



Canon City Public Library



Collection Development Policy

LIBRARY POLICY

Canon City Public Library's ("CCPL" or "Library") Collection Development Policy guides the selection and continuous evaluation of the collection to reflect CCPL's mission. Ultimate responsibility for the collection rests with the Library Director and the Canon City Public Library/Museum Board.

CCPL provides library materials in a variety of formats that meet one or more of the following criteria:

- Responsive to community needs and relevant to residents' lives.
- Empower citizens to explore diverse opinions and conduct research on topics of interest.
- Inspire people to learn, create, and discover.

Library resources are provided for the interest, information, and entertainment of all people the Library serves.

PROCEDURES

The collection contains information on a variety of subjects and views, and it is organized to provide access to patrons within the limitations of space and budget. CCPL seeks to provide current, popular, or well-reviewed materials, as well as classic and enduring titles.

CCPL seeks to develop an outstanding collection for a diverse population, within the constraints of budget allocations and shelf space. CCPL strives to provide materials reflecting a variety of perspectives, with emphasis on new and popular materials. Not all criteria must be met, and no one criterion will be decisive. Additional criteria may be used to select materials for specific collections. Materials purchased for the collection are not an endorsement by CCPL of either the content or viewpoint presented in them. Patron purchase requests and interlibrary loans are additional avenues of obtaining materials for patron use.

The following general criteria are used to evaluate potential purchases and gift materials:

- Relevant to community needs and interests.
- Favorable attention of critics, reviewers, and the public.
- Reputation/qualifications of author, artist, publisher, or producer without regard to political, religious, or other affiliations.
- Date of publication.
- Cost.
- Artistic merit, literary value, or recognized award recipient.
- Local or national significance.
- Permanence or timeliness.
- Quality of presentation in relation to content and audience.
- Suitability of physical format for library shelving and circulation, including binding, condition, readability of type, packaging, specialized equipment needs, and technical quality for electronic media.
- Evaluation of titles in relation to current holdings, available shelf space, patron demand, and budget.

- Relevance / sustainability of format.
- Availability elsewhere, including other libraries, online, or via interlibrary loan.

Materials withdrawn from the collection are given to the Canon City Public Library Foundation or a vender such as, Better World Books, for resale. Materials that are damaged or unsellable will be recycled, when feasible, or discarded. CCPL does not remove materials from its collection for the purpose of selling them.

CCPL believes in freedom of information for all and does not endorse or practice censorship. This principle applies to all formats included in CCPL's collection. Materials may be considered controversial, and any given item may offend some person. Selections are not made on the basis of anticipated approval but on the merits of the material and collection needs. Exclusion of materials may occur due to cost, accessibility, limited demand, or lack of documentation, but never solely because of expression, language, viewpoint, or mature content.

CCPL holds choice of materials to be a purely individual matter. While anyone is personally free to reject books and other materials, an individual may not restrict the free choice of others.

Parents or legal guardians are responsible for monitoring materials used by their own children. Library selection decisions are not influenced by the possibility that materials may be accessible to minors. Materials are not labeled to show approval or disapproval or to indicate certain philosophies. Access to items is not restricted except for protection from damage or theft.

A formal Materials Reconsideration Policy and process has been developed to assure that complaints and requests for reconsideration are handled in an attentive and consistent manner. CCPL will carefully reevaluate an item when a Request for Reconsideration form is submitted. CCPL considers the value of each item in its entirety and within the context of the collection, not on specific passages or sections within the item itself.



Ryan Stevens, City Administrator



Sue Hitt, Board President