

**TEMPE PUBLIC LIBRARY**  
**COLLECTION DEVELOPMENT POLICY**

*Approved by the Library Advisory Board  
March 7, 2012*

**I. MISSION AND STATEMENT OF PURPOSE**

The mission of the Tempe Public Library is to provide materials and services to help community residents of all ages obtain information meeting their educational, professional, and recreational needs.

The Collection Development Policy of the Tempe Public Library serves as a guide for the selection and retention of materials and is designed to support the library's mission statement.

**II. PURPOSE OF COLLECTION DEVELOPMENT POLICY**

It is the goal of the library to provide a high quality collection of books and other materials in a variety of formats and languages for all ages that is responsive to the needs and interests of the community. The collection shall also reflect the diversity of the community and represent various points of view.

The library will provide free and equitable access to library collections for all users. In selecting materials, library staff will use reference resources, judgment, knowledge, and experience to select these materials, and will proactively solicit advice from, as well as anticipate the needs and interests of the community.

The library neither encourages nor discourages any particular viewpoint. No material will be excluded because of the race, nationality, religion, gender, sexual orientation, political or social views of the author. Selection of materials by the library does not mean endorsement of the contents or the views expressed in those materials.

Within budgetary and space limitations, the collections will serve to enhance the cultural, literary, aesthetic and educational pursuits, and personal enjoyment of library users and the needs of the Tempe community as a whole.

The Tempe Public Library endorses the principles documented in the American Library Association's [Library Bill of Rights](#), and [Freedom to Read Statement](#).

### III. RESPONSIBILITY

Authority and responsibility for selecting resources rests with the City of Tempe Community Services Department, Deputy Community Services Director – Library/Cultural Services, and is delegated to the appropriate library manager.

### IV. GUIDELINES FOR MATERIALS SELECTION

In keeping with the Mission Statement and the Collection Development Policy of the Tempe Public Library, selections of materials are based on these criteria, but are not limited to:

- Relevance to interest and needs of community, and current demand
- Significance of subject matter and compatibility of the work to the collection
- Relevance of material
- Currency of information
- Timeliness of data
- Adequate breadth and depth of coverage
- Accuracy and impartiality
- Historical value
- Relationship and importance to the entire collection
- Recommendations of reviews from professional journals or publications of national repute
- Authoritativeness and or reputation and qualifications of the author, illustrator, publisher, or producer
- Inclusion in standard or local bibliographies or indices
- Availability of other information on the subject
- Literary, artistic, historical, scientific, or intellectual merit
- Date of publication
- Suitability, physical durability, attractiveness, durability, and technical merit of the format
- Price and availability for purchase
- Availability of material elsewhere in the region
- Author or creator already has popular works in the collection
- Significance of the author's work to local, regional or state interest
- Suitability of subject and style to intended audience

## V. COLLECTION MAINTENANCE

To maintain the quality and relevance of the collection, the library may withdraw materials as needed. Library staff evaluates materials that may be withdrawn based on these criteria, but not limited to:

- Accuracy and currency of information
- Physical condition of materials
- Availability of newer, more comprehensive or more accessible material
- Relevance to collection and scope of collection
- Ease of borrowing materials from another library
- Relevance to community needs
- Date of last circulation and number of circulations
- Number of copies in the collection

As materials become worn, damaged, or lost, replacement will be based on whether or not:

- The item is still available
- There is ongoing demand or need
- Another item or format might better serve the same purpose
- Updated, newer or revised materials would better replace a given item
- The item has historical value in this or another library based upon mission and guidelines
- Another library system could better provide the item or a comparable item in the future

## VI. SUGGESTIONS FOR PURCHASE

All library patrons are encouraged to request items the library does not own. Suggestions are welcome and each is given serious consideration based on similar considerations as materials which are purchased such as date of publication, subject matter, existing materials owned on the subject, and customer demand. The library determines the best method of acquisition of requested materials. In some instances, inter-library loan may prove a better means. Suggestions may be made online from the library's website or by using a paper suggestion form available at one of the library's service desks. Because of the volume of suggestions received, staff is unable to notify you about a decision. We encourage you to check the catalog periodically.

## VII. RECONSIDERATION OF LIBRARY MATERIALS

The library carefully investigates and considers suggestions from patrons to consider the removal or reclassification of any material in the library collection. Patrons may challenge materials by completing the [Request for Reconsideration of Library Materials form \(PDF\)](#) which is reviewed by the library managers and appropriate professional library staff for evaluation. A written response is sent to the patron generally within six weeks. Please note, the Request for Reconsideration of Library Materials form, and the written response to it, becomes part of the public record.

## VIII. GIFTS AND DONATIONS

The library only accepts materials in usable condition. All gifts become the sole property of the Tempe Public Library upon receipt and cannot be returned. The library reserves the right to decide whether donated items are added to the collection and to determine the conditions of display, storage, and access.

All gift materials added to the collection must meet the same selection criteria as purchased materials. Gifts not added to the collection are given to the Friends of the Tempe Public Library for sale in their bookstore. Proceeds from the Friends Bookstore directly benefit the library.

Gifts can be acknowledged with a written receipt that lists the number and type of material donated. However, the library cannot legally make a determination of value of the donation or act as an appraiser (The Tax Reform Act of 1984, Sec. 155a). The library maintains the right to refuse donations at any time.