BOARD OF SUPERVISORS AGENDA ITEM REPORT

Requested Board Meeting Date: 4/16/2024

*= Mandatory, information must be provided

Click or tap the boxes to enter text. If not applicable, indicate "N/A".

***Title**:

Revisions to Board of Supervisors Policy D 32.3- Pima County Public Library Collection Development Policy

***Introduction/Background**:

The Pima County Public Library's Collection Development Policy, first adopted in 2007 and last revised in 2011 is being revised to clarify and update the standards and requirements for the selection and maintenance of the library collection.

***Discussion**:

The 2024 revisions to the the Librarys Collection Development Policy include: layout and editing changes; special collections was clarified to direct staff regarding archival materials; information regarding customer access and display was added; considerable updates to databases and licensed software information, due largely to advances in technology over the past 12 years; changes to collection maintenance in order to offer flexibility for inclusive materials; clarification that parental rights and responsibilities pertain only to their own children; update of recommendations section language for greater accuracy since budget is not the primary consideration; Reconsideration of Materials processes is now limited to Pima County residents; and the gifts and donations procedures are more specifically detailed.

***Conclusion**:

Updating BOS Policy D 32.3 in 2024 will offer increased clarity of the scope, processes and responsibilities related to collection selection and maintenance, for both Pima County Public Library staff and the public.

***Recommendation**:

The Library Department and Library Advisory Board recommends the revisions of Policy D 32.3 as presented. Revisions were also provided to all Board of Supervisor District Offices in advance, for questions and comments.

***Fiscal Impact**:

There are no costs or fiscal impact to the adoption of these updates.

***Board of Supervisor District**:

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☑ All

Department: Library Department Telephone: 520-594-5600

Contact: Amber Mathewson Telephone: 520-594-5650

Department Director Signature: Amber L. Mathewson Date: 3/22/24

Deputy County Administrator Signature: Date: 22 Mar 24

County Administrator Signature: Date: 3/5/24

PIMA COUNTY, ARIZONA
BOARD OF SUPERVISORS
POLICY

Subject: Pima County Public Library – Collection Development Policy	Policy Number	Page
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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~~ each resident 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 Llibrary~~;~~. It ~~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~~ multicultural and multilingual community. 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.~~
    - Entertainment
    - Education
    - Differing social and religious customs, cultures, languages, and viewpoints
    - Choice of format
    - Materials 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~~ audience of all ages and abilities, and our materials reflect the racial, ethnic,

and cultural diversity of the community. ~~Pima County's population is composed of ever age group and multiple socio-economic and cultural/ethnic demographics~~. Libraries have the responsibility to be inclusive, rather than exclusive, in selection. Therefore, PCPL is committed to supporting the reading, listening, and viewing options for ~~the entire community~~ all Pima County residents.

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.~~ Special Collections may be established or disbursed at the discretion of the Library Director, and are maintained to address specific areas of interest within the community. Budget and space limitations require a focus on materials that appeal to a broad range of users, rather than the academic, highly technical or otherwise specialized collections, which are the mission of the area's universities and research institutions.

   The PCPL website contains a list https://www.library.pima.gov/faq/services/ of current special collections, and their locations.

4. Customer Access and Display of Materials: The Library is committed to making all materials accessible to all library users. Displays are often used to draw attention of library customers to specific items of particular interest or timeliness.

   For this reason, we will not participate in the following practices:
   - removing items from a display or publicly accessible shelving location in response to content concerns
   - holding items out of view for content concerns
   - labeling items for mature content or explicit language, or with any type of warning or rating, or to indicate approval or disapproval of contents
   - shelving items in areas other than their call number indicates (unless on display)
   - limiting access to any materials based on customer age

B. DEVELOPMENT

1. Selection. ~~Several factors are taken into consideration before an item is selected for the PCPL collection.~~ Given that libraries have the responsibility to be inclusive in selection, several factors are considered in the decision-making process. The Library upholds the right of the individual to access accurate information, even though the content may be controversial, unorthodox, or unacceptable to others. Selection of a work does not constitute the endorsement or advocacy ~~with~~ of 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.~~ Material selection will not be influenced by the possibility that they may be accessed by minors.

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~~
- Ongoing interest and/or high customer demand
- ~~Relation to existing collection and other material on the subject~~
- Contribution to the variety and scope of the collection
- Timeliness and accuracy of information
- Suitability of ~~subject,~~ style and format for the intended audience
- ~~Quality of Production~~
- Physical Durability
- Availability from our contracted vendors
- ~~Cost and funding~~
- Price and budget considerations
- Customer request
- ~~Importance as a document of the times~~
- Importance as a representation of important movements, genres, social and historical trends
- Materials have a local emphasis
- ~~Evaluations in review media~~
- Professional and popular reviews
- Literary merit
- ~~Reputation, skill and purpose of the author, producer, publisher or creator~~
- Representation of diverse points of view and lived experiences
- ~~Inclusion of the title in standard bibliographies or indexes~~
- ~~Receipt of, or nomination for, major awards or prizes~~
- Consideration 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.

Access to an electronic resource is not the same as ownership of a physical item. The Library cannot control the content of the platforms and services to which it subscribes. The Library will review digital subscriptions on a regular basis to assess their continued value to library 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
- Impact on staff workflow
- Output features, such as document delivery options
- Compatibility with existing library hardware, devices and network infrastructure
- Compatibility with customer devices
- Cost of access

- Remote access availability
- Inclusion of usage statistics
- Availability of staff training
- Availability as a library product
- Vendor willingness to participate in procurement process
- Availability of multiple languages

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.~~ Continuous evaluation is necessary to ensure that the Library's materials are useful, accessible, and aligned with the diverse and changing needs of the community. Items are regularly removed to keep the collection current, accurate, appealing and to make room for new materials. ~~Withdrawn~~ Removed items may be given to the Friends of the Pima County Public Library, or distributed through Library outreach or community partnerships. An item will be transferred or removed from the collection for any of the following reasons:

- Poor physical condition
- Obsolete information or format
- 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
- Diminished appeal

Exceptions may be made for low-circulating items that:

- Have local historical and cultural significance
- Are not replaceable
- Contribute to the overall diversity and representation of the collection

As the library has remained operating over time, some materials have been retained long enough to make them candidates for inclusion in an archival collection. When these items are identified, the library will work to transfer these items to a more appropriate institution for their maintenance and long term care.

4. Responsibility for Collections. Decisions on selection, removal 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 (ILL) 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~~ of their own 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.

   Materials for youth are intended to stimulate and widen their interests, lead to recognition and appreciation of literature, and reflect the diversity of the community. The library staff does not serve *in loco parentis* (in the stead of the parent). It is the parent(s), and only the parent(s), who may restrict their children, and only their own children, from access to library materials. Responsibility for a minor's reading rests with their parent(s) and/or legal guardian(s).

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.~~ The public may recommend titles for inclusion in PCPL's collection by submitting their suggestions through the Library website. All purchase suggestions are reviewed using the same selection criteria as other materials, and are not automatically added to the collection.

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.

   On occasion, community members may have concerns regarding materials such that they will wish to ask for the reconsideration of those materials as part of the PCPL collection. In order to complete our Reconsideration of Materials process, a person must:

   - Be a PCPL cardholder and/or a Pima County resident
   - Complete the Reconsideration of Materials https://www.library.pima.gov/reconsideration-of-materials/ in its entirety

   The standards and limits of our Reconsideration of Materials process are as follows:
   - Items will only be panel reviewed once every three years, however, previous reviews will be used to address new requests for reconsideration
   - Items will remain available throughout the review process, and until final disposition is determined
   - Each item being reconsidered will require between 4 to 6 weeks of time to process
   - PCPL shall report the Reconsideration of Materials request and its results to the American Library Association (ALA) for inclusion in their reporting on book challenges and book bans

   The customer may examine the many points of view provided in the Library's collections and draw ~~his or her~~ their own conclusions about the materials. It is the

individual's responsibility to reject, ~~either for himself or herself~~ for themself, or for ~~his or her~~ their 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.~~

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 value of each donation is determined by the person making the donation. The Library is unable to appraise items. The Library can provide a donation acknowledgement form, upon request. 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 Pima County Public Library Friends group or to one of the Friends groups that support specific branch libraries.

Donations of single copies of titles not in the PCPL catalog are not added to the collection. The Library must consider the hidden costs of adding donated items to the collection, such as staff time and materials. Additional processing and cataloging is required for these items, and a single copy will not sufficiently meet the needs of library users. Instead, customers should submit a purchase suggestion via the website, in order to alert the Collection Development Office about gaps in the collection. In all library collections, some gaps will persist due to the nature of out-of-print materials and other limitations. Customers may still have access to materials like these through our Interlibrary Loan (ILL) Service.

PCPL does not automatically replace materials previously withdrawn when titles are received as gifts. The same criteria that apply to original selection also apply to replacements. The need for replacement is based on:

- The number of duplicate copies
- Existence of adequate coverage of the subject in the collection
- Demand for the specific title or subject area
- Availability of material
- Electronic formats such as e-books and e-audiobooks

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

Revised: TBD 2024

Subject: Pima County Public Library – Collection Development Policy	Policy Number D 32.3	Page 5 of 5

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.

VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted ~~June 18, 1948~~ June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; ~~amended~~ June ~~28~~ 27, 1967; ~~amended~~ January 23, 1980; January 29, 2019.

~~i~~Inclusion of "age" reaffirmed January ~~24~~ 23, 1996.

A history of the Library Bill of Rights is found in the latest edition of the Intellectual Freedom Manual.

PIMA COUNTY, ARIZONA
BOARD OF SUPERVISORS POLICY

Subject:	Policy Number	Page
Pima County Public Library – Collection Development Policy	D 32.3	1 of 7

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    - Education
    - Differing social and religious customs, cultures, languages, and viewpoints
    - Choice of format
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2. Audience/Community. The Pima County Public Library serves a diverse and dynamic audience of all ages and abilities, and our materials reflect the racial, ethnic, and cultural diversity of the community. Libraries have the responsibility to be inclusive, rather than exclusive, in selection. Therefore, PCPL is committed to supporting the reading, listening, and viewing options for all Pima County residents.
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community. Budget and space limitations require a focus on materials that appeal to a broad range of users, rather than the academic, highly technical or otherwise specialized collections, which are the mission of the area's universities and research institutions.

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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
   - Ongoing interest and/or high customer demand
   - Contribution to the variety and scope of the collection
   - Timeliness and accuracy of information
   - Suitability of style and format for the intended audience
   - Physical Durability
   - Availability from our contracted vendors
   - Price and budget considerations

- Customer request
- Importance as a representation of important movements, genres, social and historical trends
- Materials have a local emphasis
- Professional and popular reviews
- Literary merit
- Representation of diverse points of view and lived experiences
- Consideration 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.

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- Obsolete information or format
- Insufficient use
- Number of copies exceeds demand
- Availability of similar or more recently published materials in the subject area
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- Diminished appeal

Exceptions may be made for low-circulating items that:

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Materials for youth are intended to stimulate and widen their interests, lead to recognition and appreciation of literature, and reflect the diversity of the community. The library staff does not serve *in loco parentis* (in the stead of the parent). It is the parent(s), and only the parent(s), who may restrict their children, and only their own children, from access to

library materials. Responsibility for a minor's reading rests with their parent(s) and/or legal guardian(s).

2. Recommendations: Community input is an important part of the collection development process. The public may recommend titles for inclusion in PCPL's collection by submitting their suggestions through the Library website. All purchase suggestions are reviewed using the same selection criteria as other materials, and are not automatically added to the collection.

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The customer may examine the many points of view provided in the Library's collections and draw their own conclusions about the materials. It is the individual's responsibility to reject, for themself, or for their 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.

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Subject: Pima County Public Library – Collection Development Policy	Policy Number	Page
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