

Collection Development and Management Policy

Adopted: 08/2007

Revised 10/2020; 12/3/2025

Purpose

The purpose of this policy is to define the principles which guide the establishment and maintenance of the Columbia Heights Public Library's collection of print, audio, and video materials, one of its major assets. This policy guides selection, acquisition, accessibility, maintenance, preservation and scope of the collection. It establishes roles and responsibilities and a process for addressing patron questions and concerns.

Principles

The Library affirms the principles of the American Library Association's Library Bill of Rights, the Freedom to Read and Freedom to View statements. [\(links\)](#)

The Library serves all residents of the City of Columbia Heights. The Library strives to make a representative selection of materials available to all patrons and believes that each patron must decide which materials they will read, view, or hear, and allow others the same freedom.

The Library is required to abide by MN Statute 134.51 which states that "a public library must not ban, remove, or otherwise restrict access to a book or other material based solely on its viewpoint, or the messages, ideas or opinions it conveys" ([link](#))

Definitions

"Library materials", or other synonyms that occur in this policy have the widest possible meaning to include multiple physical formats of permanent record. Note that registered cardholders of the CHPL also have access to digital materials purchased by county and state entities with partnership agreements with CHPL. CHPL has no direct control over the content, decision-making criteria, or accessibility of these digital collections.

"Patrons" include library users, cardholders, city staff members, volunteers, board members, community members, and city, state, and national elected representatives of the library's service area.

Scope of the Collection

- To provide a broad and diverse range of materials to support the library's vision of nurturing diversity, community, creativity, opportunity and knowledge.

- To provide up-to-date informational materials for supporting the community's life-long learning and continuing education. Textbooks are generally not collected, as users may take advantage of resource sharing available with regional schools, colleges, and universities.
- To provide popular materials for community recreation.
- To appeal to a diversity of tastes, interests, reading levels, and languages.
- To collect items contributing to the knowledge of local history and reflecting the work of local creators

Selection and Management Criteria

- Published reviews, evaluations, and awards
- Relevance to community needs
- Relationship to existing collection and broadening its diversity and scope
- Patron requests
- Content created by and representative of marginalized and under-represented groups
- Physical formats that meet needs of library users
- Suitability of subject and style for intended audience
- Price
- Space limitations
- Contemporary and historical significance
- Appeal to local interest and history or representative of local creators
- Amount of use
- Wear
- Obsolescence or datedness of subject matter
- Availability of material at neighboring libraries or library systems

The library will attempt to provide the best library materials available within the limitations of its budget, and if the requested materials are not available on-site, the library will either institute reciprocal borrowing agreements, initiate statewide inter-library loan requests, or make a referral to another institution.

Responsibilities

The Library Board is responsible for recommending all library policies, including the collection development and management policy, which are subsequently approved by the City Council.

The Library Director is ultimately responsible for the selection and retention of collection materials. The Director may delegate responsibility for segments of the collection to adult and youth services librarians.

Placement and Use of Materials

The Columbia Heights Public Library, as a MELSA Associate affiliated with the Anoka County Library, participates in a shared catalog which adheres to community standards for cataloging and classification that enable greater resource sharing and accessibility.

Materials will not be labeled or shelved separately, marked or identified to indicate approval or disapproval of contents, in order to promote availability and access.

The responsibility for the selection of library material by and for children rests solely with parents and caregivers. Neither the library nor library staff may act in place of a parent or caregiver when selecting or checking out materials.

Requests for Reconsideration

Individuals residing in the legal service area of the Columbia Heights Public Library may request reconsideration of a selection decision of library materials by completing a written "Request for Reconsideration Form." The Director will respond to an individual written request after staff review. One form must be submitted for each item of concern. A title which has been reviewed will not be reviewed again before three years have elapsed since the last review. All requests for reconsideration are reported to the Minnesota State Library and the American Library Association's Office for Intellectual Freedom. The Library Board may, upon request, will hear appeals to the Library's determination.

[Link to revised form.](#)