

Collection Management Policy

Approved by: Library Board

Approved Date: April 6, 2008

Revised Date: September 20, 2017

Review Schedule: Every 5 years

Next Review Date: 2022

Statement of Purpose

The Collection Management Policy provides a framework for the selection and retention of library materials in support of the Library's mission. A collection development policy does not replace the judgment of staff responsible for the selection of library resources.

About Ramsey County Library's Collection

The seven branches of Ramsey County Library are located within suburban Ramsey County outside of the St. Paul borders. Three regional locations in Roseville, Maplewood, and Shoreview have collections that are expansive enough to address the needs of the surrounding communities. Smaller libraries in White Bear Lake, Mounds View, New Brighton and North St. Paul have collections that address popular and local demands. Ramsey County Library in Roseville is the resource center for the system and its collection includes specialized titles, technical information and in-depth materials of interest to the general public

Materials move between branches at the request of patrons, with the exception of the books, DVDs, and periodicals of the two smallest branches located in New Brighton and North St. Paul. Materials comprising small-scale collections may be assigned to move between all seven branches and are shelved at the branch at which they were most recently returned.

Ramsey County Library offers collections of rental books and DVDs that may be borrowed for a daily fee. Rental collections were funded by a gift from the Friends of the Ramsey County Libraries and are now self-sustaining. Rental collections do not reduce the number of copies the Library has in its regular collections and all titles that are available as rentals are available for free.

Collection Objectives

Ramsey County Library seeks to provide the community with a collection that meets informational, educational and recreational needs within the limitations of space, staffing and budget. Textbooks and highly specialized materials are generally excluded from the collection but Ramsey County Library's participation in resource sharing through interlibrary loan provides patrons with access to library collections nationwide. The Library's participation in cooperative networks expands access to databases and e-resources.

Ramsey County Library provides free access to materials in a number of formats to all customers and supports the right of each user to decide which items are appropriate for their personal use. The Library endorses the principles of intellectual freedom as expressed in the American Library Association's [Library Bill of Rights](#), [Freedom to Read](#) and [Freedom to View](#) statements.

Selection Guidelines

Responsibility for Selection

The authority and responsibility for the collection rests ultimately with the Library Director. Materials selection is the responsibility of staff librarians working with assigned collections. Librarians use the selection criteria outlined below to anticipate patron needs, respond to high-demand requests, discover materials that support the diverse interests of the community and allocate limited resources to best serve patrons.

Selection Criteria

Selectors welcome patron suggestions, consult library selection tools and are informed by reviews in the media. Selection considerations include:

- Public demand, interest or need
- Contemporary significance, popular interest or permanent value
- Attention of critics and reviewers
- Prominence, authority and/or competence of author, creator or publisher
- Timeliness and availability of material
- Relation to existing collections and to the Library's strategic priorities
- Materials that further racial equity goals for the collection
- Suitability of format for library lending
- Budget and space limitations
- Local or regional interest or significance

Gifts

The Library will accept donated materials only with the understanding that they may be added to the Library's collection, discarded, donated to other charitable organizations or sold at the Library's discretion. Donated items, including review copies, become the property of the Library and will not be returned to the donor. When considering gifts for addition to the collection, the same considerations used in the selection of new materials will be applied. Donors may not impose conditions that limit access to materials or their use.

Collection Maintenance

Professional library staff regularly review items in the collection to ensure that they continue to meet patrons' needs. Materials that are worn, obsolete, old editions or no longer in demand are removed. Unused items in good condition may be transferred to another branch if demand varies between branches. It is the responsibility of professional staff to assess the need for replacing materials that are damaged, destroyed or lost. Items are not automatically replaced. Decisions are based on need, demand and budget. Usable materials withdrawn from the Library's collections will be made available to the Friends of the Ramsey County Libraries.

Requests for Reconsideration of Library Materials

Any Ramsey County Library patron has the right to protest the presence of any materials found in the Library's collections. The protest will be reviewed by a committee of librarians, who will make a recommendation to the Library Director. The Director will make the decision as to the disposition of the protested material. The patron may appeal the Director's decision to the Library Board, which will make the final decision.