

Utah State Library Collection Development Policy

Introduction

USL Mission

The Utah State Library develops, leads, and delivers exceptional library services, while optimizing Utah's investment in libraries.

USL Vision

The Utah State Library is the primary leadership resource for librarians, while providing equal access to information and enduring services for citizens.

Collection Development Policy

The Utah State Library's (USL) Collection Development Policy serves as a tool for managing the print and online resources of the Utah State Library. It defines the fundamental nature and purpose of the collection and provides guidance for the selection and acquisition of our information materials. Further, it provides the parameters for the future growth and development of the collection.

The Collection Development Policy reflects and supports the Mission of the Library. One of USL's primary goals is to "Provide access to quality library materials through Utah's public libraries and directly to Utah residents" (Goal 1, FY2018-2022 Strategic Plan).

Collection Development Goals

1. The collections of the Utah State Library are built and maintained in a focused, intentional manner to meet the information needs of state government, the library community, and the residents of Utah.
2. The Utah State Library seeks to provide a balanced treatment of subjects and issues in its collections.
3. The Utah State Library strives to collect and retain a **comprehensive** body of Utah materials.

Policy Review

This policy shall be reviewed at least once every three years.

Adopted: 3/24/2017

Amended: 12/4/2020

The General USL Collection

Audience served

The USL collection supplements the materials found in public libraries that serve people throughout Utah. Material requests that are made by these libraries that are beyond the scope of this collection are processed through Interlibrary Loan (ILL). By providing materials that smaller Utah libraries do not have or cannot easily acquire, the collection helps bridge the gap between the demands of smaller public library patrons and the collection budgets of those libraries.

Character of the collection

The general collection of materials at the Utah State Library consists of the following areas:

Core Collection

USL strives to maintain a balanced, diversified core collection, consisting of both fiction and non-fiction books and audiobooks. Additionally, attention is given requests by Utah's smaller public libraries to fulfill the needs of their patrons for materials beyond that which can be provided by their own collections. A portion of this core collection focuses on materials related to Utah, its history, geology, and culture, including works residents of Utah produce as authors or publishers.

Special Collection

A number of legacy items acquired over the years are maintained in the collection because of their classic or enduring nature. Materials in this collection may be viewed in-house and may be checked out in special circumstances.

Book Buzz Collection

The materials in this collection consist of sets of books that are geared towards book groups of various ages, interests, and backgrounds.

Selection Criteria for Fiction/Nonfiction, Special, and Book Buzz Collections

Materials are selected based upon the following criteria:

1. Authority and reliability
1. Author's qualifications and other published works
2. Reliability and reputation of the publisher
3. Anticipated usage or requests by the public
4. Literary awards or evaluations in reviews /media
5. Accuracy and timeliness of content
6. Contribution of a work to the diversity or breadth of the collection and its relation to other materials on the subject
7. Representation of unique or controversial points of view with consideration of above criteria.
8. Non-fiction and fiction material created by a Utahn or about Utah.
9. Materials about the Native American tribes of Utah defined as

Ute, Goshute, Paiute, Shoshone, or Navajo.
10. Affordability

Library Professional Development Collection

These materials are a resource for all Utah library staff and contain a wide-ranging selection of materials about the library profession.

Selection Criteria.

The general criteria to be used in the selection of professional development materials are as follows:

1. Current and anticipated needs of Utah library staff.
2. Accuracy and timeliness of content.
3. Requests by Utah library staff.
4. Affordability

Deselection Policy

In order to provide a current, accurate and useful collection in those topics that are time-sensitive (health, social sciences, technology), the Utah State Library will perform regular deselection of materials based on the following criteria:

1. Misleading—factually inaccurate
2. Outdated—age of document
3. Condition—worn beyond mending and rebinding
4. Superseded—by a new edition or a much better book on the subject
5. Trivial—of no discernible literary or scientific merit
6. Irrelevant to the needs or interests of the library's community
7. Elsewhere—the material is easily obtainable from another library.
8. Low Usage—Usage drops below acceptable

Gifts

USL reserves the right to decide what should be added to its collection without restrictions on current or future use, and reserves the right to dispose of unsuitable materials in accordance with state law. USL does not appraise the value of gifts.

The USL State Documents Collection

Audience served

Access to the collection is free to the general public.

Character of the collection

Print Collection

This collection contains items consisting of state publications issued by state agencies ranging between Utah territorial era to present day Agencies are required to submit two copies of each print, microform, CD, or DVD publication in compliance with Utah Code Ann. [§ 9-7-207](#), but the collection is incomplete.

Utah Government Digital Library (digitallibrary.utah.gov)

Born-digital state and digitized government publications have been collected since 2006 covering publication dates from approximately 1851 to present. The entire collection is indexed and accessible using Google and other search engines. The cataloged metadata is regularly harvested by the Mountain West Digital Library (MWDL) making all content publicly accessible through the MWDL and the Digital Public Library of America (DPLA).

Selection criteria summary

The Utah State Library is mandated by statute to collect state government publications; provide permanent public access to state publications in digital formats in an online digital library (Utah Code Ann. [§ 9-7-208](#)); and to manage a network of state depository libraries for the preservation, distribution, and exchange of state publications (Utah Code Ann. [§ 9-7-207](#), [209](#)). State publications are defined in statute (Utah Code Ann. [§ 9-7-101](#)) to include a broad range of documents, including audiovisual, micrographic, and electronic publications regardless of the format or method of reproduction.

USL has authority to collect publications from all state agencies, including all departments, offices, boards, commissions, public universities and colleges, and political subdivisions (see Utah Code Ann. [§ 9-7-101](#)). Political subdivisions include all Utah counties, cities, school districts, public transit districts, redevelopment agencies, and special districts (see Utah Code Ann. [§ 9-7-101](#)). To supplement agency-submitted publications, the Utah State Library also harvests publications directly from state agency websites. Select relevant federal agency publications containing information, data, and statistics referring to Utah are also included in the *Utah Government Digital Library*.

Digital Resources Available through Utah's Online Public Library

Audience served

With the exception of the OverDrive content, which is accessible to only the member libraries of the Beehive Library Consortium, Utah's Online Public Library resources are provided for all Utah residents through their local public library.

Character of the collection

USL provides audiobooks and eBooks, newspapers, magazines, and other resources through Utah's Online Public Library (<https://onlinelibrary.utah.gov>). The collection is designed:

- 1) To provide online resources to patrons of Utah's public libraries that will extend the quality and scope of their local library collection, and
- 2) To provide online resources for Utah's residents that focus on life-long learning, including resources for leisure and recreational education.

Resources are chosen to reflect a broad spectrum of viewpoints and interests. Resources are chosen in cooperation with representatives of local public libraries, as well as representatives of K-12 schools and the Utah Academic Library Consortium, who make up the Utah's Online Library Central Committee, to avoid duplication and provide the widest selection of resources.

Beehive Library Consortium

This is a unique consortium comprised of representatives from member libraries, led by an administrative committee created in 2020. This consortium is specific to the OverDrive platform. Content is purchased for this electronic collection by all member libraries, including the USL. USL administrates the consortium.

Selection criteria summary

Materials are selected according to one or more of the following criteria. An item need not meet all of these criteria in order to be added to the collection.

- Current and anticipated needs and interests of the public.
- Evaluations in review media – this may include popular reviews from a variety of sources.
- Accuracy and timeliness of content.
- Author's or publisher's qualifications and/or reputation.
- Contribution of a work to the diversity of breadth of the collection and its relation to other materials on the subject.
- Representation of unique or controversial points of view.
- Receipt of, or nomination for, major awards or prizes.
- Requests by the public.
- Affordability.
- Lending model.

Reconsideration of Materials for Inclusion or Removal

The collection contains a wide variety of materials to meet the diverse needs of a diverse population. The Utah State Library neither approves nor disapproves of views expressed in materials included in the collection. Anyone who wishes to have materials reconsidered for inclusion or removal from the USL collection shall complete the Reconsideration of Materials Form and send it to:

State Librarian
Utah State Library Division
250 N. 1950 W., Suite A
Salt Lake City, UT 84116-7901

Reconsideration forms will be reviewed by a panel of three professional librarians appointed by the Utah State Library Director. The panel will submit its recommendations to the Director, who will make the final decision and provide written responses to requests. Once the form is submitted, the Director will respond to the complainant within 60 days. The complainant has 30 days to appeal the decision. Further appeals go to the Utah State Library Board of Trustees. The Board will form a panel of three, including one professional librarian and two Board Members, to review the challenged material and the reconsideration form. A written response to the individual outlining the Board's findings will be provided within 60 days. The Board's decision is final.