

# COLLECTION POLICY

Westminster Public Library develops a collection of materials in a variety of formats that are accessible to everyone. The First Amendment to the United States Constitution protects the free expression of ideas and the right to view, listen to and read those ideas. Thus, to provide access everyone, the Library purchases, licenses, and borrows materials using practices that are flexible, fiscally sound, and responsive to the ever-changing needs of the Westminster community and Library patrons. This Library Collection Policy guides Library staff in decisions to accomplish these goals. The Library upholds the individual choice of its patrons in seeking information and supports their freedom to read, view, and listen at their discretion.

## PURPOSE AND GOALS

Westminster Public Library intentionally chooses materials to support the current needs and interests of the community and to reflect national trends. Items of enduring local historical value may also be added to and preserved in our collection.

To represent the unique make-up of the Westminster community, the Library collection includes materials with a wide variety of viewpoints, representations, and experiences, not all of which are endorsed by Westminster Public Library. The diversity of our community is reflected in the breadth of our collection, including differences in ability, age, ethnicity, faith, gender identity, language proficiency, race, sexual orientation, social or economic status, and more. Individuals can explore and engage with any and all ideas that are meaningful to them.

The Library purchases and leases materials in a variety of formats. We adopt new formats to take advantage of emerging technologies and trends. Inclusion of new formats depends on accessibility, funds, and availability to the Library.

Due to finite space and financial resources, the Library participates in resource sharing with other libraries. This expands access to materials beyond the scope of our collection in a fiscally responsible manner.



## GUIDING DOCUMENTS

### Westminster

- [Westminster Public Library Master Plan](#)
- [Westminster Public Library Vision & Mission Statements](#)
- [City of Westminster Strategic Plan](#)

### State and National

- [Colorado Library Law](#)
- [ALA Freedom to Read Statement](#)
- [ALA Library Bill of Rights](#)
- [First Amendment to the US Constitution](#)

# COLLECTION POLICY (CONTINUED)

## ADDING MATERIALS

Library staff use the following criteria along with budget and spatial considerations to choose new materials for the collection:

- Bestseller lists, awards, and trends in popular media
- Popular authors and topics at Westminster Public Library
- Recent publication dates
- Expressed interests from the community, including direct requests
- Positive representation of historically underrepresented communities
- Local history and current events
- Support for local school curriculum
- Relationship to existing collection
- Accessibility for people with disabilities
- Acceptable pricing and licensing terms where applicable

## INTERLIBRARY LOAN

When community members request access to materials not owned by the Library and that do not meet the above criteria, Westminster Public Library will attempt to borrow those materials from neighboring libraries through Interlibrary Loan.

## REMOVING MATERIALS

Library staff remove items from the Library collection by considering the following:

- Damage and general wear and tear
- Reduced interest in author or topic
- Outdated information or technology
- Space limitations
- Subscription renewal terms and cost

Items removed from the collection may be repurposed, resold, disposed of, or put to other uses, with efforts to reduce environmental impact.

Westminster Public Library card holders with concerns about Library materials should contact Library staff for assistance.

