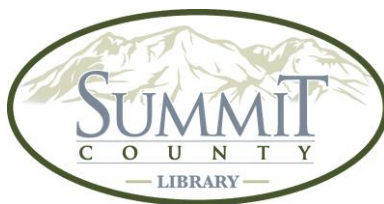


Summit County Library System



Policy #2 - Collection Development Policy

Adopted: January 19, 2012

Revised: January 19, 2017

I. Responsibility for Selection

1. Final authority for the determination and approval of the Collection Development Policy rests with the Summit County Library Board.
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.
3. The following staff members are currently part of the Materials Selection Committee, and all or some may select and acquire library materials:
 - Library Director
 - Branch Librarians
 - Youth Services Librarian
 - Technical Services Librarian
 - Spanish Services Librarian

II. Process of Selection

Selection Criteria

1. Author credibility
2. Pertinence of subject matter to library collection
3. Timeliness or permanence of material
4. Cost
5. Shelf space
6. Reviews in reputable media
7. Format
8. Suggestions from library patrons

III. Replacement of Materials

The following amounts will be charged when an item is lost or damaged beyond repair or further use:

- Adult Hardback books - \$25.00
- Young Adult Hardback books - \$15.00
- Adult Paperback books- \$15.00
- Young Adult Paperback books - \$10.00
- All DVDs except TV series - \$15.00
- TV series DVDs - \$35.00

- CD sets from *Recorded Books* – Adult & Young Adult - \$75.00 – Child - \$50.00
- All other CD sets – \$30.00
- Hardback Picture books - \$15.00
- Paperback Picture books - \$5.00
- Hardback Easy Readers - \$10.00
- Paperback Easy Readers - \$5.00
- Juvenile non-fiction - \$20.00
- Hardback Juvenile fiction - \$15.00
- Paperback Juvenile fiction - \$5.00

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

Library staff reserves the right to adjust pricing when appropriate.

IV. Collection Maintenance

1. Materials that are no longer deemed useful will be removed from the collection. This determination will be made based on current, accepted library practices.
2. An effort will be made to replace essential materials that are lost or damaged.
3. Periodicals will not be bound and may or may not be kept for several years.
4. Each branch will maintain an inventory schedule.

V. Gifts

1. All gifts become property of the Summit County Library. The Library Director will make the final decision regarding gifts.
2. The library reserves the right to refuse any gift.
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
4. All material donations not used by the library will become the property of the Summit County Friends of the Library.

VI. Objections to Materials

Patrons 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. When a form is submitted to the Library Director the following actions will be taken:

1. An acknowledgement of receipt will be made to the patron within one week.
2. After review, the Library Director will present the form to the Library Board at their next scheduled Board Meeting.
3. The Library Director and Library Board will discuss the concerns.
4. Additional staff members may be invited to provide input.
5. The Library Board will make the final decision on how to proceed at their next scheduled Board Meeting.
6. The Library Director or Library Board Chair will respond to the patron in writing about the final decision within three weeks after Board decision.



Library Board of Trustees Statement of Concern about Library Resources

Please complete this form explaining your objections to the material in question and return 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 _____

Do you represent: Self _____ Organization _____

1. Resources 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. (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?