

North Logan City Library

Collection Management Policy

The Materials Selection Policy has been written to support the Mission Statement of the North Logan Library Board. Areas of focus for serving the people of North Logan are:

- Popular reading materials for enjoyment by all ages.
- Materials which encourage children and youth to use the library as they begin their pursuit of lifelong learning.
- Informational materials.
- Reference materials.

Technological and informational advances necessitate a library of vision. The Library is becoming more than a mere repository for books, providing to the extent possible electronically accessed materials and other learning materials in new and developing formats.

The Library Director is responsible for materials selection. The final authority for the determination of policy to guide the selection and acquisition of library materials is vested in the North Logan Library Board of Trustees.

Criteria

The following criteria are considered:

- Intrinsic value.
- Relevance to present users and potential to meet future needs.
- Authority and competency of the author.
- Clarity and accuracy of the presentation.
- Importance as a record of the times for present and future use.
- Reputation of publisher.
- Positive reviews in recognized resource.
- Scarcity of material on a subject.
- Cost and shelving limitations.
- Format.
- Diversity of viewpoint.
- Patron requests.
- Relevance to community needs.
- Currency and accuracy.
- Literary merit.
- Importance of subject matter to the collection.
- Authentic reflection of the human experience.

Inclusion of any title in the Library's collection does not represent or constitute endorsement by the Library, Library staff, or Library Board, of the opinions, points of view, or ideas presented in the material.

Selection Tools

The primary professional bibliographic selection tools are reviews from internet sources which review and rate books, and nationally recognized book review sources such as the New York Times. Selection of most materials shall be made through the skilled use of selection aids such as basic and current general lists, internet bibliographies, and review journals.

Acquisition

The library normally acquires materials through a variety of channels available to the Library Director. Acquisitions are based on timeliness, affordability, and availability.

Gifts

The Library accepts gifts of materials with the understanding that the Library may make whatever use of the materials it feels appropriate. The gifts become the property of the Library. No restrictions on the Library's use of gift materials may be made by the donor.

Collections

- Fiction and non-fiction in all subject areas and formats, with special consideration given to interests and authors favored by the community.
- Formats: Books, electronic books, audio books of various formats, CDs, DVDs, Blu-rays, multimedia, periodicals, electronic online article databases, pamphlets.

Periodicals

- Provide the most current and concise information: print and electronic full-text formats.
- Retention: Magazines six months; newspapers one month.

Request for Reconsideration of Library Resources.

The North Logan City Library seeks to maintain a collection that is relevant, accurate, and diverse. Our institution recognizes the importance of knowledge to a democratic society and respects the rights of patrons to read and access a full range of information, including information that some might perceive as controversial, unorthodox, or unacceptable to others, as protected by the First Amendment of the U.S. Constitution. Access to the collection will not be limited or denied because of origin, race, religion, age, background, sex, sexual orientation, gender identity, or views.

The North Logan City Library will consider the concerns or objections about library materials by library card holders who live in the City of North Logan. Library card holders who wish to make a formal request to withdraw materials shall submit a North Logan City Library Patron Request for Reconsideration of Material Form. As a first step, the library director will review the form and contact the patron who submitted the form in order to discuss their concerns. If a solution to the patron's concern can be reached in a manner that would not require removing the item from the collection, such as moving the item to a more age appropriate section of the library, then the library director will work with the patron to find that solution. If the patron would like to move

forward with their request to have the item removed from the collection, then the library director will pass on the Request for Reconsideration of Material Form to the Library Board. The Library Board will discuss the request for reconsideration in a board meeting that they schedule as they follow the policies and procedures of the City of North Logan and the State of Utah. The Library Board will make the final decision in determining whether final removal of an item from the library collection is necessary.

Withdrawal

Systematic removal of materials which are no longer useful is necessary in order to maintain a current, accurate collection of information sources. Discarding materials from the collection is selection in reverse; thus, many of the same criteria of evaluation are utilized. The following additional criteria may also be applied:

- Altered collection emphasis.
- Insufficient use/value.
- Irreparable damage.
- Misleading/obsolete information.
- Available space.

Approved by the North Logan City Library Board: 4/16/1996

Revised and approved by the North Logan City Library Board: 10/12/1999

Revised and approved by the North Logan City Library Board: 8/22/2006

Revised and approved by the North Logan City Library Board 2/12/2018

Revised and approved by the North Logan City Library Board 11/6/2018

Revised and approved by the North Logan City Library Board 3/9/2023