

The large print collection will be reviewed for weeding on an as needed basis. Damaged or lost books will be replaced according to demand or popularity.

Books produced by the National Library Service will be reviewed as needed. The Utah State Library will maintain a minimum copy level of two Braille books and two cassette books per title. Books weeded from the collection will be placed on the NLS WEB XESS list according to NLS policy and procedure.

## ***REPRODUCTION OF MATERIALS***

### ***Objectives***

To reproduce additional copies of materials that are in short supply due to loss, damage or increased reader demand.

To obtain or duplicate copies of locally produced titles from other network libraries to fill reader requests or add to the Utah collection.

To share and/or exchange copies of locally produced materials requested through interlibrary loan from other network libraries.

### ***Materials in Special Formats***

#### ***Recorded Format***

A complete collection of locally produced titles will be maintained in recorded format. A digital master will be archived to enable the reproduction of titles in multiple audio formats.

Additional copies will be reproduced as needed to satisfy the demand of library patrons and replace depleted materials.

Additional copies of books produced by the National Library Service will first be obtained through NLS WEB XESS lists.

### ***Braille***

Additional copies of Braille books produced by the National Library Service will be obtained through the NLS WEB XESS or, if the title is listed in the online Web-Braille collection, the Braille transcriber may download the electronic file and produce a hard copy Braille book.

A complete master for all locally produced Braille books will be saved as an electronic copy. Once initial Braille copies are produced, additional copies may be created on demand. An electronic file of the Braille books will be submitted to NLS to be posted on the Web-Braille site.

### ***Large Print:***

Large print books will be ordered from commercial producers to replace popular or in demand titles that have been damaged or lost.

Large print production of textbooks is the responsibility of the school districts.

### ***Reconsideration of Materials for Inclusion or Removal***

The Collection contains a wide variety of materials to meet the diverse needs of a diverse population. The State Library neither approves nor disapproves of views expressed in materials included in the collection. Anyone who wishes to have materials reconsidered for inclusion or removal from the USL Collection shall complete the "Reconsideration of Materials Form" and send it to:

Manager of the Utah State Library for the Blind and Disabled  
Utah State Library Division  
250 N. 1950 W., Suite #A  
Salt Lake City, UT 84116-7901.

Reconsideration forms will be reviewed by a panel of three professional librarians appointed by the State Library Director. The panel will submit its recommendations to the Director, who will make the final decision and provide written responses to requests. 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.

## **Bookmobile Libraries and Repositories**

### ***Character of the collection***

Bookmobile 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 Bookmobile Program; those selected may be physically owned by the individual bookmobile program, or may be accessed through the Bookmobile's catalog, or the Utah State Library website. "Selection" refers to the decision that must be made to add a given item to a bookmobile collection, which then makes the item accessible on the bookmobile, in the repository library, electronically or delivered by some other means.

Bookmobile 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 bookmobile and the repository 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 or 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 bookmobile library does not typically add abridged versions of books to their collections. Generally, the bookmobile library will acquire only works of interest to the layperson. Price, accuracy, and timeliness are other factors influencing selection. The bookmobile 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 bookmobile library selectively adds abridged versions to meet popular demand. As technology changes, the bookmobile library will acquire audio recordings in prevailing formats. Bookmobile libraries have access to NetLibrary 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 bookmobile 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 bookmobile 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 bookmobile 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 (<http://pioneer.utah.gov/>)

**Textbooks** are not generally purchased by bookmobile libraries. Bookmobile 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 bookmobile'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 bookmobile 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 bookmobiles and in repository 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***

Bookmobile 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 bookmobile collection, by filling out a "Reconsideration of Materials Form", and submitting it to the bookmobile librarian.

The bookmobile librarian will join a panel of two librarians from the Utah State Library appointed by the Manager for Library Development/Bookmobile 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.