



# Collection Development Policy

**Adopted:** January 19, 2012

**Revised:** January 15, 2026

## **Policy Statement:**

This Collection Development Policy is guided by the Summit County Library's Mission and Core Values. In particular, the Summit County Library is committed to advancing the knowledge of Library patrons through trust by ensuring their privacy, modeling use of credible sources, protecting Intellectual Freedom (the freedom for all Library users to seek out and obtain information from all points of view), and maximizing Library resources and collections. The Summit County Library is diverse, inclusive and accessible to all, creating a safe, comfortable gathering place for creating, exploring, collaborating, relaxing, and allowing lifelong learning.

## **1. Responsibility for Selection**

**1.1** Final authority for the determination and approval of the Collection Development Policy rests with the Summit County Library Board.

**1.2** The Library Director holds authority to interpret and apply the policy. The Director holds the authority to select staff members who will be selecting and acquiring library materials.

**1.3** The following staff members are currently part of the Materials Selection Committee, and all or some may select and acquire library materials. This list may change from time to time.

- Library Director
- Branch Managers
- Youth Services Librarian
- Technical Services Librarian
- Outreach Services Librarian
- Teen Services Librarian

## **2. Process of Selection**

### **2.1 Selection Criteria**

- Author credibility
- Pertinence of subject matter to library collection
- Timeliness or permanence of material
- Cost
- Shelf space

- Reviews in reputable media
- Format
- Suggestions from library patrons

### **3. Replacement of Materials**

**3.1** Refer to the *Library Fees Schedule* for specific replacement costs.

**3.2** Patrons may replace a lost or damaged item through outside sources, provided the item is the same format and in like new condition.

**3.3** Replacement fees and damage charges for other items loaned by Summit County Library will be assessed on a case-by-case basis.

**3.4** Library staff reserves the right to adjust pricing when appropriate.

### **4. Collection Maintenance**

**4.1** Materials that are no longer deemed useful or in acceptable condition will be removed from the collection. This determination will be made based on current, accepted library practices.

**4.2** An effort will be made to replace essential materials that are lost or damaged.

**4.3** Periodicals will not be bound and may or may not be kept for several years.

**4.4** Each branch will maintain an inventory schedule.

### **5. Gifts**

**5.1** All gifts become property of the Summit County Library and cannot be returned to the donor for any reason. The Library Director will make the final decision regarding gifts.

**5.2** The Library reserves the right to refuse any gift without notice to the donor.

**5.3** The following items will not be accepted:

- Textbooks
- Magazines
- Reader's Digest Condensed Books
- Encyclopedia sets
- Worn and tattered books
- Cassette tapes and VHS tapes
- Pamphlets

**5.4** All material donations not used by the library will, at the Library's discretion, become the property of the Summit County Friends of the Library or be disposed of.

## **6. Objections to Materials**

**6.1** The Summit County Library believes that reading, listening to, and viewing library materials are individual, private matters. No individual or group has the right to restrict the freedom of others to read, view, or listen to materials accessible through the Library. Materials are not automatically removed from the Library due to individual or group objections, but are subject to the process set forth below.

**6.2** The responsibility for the engagement, reading, listening, and viewing choices of minors rests with parents and legal guardians. Adults are encouraged to be involved in their children's use of the library and to guide their involvement with library resources based on their personal values. The Summit County Library is not responsible for monitoring or supervising the use of library resources by minors.

**6.3** The Summit County Library and its Board of Directors endorse the provisions in the American Library Association's Library Bill of Rights, the Freedom to Read Statement, the Freedom to View Statement, the Statement on Labeling: An Interpretation of the Library Bill of Rights, and Free Access to Libraries for Minors, each of which is available on the American Library Association's website at [www.ala.org](http://www.ala.org).

**6.4** Summit County Resident cardholders in good standing (active, no account blocks/suspensions) may choose to fill out a "Statement of Concern about Library Resources" form. This form can be found in the policy handbook following this page.

**6.5** When a form is submitted to the Library Director, the following actions will be taken:

- An acknowledgement of receipt will be made to the patron within one week.
- Library staff will review in due course. After review, the Library Director will present the form to the Library Board at their next scheduled Board Meeting.
- The patron will be notified when the Library Board will meet to discuss their concern and will be given adequate time as determined by the Board Chair to make public comment during the meeting if desired.
- The Library Director and Library Board will discuss the concerns.
- Additional staff members may be invited to provide input.
- The Library Board will make the final decision on how to proceed during that Board Meeting, or may adjourn the decision should it need additional information.
- The Library Director or Library Board Chair will respond to the patron in writing about the final decision within three weeks after Board decision.
- The decision of the Board is final with no right to appeal.



## Library Board of Trustees Statement of Concern about Library Resources

Any Summit County Resident cardholder in good standing (active, no account blocks/suspensions) may complete and submit this form explaining their objection to the resource in question. Please use a separate form for each resource. Please return the completed form to:

**Library Director  
Summit County Library  
1885 W Ute Blvd  
Park City, UT 84098**

You will receive an acknowledgement of receipt within one week. The Library Director or Library Board Chair will also respond in writing about the final decision within three weeks after Board decision. Thank you for your willingness to share your concerns with us.

Date \_\_\_\_\_  
Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_  
Library Card Number \_\_\_\_\_  
Email Address \_\_\_\_\_  
Do you represent: Self \_\_\_\_\_ Organization \_\_\_\_\_

1. Resource on which you are commenting:

Title \_\_\_\_\_  
Author/Producer \_\_\_\_\_  
 Book  Electronic Information  
 Magazine/Newspaper  Library Program  
 Library Display  Video/DVD  
 Audio Recording  Other

2. What brought this resource to your attention?
3. Have you examined the entire resource?
4. Please explain your concern as specifically as possible and the action you are requesting. (Use other side or additional pages if necessary.)
5. Are there resource(s) you suggest to provide additional information and/or other viewpoints on this topic?