

CHANDLER PUBLIC LIBRARY COLLECTION MANAGEMENT POLICY

Mission

This Collection Management Policy supports the mission of Chandler Public Library, which is to inspire intellectual discovery, creative entertainment, and life-long learning through robust information resources that connect communities to a world of knowledge and new ideas. We provide collections, information resources, and innovative tools and services to support inquiry, and recognize their need to be available for a diverse audience anywhere, anytime, on any device.

Purpose

The Collection Management Policy guides Library staff in the development and maintenance of the Library's physical and digital collections. This policy outlines collection management practices, as well as providing consistency in selection, acquisition, and retention decisions. The Collection Management Policy is a facet of strategic planning, and as such is a living document that will be reviewed regularly to ensure that it continuously aligns with and addresses current collection concerns. Through collection development and management, Chandler Public Library collects, organizes, and ensures long-term, durable access to information in varied formats.

Responsibility

Though the overall responsibility for library collections and resources oversight rests with the Library Senior Manager, direct responsibility for selection, evaluation, and deselection of library materials is delegated to the Collection Services Department and to additional appointed library staff.

Selection of Library Materials

Budget allocation by subject and format is based on public demand, usage statistics, and available resources. Keeping in mind physical space requirements and the Library's resources, selectors use several criteria when evaluating material, including general and specialized review media, trade publications, publishers' and booksellers' catalogs and flyers, and vendor prepared lists. In addition, materials may be selected in response to patron requests, from donations, or from evaluation of specific materials. Hold ratios in the circulating collection are also monitored for repurchasing after publication dates to satisfy community demand.

Per City of Chandler Code 33-5, the [Library Bill of Rights](#) and [Freedom to Read](#) statements of the American Library Association are guiding principles of the material selection process; the American Library Association, however, has no direct oversight on local library operations.

Criteria for material selection include:

- Relevance to local interest, popular culture, or a larger literary movement/style/trend
- Vitality, originality, and unique voice
- Artistic presentation and production quality
- Overall entertainment or educational value

- Representation of audiences of diverse backgrounds, interests, and reading abilities
- Comprehensiveness, depth of treatment, and authority of author
- Added value the material would provide to the existing collection
- Availability of content via the internet, subscription databases, or other digital means
- Value of the resource in relation to its cost

Items need not meet all criteria for inclusion in the collection.

Gifts and Donated Materials

Chandler Public Library accepts gifts of books and other materials, with the understanding that they may be added to collections by meeting the same selection criteria as materials purchased for the collection. Gifts not added to the collection will be given to the Friends of Chandler Public Library organization to be sold for the benefit of the Library.

If materials in languages other than English are donated, Library staff will evaluate these materials for possible inclusion in the world language collection, working with an established local group to meet community needs whenever possible.

Interlibrary Loans

Chandler Public Library's holdings are popular and not archival in nature; when the Library cannot provide requested materials, interlibrary loan networks may be used for the purpose of accessing materials to satisfy the needs of patrons if they are beyond the scope of the Library's collection.

Reconsideration of Library Materials

Library patrons with concerns about library materials are encouraged to communicate their concerns with a library staff member. If they still feel further actions are desirable regarding a specific library item, they may fill out and submit a Request for Reconsideration form. Details of the reconsideration process and the form are available on the library's [Policies page](#).

Collection Maintenance and Deselection

As Chandler Public Library uses a systemwide collection approach with library materials transferring freely between all locations, Collection Management staff will coordinate all collection maintenance activities and supervise decisions related to transfer and deselection of library materials. Library staff will be selected and trained to act as collection liaisons at the Library branch level.

In addition, an ongoing deselection program will be maintained at the system-wide level, based on current professional library standards, data-based collection criteria, and shelf capacity of library facilities. Factors to be considered in removing materials from the collection include:

- Physical condition of the material
- Materials containing misleading, outdated, or inaccurate information
- Titles no longer in demand or of decreased usage, especially those with multiple copies
- Subject matter no longer of current interest or lacking historical or literary significance
- Older editions of revised titles, especially in nonfiction collections

- Demand in format or subject area compared to current holdings
- Local interest in valuable or unique “out-of-print” titles

Discarded materials become surplus property and may be given to Friends of Chandler Public Library to sell for the benefit of the Library.

Access

Chandler Public Library affirms the right of its users to read and view freely, pursue information on diverse topics, and explore varied viewpoints free of censorship. The Library respects the intellectual freedom of its users and adheres to the principles expressed by the American Library Association (ALA). The Library’s collection strives to reflect the diverse origins, backgrounds, and viewpoints of the community it serves, including marginalized and unrepresented groups. The Library opposes any attempts by individuals or groups to censor items in its collection.

As such, Chandler Public Library endorses the following:

[The ALA Library Bill of Rights](#)

[The ALA Freedom to Read Statement](#)

[The ALA Freedom to View Statement](#)

ALA’s [Diverse Collections- An Interpretation of the Library Bill of Rights](#)