



## PIMA COUNTY, ARIZONA BOARD OF SUPERVISORS POLICY

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### **Purpose:**

To guide staff and inform the public of the principles upon which collection development and management decisions are based; to set forth the standards and requirements for the selection of library materials; and, to establish a collection of works that meet the cultural, informational, educational and recreational needs of the residents of Pima County in a manner which supports the Pima County Public Library's mission and vision. **This policy applies to materials purchased, licensed to or otherwise acquired by the library; it does not apply to Internet content or free materials, such as community newspapers.**

### **Policy:**

#### **A. COLLECTION**

1. **Scope.** The collection is the foundation upon which the Pima County Public Library (PCPL) builds its services. PCPL strives to develop a diverse, strong and balanced collection that serves the needs of our growing population. The collection will include materials that provide: varying levels of entertainment; education; differing social and religious customs, cultures, and languages; a choice of format; different viewpoints; and, subject matter for many levels of comprehension. The content of Internet websites and free materials, such as community newspapers, are not part of the PCPL collection.
2. **Audience/Community.** The Pima county Public Library serves a diverse and dynamic population. Pima County's population is composed of every age group and multiple socio-economic and cultural/ethnic demographics. PCPL is committed to supporting of the reading, recreational, listening and viewing options for the entire community.
3. **Special Collections:** PCPL maintains special collections that provide more in depth coverage of a specific subject than may otherwise be found in the general collection. The Cele Peterson Arizona Collection and Elizabeth B. Steinheimer Collection of children's materials on the Southwest are examples of special collections at PCPL.

#### **B. DEVELOPMENT**

1. **Selection.** Several factors are taken into consideration before an item is selected for the PCPL collection. Selection of a work does not constitute the endorsement or advocacy with the work's contents or the moral, religious, or political beliefs expressed therein by PCPL, its officers, staff, agents or boards. Selected materials are not marked or identified to show approval or disapproval of the contents.

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Materials in all formats will be evaluated and selected according to one or more of the following criteria:

- Current and anticipated needs of the community
- Sustained interest
- Relation to existing collection and other material on the subject
- Timeliness of information
- Suitability of subject, style and format for the intended audience
- Quality of production
- Availability
- Cost and funding
- Importance as a document of the times
- Importance as a representation of important movements, genres, social and historical trends
- Evaluations in review media
- Literary merit
- Reputation, skill and purpose of the author, producer, publisher or creator
- Representation of diverse points of view
- Inclusion of the title in standard bibliographies or indexes
- Receipt of, or nomination for, major awards or prizes

2. Considerations for Database and Licensed Software Collection. To increase the depth of the collection, PCPL acquires licensed software and databases for use by customers. In addition to the guidelines listed above, these resources are evaluated according to the following criteria:

- Quality and breadth of content
- Ease of use
- Output features, such as document delivery options
- Compatibility with existing library hardware and network infrastructure
- Costs of access.

3. Collection Maintenance. The systematic removal of materials is critical for maintenance of the PCPL collection. The removal process ensures that the collection continues to meet the diverse and changing needs of the community. Withdrawn items may be given to the Friends of the Pima County Public Library. An item will be transferred or removed from the collection for any of the following reasons:

- Poor physical condition
- Obsolete information
- Insufficient public use
- Number of copies exceeds demand
- Availability of similar or more recently published materials in the subject area.
- Prohibitive cost of maintaining the material.

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4. Responsibility for Collections. Decisions on selection, withdrawal and collection maintenance will be made by authorized library staff. The Library Director retains the ultimate responsibility and authority for the PCPL collections.
5. Cooperative Relationships. PCPL maintains cooperative relations with several other libraries as well as with the Arizona State Library, Archives and Public Records Agency. As part of these agreements items owned by other agencies may appear in our catalog, though they are not part of PCPL’s collection. PCPL participates in the interlibrary loan network to enable customers to borrow print materials that are not a part of PCPL’s collection.

**C. PUBLIC INVOLVEMENT**

1. Parental Responsibilities:  
PCPL respects the rights and responsibilities of parents or guardians in determining and monitoring the use of library resources by children under the age of 18. While available to provide guidance on selections, library staff members are not responsible for monitoring a child’s use of and selection from library collections.
2. Recommendations: Community input is an important part of the collection development process. PCPL accepts suggestions and comments regarding materials that may further meet the needs of the community. Budgetary constraints may limit the amount of requested items acquired. Selection decisions are made by the Collection Development Office in accordance with the standards set forth in the policy.
3. Reconsideration: The Library recognizes that customers have a right to free speech and a right to receive information. In accordance with the American Library Association’s Library Bill of Rights (Appendix A), the Library endeavors to make available a broad range of information and ideas.

The customer may examine the many points of view provided in the Library’s collections and draw his or her own conclusions about the materials. It is the individual’s responsibility to reject, either for himself or herself, or for his or her children, any materials that the customer finds unsuitable. Library staff is available to provide assistance and access to resources to help the customer choose appropriate materials.

As set forth in this policy, materials are placed into the PCPL collections based on their merit and relevance to a balanced collection. Selection of materials for adults and young adults is not influenced by the possibility that children may have access to the materials. PCPL will not withdraw materials solely because of objections to content.

Customers concerned about specific items included in the Library’s collections may discuss concerns with Library staff. Concerns may also be presented to the Collection Development Office by completing a reconsideration form available online (will link to form) and at any branch. The concerns will be addressed in a timely manner according to established administrative procedures.

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4. Gifts and donations: In accordance with the PCPL Gift Policy, the Library accepts gifts that meet collection development criteria. All items donated become the property of PCPL. The Library has the sole discretion to determine whether a donated item will be included in the collection, forwarded to the Friends of the Pima County Public Library, or disposed of in another manner. Customers may elect to donate materials directly to the Friends group or to one of the Friends groups that support specific branch libraries.

Adopted: August 7, 2007  
Revised August 16, 2010  
Revised: December 13, 2011

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## Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

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Adopted June 18, 1948, by the ALA Council; amended February 2, 1961; amended June 28, 1967; amended January 23, 1980; inclusion of "age" reaffirmed January 24, 1996.

A history of the Library Bill of Rights is found in the latest edition of the [Intellectual Freedom Manual](#).