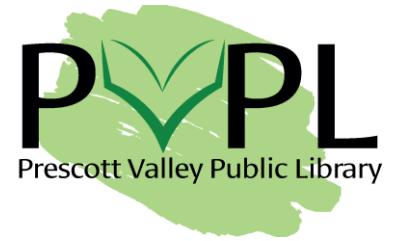


COLLECTION DEVELOPMENT POLICY



Mission and Statement of Purpose

The collection development policy of Prescott Valley Public Library (PVPL) serves as a guide for the selection and retention of materials in harmony with the principles outlined in the American Library Association's Library Bill of Rights and Freedom to Read Policy, as adopted by the PVPL Board of Trustees, and is designed to support the Library's mission statement and three key priorities: Build Bright Futures, Create Community Connections and Build Our Team.

PVPL provides free and equitable access to library collections for all users.

PVPL neither encourages nor discourages any particular viewpoint. No material will be excluded because of the race, nationality, religion, gender, sexual orientation, political or social views of the author. PVPL's selection of materials does not mean endorsement of the contents or the views expressed in those materials.

Collection Development Responsibility

The responsibility for selection of library materials ultimately rests with the Library Director operating within the framework of policies adopted by the Prescott Valley Public Library Board of Trustees. The Library Director may designate PVPL staff to select materials for specific areas of the collection under the overall direction of the Library Director.

General Guidelines for Selecting Materials

Designated PVPL staff will use professional reviews, journals, judgment, knowledge, and experience to select materials and will consider patron suggestions, popular demand and anticipated interests of the community.

Materials are acquired in multiple formats when appropriate, including print, audiovisual, and digital materials. Priority is given to those materials in all formats having the broadest appeal. Criteria include, but are not limited to:

- Anticipated or demonstrated popular demand
- Patron requests
- The attention of critics and reviews
- Current or historical significance of the author or subject
- Strengths and weaknesses of the existing collection
- Reputation and qualifications of the author, publisher or producer, with preference generally given to titles vetted in the editing and publishing industry
- Appropriateness of format, content, and style (including size & binding)
- Date of publication
- Price, availability, and Library materials budget
- Physical space availability
- Online materials are also evaluated based on accessibility and the availability of library licensing
- Diversity in the collection, including representation of a minority point of view and relevance to the experiences and contributions of diverse populations

Collection Maintenance, Replacement and Discarding

An up-to-date and useful collection is maintained through a continual withdrawal and replacement process. Replacement of worn materials is dependent upon

current demand, usefulness, more recent acquisitions, budget, and availability of newer editions. This ongoing process of weeding is the responsibility of PVPL. Withdrawn materials will be given to the Friends of the Library to sell through the bookstore. As a guide, items may be identified for withdrawal when they are:

- factually inaccurate or obsolete
- worn beyond repair
- not circulated in a three-year period
- superseded by a new edition or updated information on the title or the topic
- of no discernible literary or topical merit
- available elsewhere through reciprocal borrowing or interlibrary loan.

Reconsideration of Library Materials

Patrons wishing to recommend the removal or reclassification of a particular item in the PVPL collection may submit a Request for Reconsideration of Library Materials form. The request will be reviewed and processed in accordance with the PVPL Library Resources Review Policy and Procedure.

Gifts/Donations

Donated self-published and local author materials may be considered for the PVPL collection when they include unique local content and meet selection criteria. PVPL may accept one donated copy of a local author's title. Such donated materials shall be mailed to:

Prescott Valley Public Library
Attn: Collection Development
7401 E. Skoog Blvd.
Prescott Valley, AZ 86314

together with the following information:

- Name

- Mailing Address
- Telephone number(s)
- Email address
- Title of work
- Name of author/contributor (if different)
- Name of illustrator
- ISBN
- Name of publisher
- Place of publication
- Date of publication
- Audience (adult/teen/children)
- Subject
- Bibliography/References
- Brief description of work
- Any professional reviews or critiques of your work

If PVPL determines a work does not fit the criteria of the Local Author Collection, the book will be donated to the Friends of the Library for their book sale. The item will not be returned to the author.

All other materials donated for the benefit of PVPL will be made to the Friends of the Prescott Valley Public Library pursuant to the PVPL Donation Policy. PVPL staff may choose items from donations to add to the collection based on the selection criteria described in this Policy.

Revised and Adopted: October 6, 2020