



CITY OF LONGMONT | Longmont Public Library

# Collection Development Policy

An informed and literate citizenry is essential to the future of Longmont. The Longmont Public Library is a major source of information for the community and is committed to providing a broad range of accessible materials for educational and recreational purposes to people of different ages, racial and ethnic groups, gender identities, sexual orientations, abilities, and points of view, in English and other languages. Through collection development, our staff strives to represent and reflect a diverse community of users.

## Mission Statement

The Longmont Public Library leads the community as the essential, welcoming space for all to learn, grow, and be.

## Purpose

The Collection Development Policy sets forth broad principles and guidelines for the development of the Library's collections. It serves as a planning tool to assist staff in building collections responsive to community needs, in conjunction with the mission and goals of the Library. The Collection Development Policy does not replace the judgment of staff responsible for the selection of library resources.

## Intellectual Freedom Statements

The Library subscribes to principles contained in the American Library Association's [Library Bill of Rights](#), [Freedom to Read](#) and [Freedom to View](#) statements, as well as principles stated in the [Colorado Association of Libraries Intellectual Freedom Handbook](#).

## Collection Responsibility

Authority and responsibility for the selection, evaluation and removal of library materials are delegated by City Council to the Library Director and, under the Director's guidance, to members of the professional staff who are qualified by education and experience.

## Selection Criteria

The Library's collection is intended to reflect and support our community. Longmont is a diverse community, and we strive to reflect this diversity by collecting materials with a wide range of subjects, viewpoints, authors, languages, and formats. An item need not meet all criteria to be added to the collection and not every item which meets one or more criteria will be added.

Selection criteria include:

- Contemporary significance or lasting interest

- Popular demand and anticipated interest
- Accuracy of content
- Purpose and quality of the material
- Representation of diverse viewpoints, trends, creators, and/or or cultural movements
- Creator's reputation, skill, and significance
- Critically reviewed in professional, literary, or general periodicals
- Suitability of format for library use
- Address gaps in subject areas
- Budget and/or space limitations
- Availability elsewhere through cooperative lending
- Materials of local and regional interest
- Patron suggestions through online selection form

### **Children and Teen Collection**

The Library selects materials for children and teens with the intention to meet and support recreational reading needs and entertainment interests, encourage reading and pre-reading skills, supplement educational needs and reflect the diverse backgrounds and abilities in the community. The Library provides unrestricted access to its holdings for patrons of all ages. Children are not restricted to particular areas of the library, and staff do not monitor the materials children choose. The Children and Teen collection selectors follow the same principles guiding development of the general collection.

### **Formats**

The following types of materials may be included in the collection, and are not limited to:

- Print: books, graphic novels, newspapers, maps, and magazines
- Media: DVDs, microfilm, compact discs, audio players, and tablets
- Digital: online resources, e-books, e-audio books, and streaming video based on accessibility and availability of library licenses
- Non-traditional/3-D items

### **Special Collections**

The Library maintains special collections which differ from the general collection in their management and development. These collections may be exceptional in purpose, scope, or clientele served. While special collections may have specific criteria applied to them, those criteria are based on the same principles guiding development of the general collection.

### **Limits of the Collection**

Selection of materials in certain areas is limited to general or basic works that are not too specialized or considered beyond the scope of public library service. The library budget, space to house materials, and ability to circulate materials are driving forces of the limits to our collections. When selecting various forms of media, selectors consider and are limited by the accessibility, availability, licensing, usability of the format, popularity, and significance.

Excluded from the collection – please note this is not a complete list:

- Textbooks and other curriculum-related materials
- Materials publicized exclusively through infomercials and personal websites
- Self-published materials that do not fit the library's collection or selection criteria

### **Guidelines for Authors and Publishers**

Longmont Public Library staff receive numerous inquiries from authors, publishers, and their representatives about adding a title to our collections. In order to streamline the process and use staff time effectively, we have created these guidelines and a [form to fill out here](#). We will only consider adding the title if you have filled out this form. If you are not an author or publisher, please use our [suggest a purchase online form](#).

Library staff, by and large, purchase books from commercial publishers and vendors as outlined in this Collection Development Policy. We will also consider self-published books if they meet our general collection criteria including quality, accuracy, professional reviews, and editing.

### **Donations**

Due to the cost of reviewing, processing, and cataloging items, the Library requests that donations go to the [Friends of the Longmont Library](#) only. The Friends will either re-sell the donation at their book sales to raise funds for the Library or recycle, repurpose, or dispose of items in a responsible manner. Friends volunteers will also alert Library staff of a donation they think should be considered for addition to the Library's collection. If Library staff decide to add a donated item to the collection, it is based on the same criteria as purchased materials. Donations are accepted with the following limitations:

- The Friends of Longmont Library and/or the Library retains unconditional ownership
- The Friends of Longmont Library and/or the Library makes the final decision on acceptance, use, or disposal

### **Replacements**

The Library does not routinely replace all lost, damaged, or worn items. Factors for consideration before a replacement purchase is made include, but are not limited to:

- Number of copies available in our collective lending agreements
- Existing coverage of the subject
- Public demand
- Availability of newer materials

- Available funds
- Availability from approved vendors

### **Withdrawal of Library Materials**

Staff continually review materials on the shelves to maintain an up-to-date and useful collection. Space constraints must also be considered. Just as care and thought are put into the selection of library materials, equal consideration is given to withdrawing those materials. Criteria include but are not limited to materials that:

- Become worn or are in poor condition
- Are outdated or contain obsolete information
- Are no longer in demand

Withdrawn materials are given to the Friends of the Longmont Public Library or are recycled. Materials are not removed from the collection for the purpose of selling them, nor are they removed due to controversial content.

### **Request for Re-Evaluation**

Library patrons have the right to request that the Longmont Public Library reconsider library materials, displays, exhibits, and programs. Patrons who meet the eligibility requirements, as outlined in the Request for Evaluation packet, can do so by completing the form within the packet. These packets are available at any service desk. The Library Director will consider the request and respond to the patron's request within four weeks.

### **Re-Evaluation of the Collection Development Policy**

The Collection Development Policy is reviewed by professional library staff every three years, or more frequently, at their discretion.

*Adopted January 2025*

## **Request for Evaluation of Library Materials, Displays, Exhibits and Programs**

The Longmont Public Library Collection Development Policy is based on the following principles:

- Materials are selected which provide for the interest, information, enlightenment, entertainment, education, development, and enrichment of all library patrons, within budgetary constraints and availability of materials.
- The freedom to read, along with the freedom to hear and to view, is protected by the First Amendment to the Constitution of the United States. This freedom will be upheld, supported, and defended in the selection and accessibility of all library materials. In this regard, the Library upholds the principles of the American Library Association's Library Bill of Rights, Freedom to Read, Freedom

to View, and Free Access to Libraries for Minors, as well as the Colorado Association of Libraries Intellectual Freedom Handbook.

- Selection of materials, items for displays or exhibits, and choice of Library programming does not constitute or imply agreement with or approval of the content, viewpoint, implications, or presentation of the materials.
- The Library staff does not serve in loco parentis. It is the parent(s)/guardian(s) — and only the parent(s)/ guardian(s) — responsibility to guide their children — and only their own children — in using and accessing Library materials. Selection will not be inhibited by the possibility that materials may inadvertently come into the possession of children.
- The Library is not a judicial body. Laws governing obscenity, subversive materials, and other questionable matters are subject to interpretation by the courts.

A patron has the right to request the Longmont Public Library reconsider library materials, displays, exhibits and programs:

- A request for reconsideration form must be filled out in its entirety; forms are available at the Library upon request.
- Any Library material, display, exhibit, or program will not be removed while the request for reconsideration is under review.
- Requests for reconsideration will only be reviewed from patrons with an active, full-access Longmont Public Library card who live within the Longmont Public Library tax-paying service area.
- A patron or group may have only one request for reconsideration active at any given time and can only submit two (2) requests for reconsideration in total per calendar year.
- Upon resolution of a request for reconsideration, the Library material, display, exhibit or program cannot be requested for reconsideration again for a period of three (3) years.
- Anonymous or incomplete requests will not be accepted.
- A separate Request for Reconsideration Form must be submitted for each Library material, display, exhibit or program.