

# **Collection Development Policy**

**Purpose:** This policy is a guide for the library staff to use in selection decisions. It is a source of information for the public about the principles and the considerations involved in selecting materials for the Denver Public Library.

## **COLLECTION DEVELOPMENT STATEMENT:**

The Denver Public Library strives to provide books and other library materials of value and interest in various print and digital formats for all ages of people in the community.

## **RESPONSIBILITY FOR THE SELECTION OF LIBRARY MATERIALS:**

The materials selection policy is adopted by the Board of Trustees. It is the guideline for building the library's collection. The selection of the materials is the responsibility of the Director using the Board's policy. The Director may authorize staff members to apply the day-to-day decisions. All matters involving questioning and executing the policy are brought to the attention of the Director.

## **GENERAL PRINCIPLES FOR SELECTION:**

Materials are selected to meet the mission of the library. The Denver Public Library has adopted the American Library Association's "Library Bill of Rights" and "Freedom to Read Statements" as part of its selection and service principles. They may otherwise be interpreted elsewhere in this document or by board action in the future.

## **SPECIFIC POLICIES FOR SELECTION:**

- 1. The selection of books and materials is the Director's responsibility. The Director will take advantage of the opinions and judgments of others - notably reputable reviewing sources.**
- 2. Donated books and materials will be evaluated and accepted using the same criteria as used in the purchasing policy of the library.**
- 3. Religious materials purchased or donated as gifts must be of a general nature.**

- 4. Recommendations by patrons are always accepted for consideration. Acceptance of a recommendation does not mean that the library is obliged to purchase the item.**
- 5. Addition of any material to the library's collection does not represent an endorsement of any theory, idea, or policy contained therein.**

#### **SPECIFIC POLICIES FOR REMOVAL OF LIBRARY MATERIALS:**

**It is necessary to weed the library collection regularly. The CREW method of evaluation and weeding will be the authority used. In doing so, consideration will be given to the following:**

- 1. Age of the material based on copyright**
- 2. Usage circulation**
- 3. Physical appearance**
- 4. Literary merit or accuracy of material**
- 5. Value to the community**

**Material removed from the collection may be sold or disposed of in any way the director and the library board deem appropriate.**

**Patrons expressing concern about the appropriateness of a library material must follow the following procedure:**

- 1. Complete a Statement of Concern form**
- 2. Discuss concern with director**
- 3. Meet with the Library Board to discuss concern**
- 4. Library Board will make the final decision on removal of a material**

#### **ACCESS OF LIBRARY MATERIALS:**

**The library does not restrict access to library materials except for the express purpose of protecting materials from mutilation or theft. Children, young adults and adults may use any items in the library collection. Parents and guardians are the only ones responsible for the materials accessed by their children.**

**REVIEWED AND APPROVED BY THE DENVER PUBLIC LIBRARY BOARD,**

**Date: 10-28-2019**