

## **DELTA CITY LIBRARY COLLECTION POLICY 2022**

The Delta City Library's role is that of a popular library to provide a variety of materials of high interest for its patrons, young and old. Further, the library envisions itself as increasingly becoming a door to children's learning, an educational support center, and a repository for local history.

The collection development policy will be a guide to the librarian in determining the appropriate materials for the library. It will also inform our patrons and government officials how items are planned for, selected, withdrawn, and preserved.

Many of the people that we serve are engaged in agriculture. There are four large industrial businesses in the area. Materion employs approximately 85 full time people, professional and clerical. Intermountain Power Project employs 474 people, professional and ¼ clerical. Graymont employs 70 people, professional, laborers and clerical. There are several large dairies in the area. The library would like to provide popular reading yet add educational materials that would be beneficial.

According to the 2020 census, the population of Delta is 3,734426. The county population is 12,975503. The median age for our population is 33.87. The county has 44.232.5 percent of its population below the age of 18 and 16.64.2 percent over 65. The median household income is \$59,20044,594. Major occupations are retail trade, agriculture, and construction. The majority of the population (846.3%) has 12 years of completed education and 19.263 with a bachelor's degree or higher. The chief religion in the county is LDS.

Our present library was built in 1984. An additional 5,000 square feet were added in 2000. Our total collection is approximately 63,57339,957 items. ~~Millard County Bookmobile books in our library total approximately 23,716.~~ The 2014 circulation per capita – 8.128, library holdings per capita – 11.29.4, turnover rate - .597 and visits per capita – 3.96.11.

On average of 175 books are checked out per day. Story hour is provided ~~year-round during the winter months~~ for preschoolers. Summer story hour is for ages 3-12. Library Lego Club is for any age group and is the first Tuesday of every month. The library sponsors an adult book group each month and an annual family night of reading for the community. ~~The library sponsors author visits each year. The library offers a character sketch program, and an afternoon zentangle art program. The library sponsors a fiber arts club, Row by Row.~~

Inter-Library Loan service through Utah State Library is provided to all library patrons.

### **GENERAL PRIORITIES & LIMITATIONS**

It is our policy to purchase current reading materials because our survey indicated that the main use of the library was for recreational reading.

Formats: It is our policy to purchase hardback books, when possible, because they last longer and don't require as much repair.

Magazines: We currently subscribe to 34 magazines. We keep track of the popularity of the magazines and those that aren't being read are cancelled and different subscriptions added.

Newspapers: It is our policy to subscribe to the Millard County Chronicle/Progress. The final decision as to which newspapers to be ordered will be determined by the Board at the recommendation of the librarian.

**Audio Books:** It is our policy to buy audio books in CD and Playaway format, fiction as well as non-fiction. Random House, Blackstone Audio Recorded Books, Findaway, and Ingram will be our main supplier. They offer replacements for all unabridged selections as long as they have them in production.

**Video Tapes:** Video tapes are no longer purchased and are no longer available in the collection. DVDs are being purchased with an emphasis on classical genre, educational content and bestsellers.

**Software:** Purchasing software is not a priority but it can be purchased at the Librarian's discretion.

**Equipment:** Equipment will be purchased with the recommendation of the Librarian and the Board's approval. One to two new computers, as budget permits, will be purchased yearly to replace older models.

**Music CD:** Music CDs are no longer purchased and are no longer available in the collection. Music CDs will not be a priority at this time but may be purchased as the need arises.

**Internet :** Internet will be provided along with WIFI hotspots with some stipulations.

**Multiple Copies:** Multiple copies will be purchased at the discretion of the Librarian. Most of the multiple copies will be in different formats. One title will be purchased in hard-back and the other in CD or Large Print.

**Funding:** Special funds will be spent with the Librarian's recommendation and the Board's approval. The annual interest from the current Trust Fund may be spent at the recommendation of the Librarian. The Trust Fund interest will be available each year for matching funds to grants. If the interest is not spent in a fiscal year, it will be held over for the next fiscal year.

**Weeding:** The collection will be weeded at least once every three years. The guidelines for weeding will be from the publication Evaluation and Weeding the Collections in Small and Medium-sized Public Libraries by the American Library Association.

**Rebinding:** Rebinding books will not be a regular process for repair. If the Librarian deems that the book has value or is irreplaceable, it may be sent to a bindery. Usually the books will be repaired as much as possible and then they will be discarded. Replacements may be purchased if their popularity or use demands it.

**Digitization History:** The focus for the digitization history project will be photographs and text from Millard County from 1860-1990. Homes, businesses, industry, schools, churches, civic groups, prominent families (historical people and events), Ghost Towns and community events will be our main targets. Information outside of Millard County could be considered worthy information. The final decision will be left to the Librarian.

## **COLLECTION RESPONSIBILITIES & SELECTION**

Responsibility is delegated from the Board to the Librarian for the selection of materials.

The author's significance as a writer and his/her reputation

Importance of the subject matter to the collection

Timeliness or permanence of the work

Cost and Limitations

Acceptable reviews in recognized review media  
Accurate information  
Style and level appropriate for need  
Durability of physical product  
Title in awards lists  
Recommended by patron  
Replacement of same title  
Replacement of out-of-date material  
Physical condition, appearance  
Format appropriate for type of information and audience

Restricted Items:

Textbooks will not be added to the collection except as basic information sources in certain subjects. (Not older than 5 years)  
Highly specialized and expensive reference materials

Complaints:

If a patron has a complaint about material in the library he will be required to fill out a complaint form. The complaint form will be submitted to the Board for their consideration. After the Board reviews the materials in question it will make a decision. The Board's decision will be final. The patron will receive a letter from the Board explaining their decision.

Local History:

Local history will be collected by the Delta City Library  
Local history pertains to the history of the towns and people in and of Millard County. County history will be a priority. History of Utah will be collected as the need arises, but no attempt will be made to have an exhaustive collection of state history.

Gifts:

The Delta City Library will accept donations with the understanding that the Librarian will determine materials to be added to the collection. ~~Receipts will be given at the request of the donor. The patron will set the price.~~ Items that are not kept will be sold at the library. Those items not sold will be taken to Deseret Industries, donated to Millard County Jail, or used in the library's 4<sup>th</sup> of July parade. The library accepts monetary gifts and the donor may suggest use for the funds. The final decision will be made by the Board at the recommendation of the Librarian. The library will not accept any donation that has strings attached.

The Collection Development Policy will be reviewed and revised every 5 years by the Board and Librarian.

Collection Development Policy reviewed and revised: \_\_\_\_\_