

Copper Queen Library

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COLLECTION DEVELOPMENT POLICY

Mission Statement

The Copper Queen Library provides Bisbee residents of all ages with opportunities to achieve self-directed, personal growth and development; find, evaluate and use information in a variety of formats; and better understand the various cultures represented in Bisbee.

Purpose of Policy

The Collection Development Policy outlines the philosophies that create and shape the Copper Queen Library's unique collection, the practices that maintain it over time and the guidelines that help the collection respond to community needs. The policy ensures that over time, the CQL's collection will remain on course, reflecting the needs of Bisbee's community, while creating unique experiences of meaning and inspiration for the individual customer.

Philosophy

The Copper Queen Library collects materials, in a variety of popular formats, which support its function as an information source of the Bisbee area. It also serves the popular and recreational needs of the general public, and reflects the racial, ethnic and cultural diversity of the community.

Customer use is the most powerful influence on the Library collection. Circulation, customer requests and hold levels are closely monitored, triggering the purchase of new items. In addition to customer demand, selections are made to provide depth and diversity of viewpoints to the existing collection.

Inherent in the collection development philosophy is an appreciation for each customer of the Copper Queen Library. The Library provides materials to support each individual's journey, and does not place a value on one customer's needs or preferences over another's. The Library upholds the right of the individual to access information, even though the content may be controversial, unorthodox or unacceptable to others.

Materials for children and teenagers are intended to broaden their vision, support recreational reading, encourage and facilitate reading skills, supplement their educational needs and stimulate and widen their interests. The reading and viewing activity of children is ultimately the responsibility of parents, who guide and oversee their own children's development. The Copper Queen Library does not intrude on that relationship.

Selection Criteria

The following general criteria is used to select materials for the collection:

- Relevance to interests and needs of the community
- Extent of publicity, critical review and current or anticipated demand
- Current of historical significance of the author or subject
- Local significance of the author or subject
- Relevance to the existing collection's strengths and weaknesses
- Reputation and qualifications of the author, publisher or producer, with preference generally given to titles vetted in the editing and publishing industry
- Suitability of format to Library circulation and use
- Date of publication
- Price, availability and Library materials budget

Customer Recommendations

Customers may request items the Library does not own. Each request is reviewed for inclusion in the collection or for loan through Interlibrary Loan. Staff determine the best method for delivery of materials using the selection criteria.

Collection Management

The Library's collection is a living, changing entity. As items are added, others are reviewed for their ongoing value and sometimes withdrawn from the collection. Care is taken to retain or replace items that have enduring value to the community. Decisions are influenced by patterns of use, the capacity of the library and the holdings of other libraries within Cochise County.

The Copper Queen Library disposes of materials that have been withdrawn according to the criteria for weeding and withdrawal outlined below. The Friends of the Copper Queen Library may sell materials that are withdrawn from the collection or donated to the Library and designated by the Library for resale.

Criteria for Weeding and Withdrawal

The following criteria are used in selecting materials for withdrawal (weeding):

- Damage or poor condition
- Number of copies in the collection
- Relevance to the needs and interests of the community
- Current demand and frequency of use
- Accuracy and timeliness
- Local interest
- Availability elsewhere, including other libraries in Cochise County and online
- Deemed to be of an enduring nature

Gifts

The Copper Queen Library accepts donations of books and other materials. The Library retains the authority to accept or reject gifts. Library staff make all decisions as to the use, housing and final disposition of donations. Materials that are not added to the collection may be sold in the Friends' Bookstore. The Library does not evaluate or appraise gift materials for tax purposes.