



Carbon County Library System

Collection Development and Maintenance Policy

The **mission** of the Carbon County Library System is to Engage, Enrich and Empower all the people the library serves; encompassing individuals and groups of every **race, color, religion or belief, age, sex or gender, sexual orientation, gender identity or expression, national origin, disability, or political affiliation; by providing free and equal access to information** and fulfilling educational, informational, cultural, and recreational needs.

THE COLLECTION

CCLS **strives to** maintain an up-to-date collection with a wide variety of general interest topics. The collection should contain works of permanent value and timeless materials, as well as current **trends** and issues, and items that are in popular demand. **The Carbon County Library System does not endorse any particular idea made available in the collection.** CCLS should not duplicate the functions of other libraries (i.e. school libraries) in the county.

CENSORSHIP

Public libraries protect the freedoms of expression, speech, and the press without restraint or censorship as guaranteed under the First Amendment to the United States Constitution.

The United Nations upholds intellectual freedom as a basic human right through Article 19 of the Universal Declaration of Human Rights.

The Carbon County Library System holds censorship to be a purely individual matter. The selection of library materials is predicated on the **patron's** right of **free and** equal access to information, and freedom from censorship. Selections will not be made on the basis of anticipated approval or disapproval, but on the merits of the material itself.

CCLS will not place descriptive labels on library materials or segregate them according to a specific philosophy or belief. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

It is the parents or **legal** guardians' responsibility to determine which library materials are appropriate for their children. Selection of materials will not be inhibited by the possibility that materials may inadvertently come into the possession of minors.

SELECTION OF MATERIALS

The Carbon County Library System develops an annual budget to allocate funds to different material types. CCLS acquires items for the collection based on a variety of selection criteria such as, interest in the subject matter, popularity, purchase price, global relevance, local and state history, availability, scientific value, artistic value, literary value, public need, quality, on the basis of reviews in professional journals, national publications, and best seller lists.

The Carbon County Library System considers cost and publication dates when determining whether to purchase an item or opt to utilize the Interlibrary Loan System. The decision of loaning or purchasing an item is at the discretion of library staff.

MULTIPLE COPIES

Although multiple copies of titles may be purchased for the system, the same titles are not necessarily purchased for each library branch. CCLS encourages borrowing materials within the system. Materials may be distributed in a variety of ways to fulfill patrons' requests and to vary each one of the branches' collections.

FORMATS

The Carbon County Library System strives to offer materials in an array of formats. Criteria for new formats and removal of old formats is at the discretion of the library staff based on a variety of factors such as circulation rates, material condition, cost, space, availability and technology longevity.

EXCLUDED ITEMS

CCLS does not typically procure other material types like textbooks, technical manuals, miniature books, or non-traditional library items. The Carbon County Library System does not acquire materials that have not gone through a peer review process. CCLS limits self-published and independently published books to those by local authors or to particular circumstances at the discretion of library staff.

LANGUAGES

Materials will be selected primarily in written form and in the English language; however, other languages may be included as deemed necessary.

LOCAL HISTORY

CCLS acknowledges a particular interest in local and state history. Therefore, it takes a broad view of works by and about Wyoming authors as well as general works relating to the State of Wyoming without any obligation to add particular works produced by authors, printers, or publishers with Wyoming connections.

MAINTENANCE

The CCLS must undergo periodic reassessment. The criteria utilized for considering weeding an item from the collection is material accuracy, material condition, currentness, relevance, circulation rates, and availability.

MATERIAL DONATIONS

CCLS recognizes that donations are an important source of library materials. The same evaluation criteria for purchase and maintenance of materials will govern the acceptance of donations to the collection. Special donation requests will be considered but may not always be possible.

CCLS gladly accepts materials in good condition, no older than three years if the material is still current, relevant, makes a significant addition to the collection and is material that the selector would purchase.

Donations may be included in the collection of the library branch where donated, or included in the collection of another library in the system, offered to a library or agency outside the system, offered to the public for sale or safely discarded.

No material donations should be left in library book drops. No materials dropped off outside the library after hours or without prior notification will be accepted.

Once a donation is given to CCLS it becomes the property of the system and will not be returned.

SPECIAL COLLECTIONS

Generally, personal collections of books or other materials with restrictions which necessitate special housing or which prevent integration of individual items throughout the system will not be accepted.

MEMORIALS

Money to purchase memorial books or books given in honor of a person may be donated to the Carbon County Library System.