

Salt Lake City Public Library Policy Manual

COL Collection Development

1.1 Resource Selection: General Criteria and Process

This Collection Development Policy guides the selection of Library resources for the Library's collection to present a range of viewpoints, enabling community members to make informed choices.

The Library Director is responsible for selection of Library resources to be included in the Library's collection, with input from the Library Staff. Final decisions regarding the collection are vested in the Library Director, who shall be guided by this policy. The Library Director may authorize qualified staff to perform this process.

The following criteria are considered in making resource selection decisions:

- Resources reflect and meet the needs and interests of our diverse Salt Lake City community.
- Contribution to the balance and variety of the Library collection as a whole including but not limited to the diversity of entertainment, education, reading levels, age level interests, social and religious customs and languages of customers.
- Popular interest, literary merit, currency of information, and materials with a local emphasis.
- The quality of binding and packaging, the cost, and availability of a material or resource.
- Reviews published by credible review sources may be considered.
- Author interest and reputation, media coverage, popularity exhibited through review of online purchase sites, local significance, and the Staff's professional judgment.

The Library will consider suggestions for resources in its collections. Customers wishing to make a formal suggestion for a library resource shall notify the Library using the "Suggest An Item for Purchase" form.

Inclusion in the Library's collection is constrained by budget and space limitations. Other libraries in the greater Salt Lake Area may offer specialized and comprehensive collections. Customers may be able to access these collections through interlibrary loan or direct referral.

The presence of materials and other resources in the Library, or their labeling, does not indicate endorsement of their contents by the Library. The Library uses labels as a means of organizing resources; labels serve as directional aids intended to facilitate access by making it easier for Customers to locate resources.

In selection, consideration is given to the work as a whole. Resources are not to be excluded solely on any one of the following:

- Representations in the resource or author's race, nationality, sex, gender identity, gender expression, sexuality, age, or social, political, or religious views.
- Frankness or coarseness of language
- Controversial nature of an item including cover art
- Endorsement or disapproval of an item by an individual or organization
- The possibility that the resources may inadvertently come into the possession of minors

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1.2 Requests for Reconsideration of Library Resources

The Library will consider concerns or objections to resources in its collections from residents of the Salt Lake City area. Customers wishing to make a formal request for reconsideration of library resources shall state their concerns using the "[Statement of Concern about Library Resources](#)" form. Library administration shall respond to all written requests. Final decisions regarding the collection are vested in the Library Director, who shall be guided by this policy. The City Library declares as a matter of policy that no challenged resource which conforms to this Collection Development Policy shall be removed from the Library.

1.3 Withdrawal of Resources

The Library maintains a policy of withdrawing resources that are no longer of interest or in demand, duplicates, worn or mutilated copies, and resources which no longer contribute to the quality or balance of the total collection. Final decision to withdraw resources is made by the Director who authorizes qualified staff to perform this process. Withdrawal of resources is a necessary means to maintain collection vitality, size, and scope.

Withdrawn resources may be sold, exchanged, donated to nonprofit or educational organizations, or recycled at the discretion of the Director. Because Library resources are purchased with public monies, withdrawn items may not be given to a private individual who does not represent a nonprofit or educational institution even though it is marked for withdrawal.

Approved by Library Board of Directors 9/26/22