

COLLECTION POLICY

Westminster Public Library builds community by connecting people to quality collections, programs, services, staff and spaces, rooted in nature, wellness and literacy. The library opens Westminster to a world of possibilities and experiences by shaping relevant, diverse, and enduring collections.

PURPOSE AND GOALS

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. Westminster Public Library intentionally chooses materials to support the 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.

The Library Collection Policy guides Library staff in decisions to accomplish the following goals:

- 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.



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](#)
- [Standards for Decisions Regarding Library Resources - Colorado General Assembly](#)

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
- Favorable attention of critics, reviewers, and the public
- Recent publication dates
- Expressed interests from the community, including [direct requests](#)
- Positive representation of historically underrepresented communities
- Local history and current events
- Support for K-12 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.

REQUEST FOR RECONSIDERATION

Westminster residents with concerns about a specific library resource are encouraged to contact Library staff for further discussion. Information on initiating a formal request for reconsideration of a title's inclusion in the collection can be found on the Library's website and/or from Library staff.



Request for Reconsideration

- Requests for Reconsideration are a matter of public record.
- All copies of a title under review shall remain in circulation until the final determination of its status.
- Only Westminster residents with a Westminster Public Library card can submit a Request for Reconsideration.
- Only one Request for Reconsideration per requestor may be in process at any time.
- If the title is currently under review or if it has been less than three years since the title has been formally challenged, the requestor will be notified that the title is not eligible for reconsideration.
- One Request for Reconsideration will be reviewed by staff at a time. If the Library receives multiple Requests for Reconsideration, they will be reviewed in the order received. Requestors will be given an estimated date by which their request will be processed.

WHAT'S NEXT?

Form Review (3 Days)

- Library staff will review the Request for Reconsideration Intake Form for accuracy and eligibility.
- Within 3 business days of receiving the Request for Reconsideration Intake Form, the Collection Management Coordinator will contact the requestor to acknowledge it was received, confirm its eligibility, and provide a start date for the reconsideration process. The reconsideration process will take up to 30 days and will only be delayed due to staff already reviewing another Request for Reconsideration.

Reconsideration Process (30 Days)

- A Collection Management Librarian will read/watch/listen to the entirety of the resource and prepare a Review Packet with a recommendation based on WPL Collection Policy and best practices.
- The Library Services Manager will read the Review Packet and read/watch/listen to the entirety of the resource under reconsideration.
- The Library Services Manager will make a decision on the Request for Reconsideration and will notify the requestor in writing. The requestor will be invited to meet with the Library Services Manager to discuss their decision.

Appeal Process

- After meeting with the Library Services Manager, the requestor may appeal the decision. For the appeal to move forward, the requestor must submit an appeal in writing within thirty days of the Library Service Manager's decision letter.
- Appeals go to the Parks, Recreation, and Libraries (PRL) Advisory Board for review. Per Westminster Municipal Code section 2-4-3(G), removing a challenged title requires unanimous approval of the PRL Advisory Board. The decision of the PRL Advisory Board is final.

REQUEST FOR RECONSIDERATION

The completed Request for Reconsideration form is open to review under the Colorado Open Records Act. No changes to the status of the material, exhibit or program will be made during the review process.

Please complete this form in its entirety and return (hand deliver, mail, or email) to:

Collection Management Coordinator
College Hill Library
3705 W 112th Ave
Westminster, Colorado 80031

Name _____ Phone _____

Address _____

Email _____

Library Card Number _____

Are you a current Westminster Resident? Yes No

Type of Material

- Book (Print/Digital) Magazine (Print/Digital) Newspaper Video (DVD/Blu-Ray/Streamed)
 Audiobook (CD/Digital) Music (CD/Digital) Electronic Resource (Website, Database)
 Other _____

Title _____

Author/Creator _____

Have you reviewed the Library Collection Policy (attached)? Yes No

Did you read (listen to, watch) the entire resource? Yes No

What concerns, questions, or recommendations do you have about this resource?

Signature _____ Date _____