

# **Carbon County Library System**

## **Collection Development and Maintenance Policy**

The aim of the Carbon County Library System (CCLS) is to provide materials to all of the county's citizens, encompassing individuals and groups of every age, education, philosophy, occupation, economic level, ethnic origin and human condition, fulfilling educational, informational, cultural, and recreational needs.

### **THE COLLECTION**

CCLS should maintain an up-to-date collection with a wide variety of general interest topics. The collection should contain works of permanent value, timely materials on current issues, and items that are in popular demand. CCLS should not duplicate the functions of other libraries (i.e. school libraries) in the county.

### **CENSORSHIP**

CCLS holds censorship to be a purely individual matter. The selection of library materials is predicated on the customer's right of access to information and freedom from censorship. Selections will not be made on the basis of anticipated approval or disapproval, but on the merits of the material itself.

CCLS will not place descriptive labels on library materials or segregate them according to a specific philosophy or belief.

It is the parents' or guardians' responsibility to determine which library materials are appropriate for their children. Selection of materials will not be inhibited by the possibility that materials may inadvertently come into the possession of minors.

### **SELECTION OF MATERIALS**

CCLS purchases items for the collection based on a variety of criteria. Given limited materials budgets, CCLS develops an annual budget to allocated funds to different material types.

CCLS relies heavily on standing orders and customer requests for collection development.

While CCLS strives to offer a varied collection on a variety of topics, actual and perceived customer usage is the primary focus for collection development.

CCLS strives to order materials that are best sellers and award winners.

CCLS considers the cost and publication date in determining whether to purchase an item and may choose to interlibrary loan an item instead of purchasing an item. The choice of interlibrary loaning or purchasing an item is at the discretion of library staff.

### **MULTIPLE COPIES**

Multiple copies of titles may be purchased for the system. As CCLS encourages borrowing materials within the system, the same titles are not necessarily purchased for each library. Copies may be distributed in a variety of ways to vary the collections and use money in a more strategic way.

## **FORMATS**

CCLS offers materials in a variety of formats. Criteria for new formats and removal of old formats is at the discretion of the library based on a variety of factors such as usage, cost, space, availability and technology longevity.

## **EXCLUDED ITEMS FOR SELECTION**

CCLS does not generally purchase or house certain types of materials including:

- Textbooks,
- Technical manuals,
- Miniature books,
- Non-traditional library items.

## **LANGUAGES**

Materials will be primarily in written form and in the English language; however, other languages may be included as appropriate.

## **LOCAL HISTORY**

CCLS acknowledges a particular interest in local and state history. Therefore, it takes a broad view of works by and about Wyoming authors as well as general works relating to the State of Wyoming without any obligation to add particular works produced by authors, printers, or publishers with Wyoming connections.

## **MAINTENANCE**

Material may be weeded from the collection based on any of the following:

- Usage,
- Age of material,
- Quality of material,
- Accuracy of material,
- Available space.

## **DONATIONS**

CCLS recognizes that donations are an important source of library materials. The same evaluation criteria for purchase and maintenance of materials will govern the acceptance of donations to the collection. Special donation requests will be considered but may not always be possible.

Once a donation is given to CCLS it becomes the property of the system and will not be returned. Donations may be:

- Included in the collection of the library where donated,
- Included in the collection of another library in the system,
- Offered to a library or agency outside the system,
- Offered to the public for sale,
- Discarded.

## **SPECIAL COLLECTIONS**

Generally, personal collections of books or other materials with restrictions which necessitate special housing or which prevent integration of individual items throughout the system will not be accepted.

## **MEMORIALS**

Money to purchase memorial books or books given in honor of a person may be donated to CCLS.