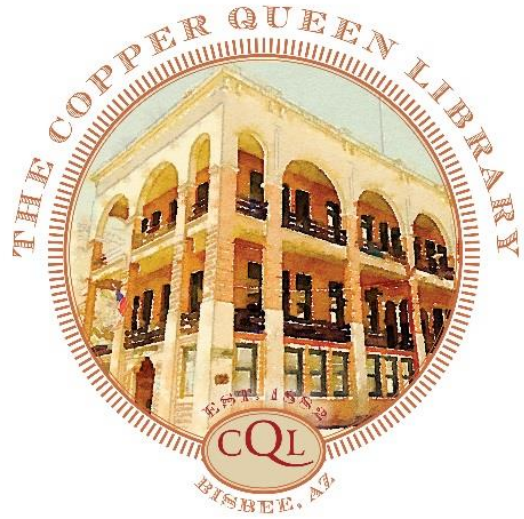


# Copper Queen Library

6 Main Street | PO BOX 1857 | Bisbee, AZ 85603  
520-432-4232 | [www.copperqueenlibrary.com](http://www.copperqueenlibrary.com)



## COLLECTION DEVELOPMENT POLICY

Adopted by Bisbee City Council 6.21.22

### 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.

The Copper Queen Library follows the public tradition set forth in the American Library Association's library Bill of Rights (Attachment A).

### 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.

# 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

# Patron 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.

# Controversial Materials

Because the library strives to present a wide variety of viewpoints, some library materials may be offensive to individual library users or groups. The Copper Queen Library does not promote or endorse any particular view or belief represented in its collection. Instead, it provides a variety of resources so that an individual may freely examine issues and make their own decisions.

The choice of library materials by a user is an individual matter. Responsibility for the selection of reading and viewing material for children and adolescents rests with their parents or legal guardians, who must sign the application of a minor for a library card. While a person may reject materials for him or herself and his or her children, they may not restrict access to the materials by others.

## Reconsideration Procedure

The Copper Queen Library recognizes the right of individuals to question library materials in its collection. The procedures outlined in this section will be followed for complaints relating to materials held at the Copper Queen Library and Copper Queen Library Annex.

A library customer questioning a title held at the Copper Queen Library or at the Copper Queen Library Annex is encouraged to contact the Library Manager to discuss their concerns. If the customer wishes to formally state his or her opinion and receive a written response, they may submit a Request for Reconsideration of Library Materials form (attachment B), which is available at the Copper Queen Library and in the Document Center on the Copper Queen Library's website ([copperqueenlibrary.com](http://copperqueenlibrary.com)). Completed Request for Reconsideration forms should be returned to the Library Manager.

Upon receiving a Request for Reconsideration, the Library Manager will have the Library Advisory Board evaluate the material in question. The Library Advisory Board will consider the complaint in the light of the customer's request and the Copper Queen Library's Collection Development Policy.

Evaluators will submit their recommendations to the Library Manager, who will make a decision concerning the material. The Library Manager will notify the customer of the decision in writing. If the individual is not satisfied with the decision, he or she may appeal to the City of Bisbee.

# Library Bill of Rights (Attachment A)

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

Inclusion of "age" reaffirmed January 23, 1996.

# Copper Queen Library

## Request for Reconsideration of Library Materials

### (Attachment B)

The Copper Queen Library welcomes the opinions of its customers concerning items in its collection.

The policy on selecting materials has been attached for your review.

To help us understand your concerns, please answer each question as completely as possible.

A written response will be sent to you.

Your name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ ZIP \_\_\_\_\_

Library Card # \_\_\_\_\_

Material on which you are commenting:  Book  Movie  Music  Other \_\_\_\_\_

Title \_\_\_\_\_

Author / Artist \_\_\_\_\_

1. What brought this item to your attention? \_\_\_\_\_

2. Have you read the book (or reviewed the material) in its entirety?  Yes  No

3. Why would you like this material to be reconsidered? Please be specific about your concerns or objections, including page numbers or specific passages. Use the back of this form if necessary.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4. What action do you recommend the library take on this material?

\_\_\_\_\_

5. What items would you recommend in place of or in addition to the title in question?

\_\_\_\_\_

Date \_\_\_\_\_ Signature \_\_\_\_\_

Please return this form to :

Library Manager  
Copper Queen Library  
PO BOX 1857  
Bisbee, AZ 85603