



Prescott Public Library Collection Development Policy

Mission

The mission of Prescott Public Library is to connect community members with innovative, value-added services to increase the quality of life and strengthen the fabric of our community. Library materials added to the collection complement this mission.

Purpose

Prescott Public Library's Collection Development Policy provides guidance for the selection and evaluation of materials to serve community needs and interests. The purpose of the library collection is to provide materials that:

- enhance the quality of life
- encourage and enhance personal, artistic, and intellectual growth
- assist in developing the skills and abilities needed for success
- assist in lifelong learning
- enable development of the social awareness and knowledge needed for self-government and successful participation in a diverse community
- affirm human dignity and values all lives

Philosophy

Prescott Public Library endorses the principles documented in the [Library Bill of Rights](#), the [Freedom to Read Statement](#), and the [Freedom to View Statement](#).

The library strives to inform, enlighten, and empower every person in our community. Materials in the library represent a diversity of viewpoints, and we support the right of each individual to privately read, listen to, and view the full range of published thoughts and ideas.

Reading is an individual and private matter. While anyone is free to select or reject materials for themselves, they cannot restrict the freedom of others to read or inquire. Parents have the primary responsibility to guide and direct the reading of their minor child.

Prescott Public Library strives to develop a collection in which diverse identities, experiences, and ideas are represented.

Scope

Prescott Public Library collects new, popular, and relevant material in a variety of formats – physical and digital. Subjects will be covered in sufficient depth and breadth to fill the informational, educational, and recreational needs of the community.

No material will be excluded because of the race, nationality, religion, gender, sexual orientation, political or social views of the author. Selection of materials by the library does not mean endorsement of the contents or the views expressed in those materials.

Prescott Public Library is a member of the Yavapai Library Network (YLN), which shares materials across public, academic, school, and special libraries in Yavapai County. Prescott Public Library acquires and maintains an independent collection but shares materials with other libraries in the consortium.

Prescott Public Library is a member of OCLC Worldshare, providing resource sharing worldwide. Library user-initiated requests for materials not owned by Prescott Public library can be requested via the system for short term use by our library users. Reciprocally, libraries around the world can request circulating materials in Prescott Public Library's collection.

Selection

The responsibility for the collection rests with the Library Director. Direct selection of library materials is delegated to staff members qualified for this duty by education, training, and job classification.

Factors involved in the selection of materials may include:

- needs and interests of the community
- contribution to the diversity and scope of the collection
- representation of diverse voices and experiences
- reviews in professionally accepted selection aids, including professional journals and award lists
- qualifications and subject authority of the creators of the work
- current or historical significance of author or subject
- timeliness and accuracy of content
- patterns of use for genre, author, or series
- available space
- availability of materials budget
- accessibility of material
- physical format
- availability of material in other Yavapai Library Network libraries

Gifts and Donations

Gift items are subject to the same selection criteria used for purchased materials. All gifts are accepted with the understanding that they become the property of Prescott Public Library, and that the library will make all necessary decisions as to their retention, location,

cataloging, and other considerations related to their use and disposition. The library cannot track or return donated materials.

Financial contributions are the preferred form of memorial gifts. Donor's suggestions about purchases are welcome, but selection of items for memorials will be at the discretion of the designated librarian.

Prescott Public Library welcomes gifts of local authors' works for the collection.

Donated items not selected for inclusion in the collection will be sent to the Friends of Prescott Public Library.

Collection Evaluation

Prescott Public Library continually reassesses and adapts its collections to reflect new and differing areas of interest and concern. To maintain a vital, relevant, and useful collection, the Library Director or designated staff will evaluate and remove materials on an ongoing basis. The [CREW](#) method is utilized as a guide for the deselection of materials. Factors to be considered in removing materials from the collection may include:

- physical condition of the material
- items containing inaccurate information
- multiple copies of titles no longer in demand
- insufficient public use
- subject matter no longer of current interest or no longer of historical or literary significance
- old editions replaced by later revisions of nonfiction titles

Materials related to the City of Prescott, the State of Arizona and surrounding areas may not be subject to the same evaluation criteria as other materials.

Prescott Public Library reserves the right to determine the disposition of withdrawn materials, but the majority of items are donated to the Friends of the Prescott Public Library Book Sale.

Reconsideration of Library Materials

Reading is an individual and private matter. While anyone is free to select or reject materials for themselves, they cannot restrict the freedom of others to read or inquire. Parents have the primary responsibility to guide and direct the reading of their minor child.

Prescott Public Library supports the guidelines established by the American Library Association in the Library Bill of Rights, Freedom to Read Statement and Freedom to

View Statement and considers all materials selected under this policy to be constitutionally protected under the First Amendment of the United States Constitution. The library also recognizes the right of individuals to question the inclusion of materials in the library collection. The library will give serious consideration to each patron's concerns.

Patrons who have concerns about library materials are encouraged to bring their concerns to the attention of library staff.

If a patron wishes to submit a formal request for reconsideration, Prescott Public Library has established procedures to ensure that concerns are addressed in an attentive and timely manner. For the duration of this review process, the material in question will remain in circulation in the library collection.

1. Staff will provide the concerned patron with a packet of materials that includes the library's mission statement, collection development policy, reconsideration form, the [Library Bill of Rights](#), the [Freedom to Read Statement](#), and the [Freedom to View Statement](#).
2. Patrons may complete and submit a Request for Reconsideration form to the Library Director.
3. The Director, with appropriate staff, will review the reconsideration form and the material in question to consider whether its selection follows the criteria stated in the Collection Policy.
4. The Library Director will respond within 30 days of receiving the formal request.
5. Individuals requesting the reevaluation will be notified in writing of the decision. This form, and the written response to it, as with all Library correspondence are subject to public records requests.

Prescott Public library's tagline is "The joy of reading. The discovery of ideas. The power of information." Our hope is that this document will ensure that Prescott Public Library turns these ideals into realities for library patrons.