	Authorized By:	Salt Lake County Library Board of Directors		
	Subject:	Salt Lake County Library Collection Management Policy		
	Effective Date	Version #	Revision Date	
	September 2004	5	April 24, 2023	

PURPOSE

Salt Lake County Library Services Board of Directors recognizes that the citizens of Salt Lake County possess widely diverse and separate interests, backgrounds, cultural heritages, social values, and needs. The County Library is committed to providing materials and services that will interest, inform, and educate all members of the community. The Collection Management Policy is designed to support the Library’s mission and service priorities, within budgetary and space limitations, and to serve the needs of all citizens of Salt Lake County. This policy is meant to document current collection management policy, further public understanding of the purpose, nature, and philosophy behind the library’s collection management practices, and direct the library staff in the development and maintenance of the collection.

POLICY

Library Materials Definition

"Library materials" include, but are not limited to print (e.g. books, magazines, newspapers), non-print (e.g. audio books, compact discs, DVDs) digital (e.g. databases, eBooks, eAudiobooks, eMusic, downloadable content), and library of things (e.g. telescopes, nature kits, tablets).

Authority and Selection Responsibility

Library materials selection is and shall be vested in the Library Director and delegated to members of the professional staff. In accordance with Utah Code Annotated 9-7-504, as amended, and Chapter 2.21, Salt Lake County Code of Ordinances, 2001, as amended, any library material so selected shall be held to be selected by the Library Board of Directors.


Materials Selection Criteria

Selectors choose popular materials for varying levels of entertainment, education, reading levels, age level, interests, differing social/religious customs, and languages that are available on open library shelves and/or through the library’s website. The collection offers patrons a variety of formats, viewpoints, and subjects.

Selection of library materials is made based on interest, popularity, informational content, appropriateness, and relevance to and for all the people of Salt Lake County. The general criteria considered in selecting materials include:

- Budget
- Popularity and anticipated demand by patrons
- Significance and value to the collection
- Qualifications of author or producer
- Suitability of subject and style for intended audience
- Suitability and quality of format
- Currency or timeliness of material
- Price of the material
- Attention given to the item by reviewers and general media
- Availability of materials in other libraries or through interlibrary loan
- Technical quality of non-book materials
- Reviews in library-specific selection publications and in the general media

In selection, consideration is given to the work as a whole. Materials need not meet all of the above

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criteria and materials are not to be excluded solely on any of the following:

- Race, religion, nationality, sex, sexual orientation, gender expression, or political views of an author
- 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 materials may inadvertently come into the possession of children

Library materials are purchased in a wide variety of formats to meet the expressed and anticipated needs and interests of the community. Best sellers and other popular titles are purchased in multiple copies as determined by popular demand. Although the Library attempts to provide material on many subjects and grade levels, no attempt is made to match the collection to a particular curriculum. The Library may serve as a limited, supplementary source to meet the educational needs of students; however, we do not serve in an adjunct capacity to schools, and space limitations and budgetary prioritization may preclude the Library from duplicating the specialized and comprehensive collections that exist elsewhere in the community or through interlibrary loan. Textbooks may be selected when they are the best, or only, source of information on the subject and not solely because a textbook is assigned as school curriculum. Library materials are selected for the general reader rather than the specialist.

General selection criteria considered for print and non-print materials apply to digital formats as well. In addition, the following criteria are considered for digital content:

- Compatibility with hardware and equipment
- Ease of use and searching capabilities
- Frequency of updating
- Remote capability
- Authority
- Design
- Print vs. electronic pricing and availability
- Format longevity and currency

While every attempt is made to maintain quality and authoritative links to internet information, Salt Lake County Library Services does not have control over information on the internet and cannot be held responsible for the content, accuracy, or quality of the information received.


The Board of Directors does not endorse every idea or presentation contained in the materials the library makes available to the public and believes it would be in conflict with the public's interest to establish its own political, moral, or aesthetic view as a standard for determining what material the library selects. The library attempts to develop and maintain a balanced collection representing diverse points of view on a subject. A balanced collection reflects a diversity of materials and viewpoints, not equality in numbers.

Jail

Library materials selected for the Metro and Oxbow Jail Libraries must also meet the safety and security criteria of the Salt Lake County Jail.

Access

Salt Lake County Library Services subscribes to the provisions of the Library Bill of Rights, the

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Freedom to Read Statement, the Freedom to View Statement, and the Statement on Labeling, as adopted by the American Library Association. All individuals have the right to choose which library materials they will use; however, no individual or group has the right to restrict the freedom of others to read or view whatever they wish. No book or other material in question is automatically removed from the collection because of individual objections.

At Salt Lake County libraries, children and young people have access to all parts of the library. Salt Lake County Library Services supports the Free Access to Libraries for Minors except where state or federal law supersedes the American Library Association interpretation. In compliance with the Federal Children’s Internet Protection Act (CIPA) 114 Stat. 2763A-335, and the Utah Children’s Internet Protection Act, Sections 9-7-215 and 216, Utah Code Annotated, 1953, as amended, Salt Lake County Library Services has in place a policy of Internet Safety for Minors including the operation of a technology protection measure and is enforcing the operation of the technology protection measure during any use of a computer by a minor.

Library materials are available for access by all patrons regardless of age, and staff does not censor materials for minors which some may deem inappropriate.

Materials in the Salt Lake County Library collections are cataloged, organized, and assigned call numbers according to nationally and internationally recognized standards and rules such as Dewey Decimal Classification, Library of Congress Subject Headings, and RDA (Resource Description and Access) Rules. Patrons access the information and records about the collection via the Library’s catalog, website, and other online services.

Requests for Reconsideration of Materials


Salt Lake County Library Services welcomes interest in its collection. The Library Board of Directors recognizes that a popular library with a balanced collection may cause individuals to take issue with the selection of specific items. Library patrons questioning materials in the library collection, or services, are requested to complete a “Reconsideration of Materials and Services Request” form. Reconsideration requests received from library patrons about materials and services in the library are handled by library staff, according to the steps specified in the Reconsideration of Materials and Services Policy.

Collection Maintenance

To maintain the quality and relevancy of the collection, the library maintains an on-going schedule of withdrawing or replacing worn and outdated materials, which are no longer useful to the collection. The collection is not intended to be archival in nature. Worn, damaged, and outdated materials as well as unnecessary duplicate copies are weeded from the collection on a regular basis. Due to space limitations, materials may also be withdrawn if they are not used or are superseded by a new edition or a more authoritative work on the same subject. Items may also be deleted if a more desirable format for the content has been added to the collection. Items deleted from the system are made available for sale pursuant to Salt Lake County policy and the library’s Disposal of Surplus Library Materials Policy.

Material Donations

All donations are subject to Salt Lake County Policy on Gifts No.1006. A Donated Materials form is included in policy 1006. All gifts become the property of the County and may be used or sold by the library according to the criteria established by the Library Board. In accepting a gift of materials, the

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library reserves the privilege of deciding whether items donated should be added to the collection. Library staff makes no judgment as to the value of donated materials. All donated material is judged by the same standards of selection as those applied to the purchase of new materials.

Reviewed and reaffirmed by the Salt Lake County Library Board of Directors, April 24, 2023.