



PIMA COUNTY, ARIZONA BOARD OF SUPERVISORS POLICY

Subject: Pima County Public Library – Collection Development Policy	Policy Number	Page
	D 32.3	1 of 7

Purpose:

To guide staff and inform the public of the principles upon which collection development and management decisions are based; to set forth the standards and requirements for the selection of library materials; and, to establish a collection of works that meet the cultural, informational, educational and recreational needs of each resident of Pima County in a manner which supports the Pima County Public Library’s mission and vision.

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.

Policy:

A. COLLECTION

1. **Scope.** The collection is the foundation upon which the Pima County Public Library (PCPL) builds its services. PCPL strives to develop a diverse, strong, and balanced collection that serves the needs of our multicultural and multilingual community. The collection will include materials that provide:
 - Entertainment
 - Education
 - Differing social and religious customs, cultures, languages, and viewpoints
 - Choice of format
 - Materials for many levels of comprehension

The content of Internet websites and free materials, such as community newspapers, are not part of the PCPL collection.

2. **Audience/Community.** The Pima County Public Library serves a diverse and dynamic audience of all ages and abilities, and our materials reflect the racial, ethnic, and cultural diversity of the community. Libraries have the responsibility to be inclusive, rather than exclusive, in selection. Therefore, PCPL is committed to supporting the reading, listening, and viewing options for all Pima County residents.
3. **Special Collections:** Special Collections may be established or disbursed at the discretion of the Library Director, and are maintained to address specific areas of interest within the

<u>Subject:</u> Pima County Public Library – Collection Development Policy	Policy Number	Page
	D 32.3	2 of 7

community. Budget and space limitations require a focus on materials that appeal to a broad range of users, rather than the academic, highly technical or otherwise specialized collections, which are the mission of the area’s universities and research institutions.

The PCPL website contains a list <https://www.library.pima.gov/faq/services/> of current special collections, and their locations.

4. Customer Access and Display of Materials: The Library is committed to making all materials accessible to all library users. Displays are often used to draw attention of library customers to specific items of particular interest or timeliness.

For this reason, we will not participate in the following practices:

- removing items from a display or publicly accessible shelving location in response to content concerns
- holding items out of view for content concerns
- labeling items for mature content or explicit language, or with any type of warning or rating, or to indicate approval or disapproval of contents
- shelving items in areas other than their call number indicates (unless on display)
- limiting access to any materials based on customer age

B. DEVELOPMENT

1. Selection. Given that libraries have the responsibility to be inclusive in selection, several factors are considered in the decision-making process. The Library upholds the right of the individual to access accurate information, even though the content may be controversial, unorthodox, or unacceptable to others. Selection of a work does not constitute the endorsement or advocacy of the work’s contents or the moral, religious, or political beliefs expressed therein by PCPL, its officers, staff, agents or boards. Material selection will not be influenced by the possibility that they may be accessed by minors.

Materials in all formats will be evaluated and selected according to one or more of the following criteria:

- Current and anticipated needs of the community
- Ongoing interest and/or high customer demand
- Contribution to the variety and scope of the collection
- Timeliness and accuracy of information
- Suitability of style and format for the intended audience
- Physical Durability
- Availability from our contracted vendors
- Price and budget considerations

<u>Subject:</u> Pima County Public Library – Collection Development Policy	Policy Number	Page
	D 32.3	3 of 7

- Customer request
- Importance as a representation of important movements, genres, social and historical trends
- Materials have a local emphasis
- Professional and popular reviews
- Literary merit
- Representation of diverse points of view and lived experiences
- Consideration for major awards or prizes

2. Considerations for Database and Licensed Software Collection. To increase the depth of the collection, PCPL acquires licensed software and databases for use by customers.

Access to an electronic resource is not the same as ownership of a physical item. The Library cannot control the content of the platforms and services to which it subscribes. The Library will review digital subscriptions on a regular basis to assess their continued value to library customers.

In addition to the guidelines listed above, these resources are evaluated according to the following criteria:

- Quality and breadth of content
- Ease of use
- Impact on staff workflow
- Output features, such as document delivery options
- Compatibility with existing library hardware, devices and network infrastructure
- Compatibility with customer devices
- Cost of access
- Remote access availability
- Inclusion of usage statistics
- Availability of staff training
- Availability as a library product
- Vendor willingness to participate in procurement process
- Availability of multiple languages

3. Collection Maintenance. Continuous evaluation is necessary to ensure that the Library's materials are useful, accessible, and aligned with the diverse and changing needs of the community. Items are regularly removed to keep the collection current, accurate, appealing and to make room for new materials. Removed items may be given to the Friends of the Pima County Public Library, or distributed through Library outreach or community partnerships. An item will be transferred or removed from the collection for any of the following reasons:

<u>Subject:</u> Pima County Public Library – Collection Development Policy	Policy Number	Page
	D 32.3	4 of 7

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

Exceptions may be made for low-circulating items that:

- Have local historical and cultural significance
- Are not replaceable
- Contribute to the overall diversity and representation of the collection

As the library has remained operating over time, some materials have been retained long enough to make them candidates for inclusion in an archival collection. When these items are identified, the library will work to transfer these items to a more appropriate institution for their maintenance and long term care.

4. Responsibility for Collections. Decisions on selection, removal and collection maintenance will be made by authorized library staff. The Library Director retains the ultimate responsibility and authority for the PCPL collections.

5. Cooperative Relationships. PCPL maintains cooperative relations with several other libraries as well as with the Arizona State Library, Archives and Public Records Agency. As part of these agreements, items owned by other agencies may appear in our catalog, though they are not part of PCPL’s collection. PCPL participates in the interlibrary loan (ILL) network to enable customers to borrow print materials that are not a part of PCPL’s collection.

C. PUBLIC INVOLVEMENT

1. Parental Responsibilities:

PCPL respects the rights and responsibilities of parents or guardians in determining and monitoring the use of library resources of their own children under the age of 18. While available to provide guidance on selections, library staff members are not responsible for monitoring a child’s use of and selection from library collections.

Materials for youth are intended to stimulate and widen their interests, lead to recognition and appreciation of literature, and reflect the diversity of the community. The library staff does not serve *in loco parentis* (in the stead of the parent). It is the parent(s), and only the parent(s), who may restrict their children, and only their own children, from access to

<u>Subject:</u> Pima County Public Library – Collection Development Policy	Policy Number	Page
	D 32.3	5 of 7

library materials. Responsibility for a minor’s reading rests with their parent(s) and/or legal guardian(s).

2. Recommendations: Community input is an important part of the collection development process. The public may recommend titles for inclusion in PCPL’s collection by submitting their suggestions through the Library website. All purchase suggestions are reviewed using the same selection criteria as other materials, and are not automatically added to the collection.
3. Reconsideration:
The Library recognizes that customers have a right to free speech and a right to receive information. In accordance with the American Library Association’s Library Bill of Rights (Appendix A), the Library endeavors to make available a broad range of information and ideas.

On occasion, community members may have concerns regarding materials such that they will wish to ask for the reconsideration of those materials as part of the PCPL collection. In order to complete our Reconsideration of Materials process, a person must:

- Be a PCPL cardholder and/or a Pima County resident
- Complete the Reconsideration of Materials
<https://www.library.pima.gov/reconsideration-of-materials/> in its entirety

The standards and limits of our Reconsideration of Materials process are as follows:

- Items will only be panel reviewed once every three years, however, previous reviews will be used to address new requests for reconsideration
- Items will remain available throughout the review process, and until final disposition is determined
- Each item being reconsidered will require between 4 to 6 weeks of time to process
- PCPL shall report the Reconsideration of Materials request and its results to the American Library Association (ALA) for inclusion in their reporting on book challenges and book bans

The customer may examine the many points of view provided in the Library’s collections and draw their own conclusions about the materials. It is the individual’s responsibility to reject, for themselves, or for their children, any materials that the customer finds unsuitable. Library staff is available to provide assistance and access to resources to help the customer choose appropriate materials.

As set forth in this policy, materials are placed into the PCPL collections based on their merit and relevance to a balanced collection. Selection of materials for adults and young adults is not influenced by the possibility that children may have access to the materials. PCPL will not withdraw materials solely because of objections to content.

<u>Subject:</u> Pima County Public Library – Collection Development Policy	Policy Number	Page
	D 32.3	6 of 7

4. Gifts and donations: All items donated become the property of PCPL. The value of each donation is determined by the person making the donation. The Library is unable to appraise items. The Library can provide a donation acknowledgement form, upon request. The Library has the sole discretion to determine whether a donated item will be included in the collection, forwarded to the Friends of the Pima County Public Library, or disposed of in another manner. Customers may elect to donate materials directly to the Pima County Public Library Friends group or to one of the Friends groups that support specific branch libraries.

Donations of single copies of titles not in the PCPL catalog are not added to the collection. The Library must consider the hidden costs of adding donated items to the collection, such as staff time and materials. Additional processing and cataloging is required for these items, and a single copy will not sufficiently meet the needs of library users. Instead, customers should submit a purchase suggestion via the website, in order to alert the Collection Development Office about gaps in the collection. In all library collections, some gaps will persist due to the nature of out-of-print materials and other limitations. Customers may still have access to materials like these through our Interlibrary Loan (ILL) Service.

PCPL does not automatically replace materials previously withdrawn when titles are received as gifts. The same criteria that apply to original selection also apply to replacements. The need for replacement is based on:

- The number of duplicate copies
- Existence of adequate coverage of the subject in the collection
- Demand for the specific title or subject area
- Availability of material
- Electronic formats such as e-books and e-audiobooks

Adopted: August 7, 2007
Revised: August 16, 2010
December 13, 2011
April 16, 2024
Effective: April 16, 2024

<u>Subject:</u> Pima County Public Library – Collection Development Policy	Policy Number	Page
	D 32.3	7 of 7

Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

- I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.
- VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019.

Inclusion of "age" reaffirmed January 23, 1996.

A history of the Library Bill of Rights is found in the latest edition of the Intellectual Freedom Manual.