

**Bud Werner Memorial Library
East Rount Library District**

Collection Management Plan

2018

For enrichment, for education, for escape, for everyone...



Collection Management Plan · Bud Werner Memorial Library

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Introduction

The Bud Werner Memorial Library's Collection Management Plan provides guidelines for selection and retention of library materials in order to ensure that collections are timely, relevant, attractive, and meet the varied interests and needs of our community. The Library's collections are routinely and systematically evaluated for retention, replacement or withdrawal based on criteria outlined in the following plan.

In this plan, each area or category of the collection is defined by:

1. A desired collection level.
2. A description of the emphasis and development of the collection.
3. Retention/deselection criteria.
4. Format.
5. Use of specialized selection tools.

Collection Philosophy

The Bud Werner Memorial Library seeks to make available a top-notch collection of books, audio and video recordings, periodicals and other library materials in a variety of formats, both print and digital, to meet the varied interests and needs of the members of our community.

Material is acquired to fulfill the library's purpose of providing resources to assist in the pursuit of lifelong learning, personal enrichment, entertainment and practical, how to information. The Library strives to provide materials and information representing a wide variety of interests and viewpoints. Materials are not excluded because of the origin, background or views of those contributing to their creation.

The Library upholds the right of the individual to access information, even though the content may be controversial, unorthodox or unacceptable to others. The Bud Werner Memorial Library staff and Board of Trustees recognize and uphold the American Library Association Library Bill of Rights, Freedom to Read and Freedom to View Statements (see Appendix A).

Library materials are selected using a variety of resources and criteria; new materials are ordered, cataloged and shelved on an ongoing basis in order to keep collections fresh and up-to-date. The Library keeps abreast of shifts or trends in community demographics, interests and needs.

The collections are intended to provide broad coverage of general areas of knowledge for the user and are generally not scholarly in nature. Professional and highly technical materials are typically not included in the collection. Coordination of resources with other local and regional libraries, agencies and institutions is an integral part of materials selection.

Community and Collection Overview

Demographics:

The Bud Werner Memorial Library is the central or main library facility for the East Routt Library District that includes the town of Steamboat Springs and surrounding area. The population of the legal service area of the District is 17,912¹. The Bud Werner Library in fact also serves as a resource for residents of all of Routt County (population 24,648). This growing community is primarily comprised of white, middle-class families, second homeowners and an influx of seasonal workers during the ski and summer tourist seasons. Many of these seasonal employees hail from other countries around the world.

The population of Steamboat Springs (12,290--2016 estimate)² is comprised of 88.6% white, 8.2% Latino/Hispanic and 3.2% other racial origins. The community has become more racially diverse over the last 10 years, albeit slowly. Steamboat Springs is a relatively young community, with 72.7% of the population being 18-55 years of age.³ However, population growth in the last 10 years has shifted age distribution significantly toward the 55+ age group.⁴ The largest percent of the population (40%) is between the ages of 25 and 44 years; the median age is 32. Only 9.0% of the population is over the age of 65. Children under the age of 18 represent 18.3% of the population.

The populations of Colorado, Routt County, and Steamboat Springs are projected to grow over the next decade at an annual rate of 1.5%, 0.5%, and 0.5%, respectively.⁵

Historically, Steamboat Springs has attracted the well-educated. The 2010 census indicates that 53.6% of adults over the age of 25 in Routt County have bachelor's degrees or higher.⁶ Educational attainment is one of the highest correlates of public library use.

¹ Colorado State Library Research Service, www.lrs.org

² Gaquin, Deirdre A. and Ryan, Mary Meghan (eds.) (2016). *Places, Towns, and Townships*, 6th ed. Lanham, MD: Bernan Press.

³ Gaquin, Deirdre A. and Ryan, Mary Meghan (eds.) (2016). *Places, Towns, and Townships*, 6th ed. Lanham, MD: Bernan Press.

⁴ Colorado Department of Local Affairs (2017) Steamboat Springs City: Demographic and Economic Profile. Accessed April 15th, 2017

⁵ Colorado Department of Local Affairs (2017) Steamboat Springs City: Demographic and Economic Profile. Accessed April 15th, 2017

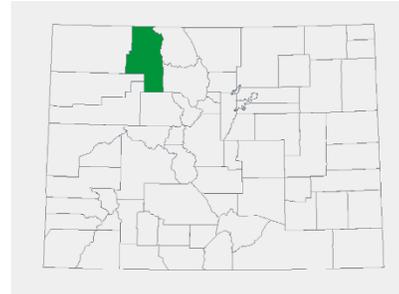
⁶ City Data (2017) Steamboat Springs City, Colorado. Retrieved from <http://www.city-data.com/city/Steamboat-Springs-Colorado.html>

Steamboat Springs city Demographic and Economic Profile



Community Quick Facts

Population (2014)	12,291
Population Change 2010 to 2014	239
Place Median HH Income (ACS 09-13)	\$58,750
State Median HH Income (ACS 09-13)	\$58,433
Employment (County in 2014)	18,887
County Cost of Living Index (State=100)	110.61, Very high

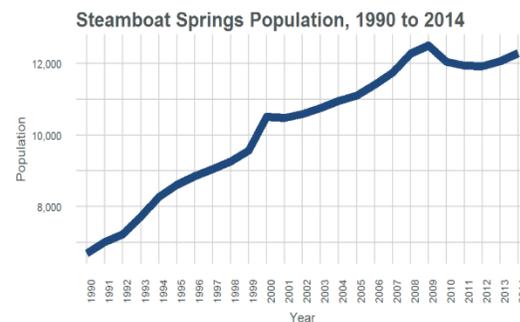


Source: State Demography Office
U.S. Census Bureau

Population

Population Estimates and Forecasts for the resident population are produced by the State Demography Office.

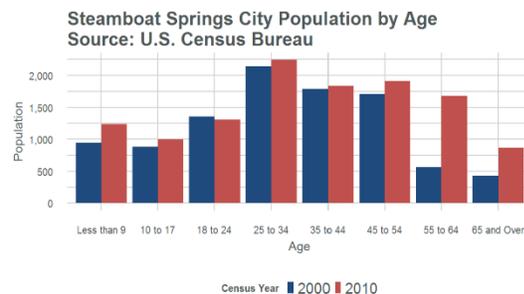
- During the 1990s and 2000s Steamboat Springs experienced fairly rapid growth rates, outpacing both the county and state.
- Since 2010, Steamboat Springs' population growth rates slowed. The total population in Routt County has also grown slowly since 2010.



	Population			Annual Average Growth Rate (%)		
	Steamboat Springs city	Routt	Colorado	Steamboat Springs city	Routt	Colorado
1990	6,695	14,088	3,294,473			
1995	8,608	17,254	3,811,074	5.2%	4.1%	3.0%
2000	10,509	20,123	4,338,801	4.1%	3.1%	2.6%
2010	12,052	23,439	5,050,7289	1.4%	1.5%	1.5%
2014	12,291	23,896	5,353,471	0.5%	0.5%	1.5%

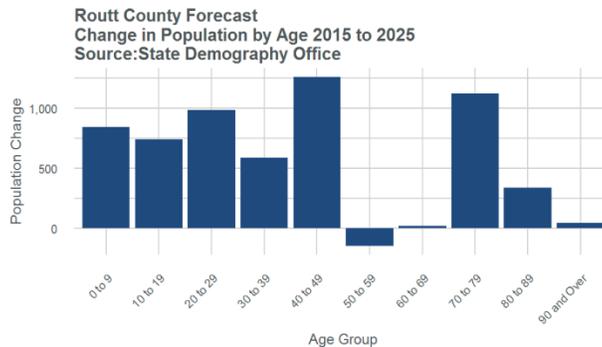
Population By Age

Steamboat Springs' population by age is shown in the chart to the right for both 2000 and 2010. Steamboat Springs' population by age is shown in the chart to the right for both 2000 (darker bar) and 2010 (lighter bar). Almost all age groups increased; however, the growth shifted the age distribution considerably. Most notable is the incredible growth in those over the age of 55, which represented a much smaller share of the population in 2000.



Population By Age, Continued

Routt County, where Steamboat Springs is located, is expected to return to stronger growth between 2015 and 2025. The largest amount of this growth is forecast for those between 70 to 79 years of age. Working age adults in all age groups, except for 50 to 59 are also projected to see large increases. In-migration to the county will be driven by the need for replacement workers for older adults aging out of the county's current labor force and also to meet the demand for jobs driven by the increasing population. Due to the forecast growth in working age adults, there is also growth in the number of children. This mirrors the growth of family households. This growth will not negate the need to evaluate aging services, but may alleviate some of the downward pressure aging can put on tax revenues.

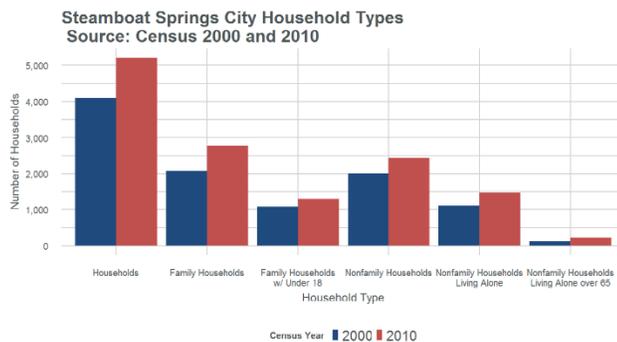


Housing & Households

Steamboat Springs Housing Units	2000	2010	2010 %
Total Housing Units	6,373	9,966	
Occupied Housing Units	4,084	5,201	52.2%
Owner-Occupied Units	2,547	3,273	62.9%
Renter-Occupied Units	1,537	1,928	37.1%
Vacant Housing Units	2,289	4,765	47.8%
For Seasonal	1,213	3,779	79.3%
All Other Vacant	1,076	986	20.7%

- The overall vacancy rate was 47.8% in 2010.
- The majority of vacant units are for seasonal use (79.3%).
- Of the occupied housing units, most are owner occupied (62.9%) but an active rental market exists as well.

- There was a large increase in households between 2000 and 2010.
- This increase was both family as well as nonfamily households. Non-family households living alone experienced the fastest growth in many places in the state.
- The increase in Nonfamily households was mainly persons living alone. These increases speak to large growth in the over 55 (often empty nesters).



Race & Ethnicity

Steamboat Springs city Population by Race/Ethnicity

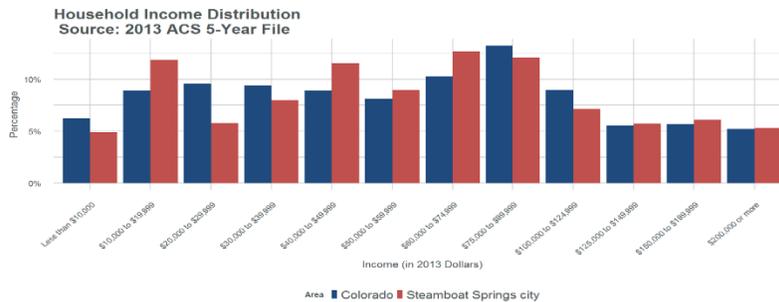
	2000	2010	2010 %
Total	9,815	12,088	
White	9,298	10,720	88.7%
Black or African American	11	77	0.6%
American Indian or Alaska Native	28	33	0.3%
Asian	48	91	0.8%
Native Hawaiian and Other	10	4	0.0%
Some Other Race	8	5	0.0%
Two or More	105	133	1.1%
Hispanic	307	1,025	8.5%

Source: U.S. Census 2010

- Steamboat Springs is less diverse than the state as a whole and became slightly more diverse over the past decade.
- The Hispanic, Black, and the Asian population all increased significantly from 2000 to 2010.

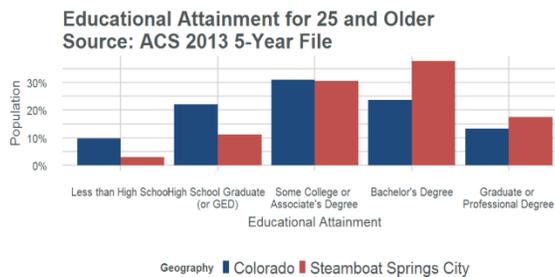
Income

The graph below compares Steamboat Springs' income distribution to the state. Steamboat Springs has a larger share of people earning between \$40,000 and \$74,999 than the state. A higher share of Steamboat Springs' residents earn between \$10,000 and \$19,999. The lower incomes reflect the large number of lower wage service and retail jobs.



Education

Steamboat Springs has a much higher share of its population with a bachelor's degree or higher compared to the state. The largest share of the population has a bachelor's degree followed by some college or associate's degree. Steamboat has a much lower proportion with less than a high school degree than the state.



Commuting

Commuting plays an important role in the economy of an area because not all workers live where they work. Commuting impacts local job growth, access to employees, and transportation infrastructure.

Just over 40% of the jobs (dark green) are held by residents and 60% of the jobs are held by people who live outside the town. Considering Steamboat Springs' labor force (light green), about 67% work in Steamboat Springs and nearly 33% are employed outside of the city.

Steamboat Springs Commuting Patterns, 2013

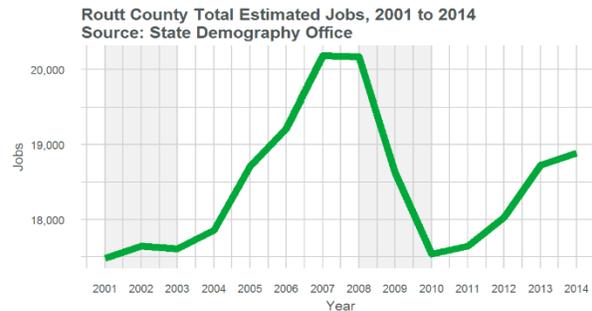


Source: LEHD On the Map, 2013

Note: Data does not include agricultural and self-employed jobs and uses administrative boundaries only.

Jobs & the Economy

Total employment in the county was estimated to be 18,887 in 2014. Routt has gained 1,350 jobs since 2010; however, employment is still down about 1,300 from the pre-recession peak. The sizable losses and steady growth over the past few years can be seen in the time series. The largest share of job gains has been in Construction, Retail Trade, Accommodation and Food, and Agriculture.

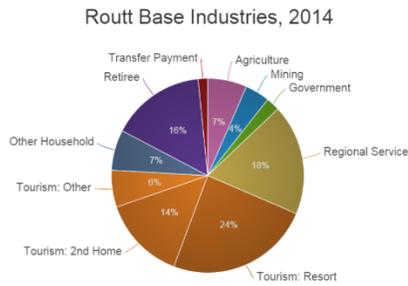


Note: Grey shading represents beginning to bottom of U.S. recessions.

Economic Industry Mix

Share of Jobs by Industry, 2014	Routt	Steamboat
Agriculture	4%	0%
Mining	2%	0%
Utilities	1%	0%
Construction	10%	7%
Manufacturing	1%	1%
Wholesale trade	2%	2%
Retail Trade	9%	12%
Transportation and warehousing	2%	2%
Information	1%	1%
Finance activities	2%	2%
Real estate	7%	5%
Professional and business services	7%	6%
Management of companies and enterprise	0%	0%
Admin and waste	4%	4%
Education	2%	1%
Health Services	7%	10%
Arts, Entertainment, and Recreation	8%	12%
Accommodation and food	12%	17%
Other services, except public administration	7%	5%
Government	10%	11%

Steamboat Springs has a similar industry mix to Routt County, as seen in the chart below. The largest industries by employment share of jobs are Accommodation and Food Services, Arts, Entertainment, and Recreation, Retail trade, and Government. Steamboat Springs has a larger share of jobs in Accommodation and Food Services and Retail Trade than the county demonstrating its dependence on these industries



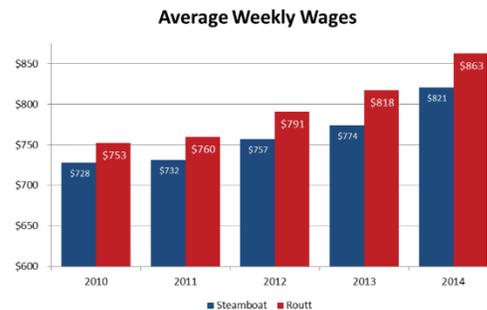
Source: State Demography Office

Economic Base Analysis

The Base Industries chart shows which industries drive the economy in Routt. The chart shows the important share of economic activity driven by tourism (resort, second homes, and ‘other’) and regional services to the economy. It also shows the significance of retiree spending. Regional service includes all establishments primarily engaged in providing services to surrounding counties or to the nation. Examples of which in Routt County include hospitals and health care services as well as computer systems design. The traditionally strong mining economy is a much smaller economic driver than these areas, yet still significant.

Average Wage Trends

- Average weekly wages in Steamboat Springs increased 13% from 2010 to 2014.
- Routt County saw wage growth of 15% over the same five year period.
- Weekly wages of \$821 in Steamboat Springs in 2014 were only 80% of the \$1,014 statewide average; the weekly wage was 95% of the \$863 Routt average.

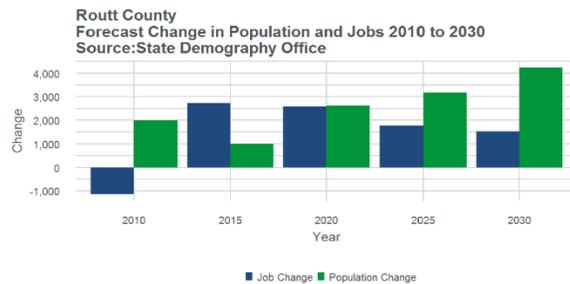


Source: Department of Labor and Employment (QCEW)

Population and Economic Forecast

The rates of growth of both population and jobs can differ somewhat because of changes in the labor market, i.e., labor force participation rates, age, unemployment rates, multiple job holding, and/or commuting. In addition, macroeconomic conditions such as business cycle fluctuations and faster or slower periods of U.S. and Colorado economic growth can affect overall job growth in a region.

- Population growth is forecast to exceed job growth for the period from 2020 to 2030.
- This is driven in part by the aging of the population and the labor force in particular. Job growth will slow as many new entrants to the labor force fill positions that are vacated by retirees. This drives population growth, but not necessarily new jobs.
- This means that while employment is expected to be growing, population will be growing faster. This may require additional housing and community services. Additionally, an aging population may require increased need for accessible housing and other aging services.



	Total Jobs	Population
2010	17,622	23,451
2015	20,343	24,442
2020	22,915	27,059
2025	24,681	30,239
2030	26,203	34,487

Schools, School Libraries, and Outlying Communities:

Colorado Mountain College (CMC), the local community college, offers associate's and bachelor's degrees as well as adult continuing education classes such as computer classes, classes geared for small businesses, and non-credit courses for recreation. The CMC Steamboat Campus Library houses a collection of over 50 academic databases and approximately 27,000 volumes, the latter of which are available for loan to the community.⁷

There are two public elementary schools, one middle school and one high school, all of which have libraries staffed by professional librarians. In 1999, the Steamboat Springs' School District libraries joined the Marmot Library Consortium as a combined Steamboat Springs member with the Bud Werner Memorial Library. This joint membership allows the public and school libraries to share an online catalog and a combined patron database. Holds can be placed on any materials in the system from any of the school libraries. Items are routed between the Bud Werner Library and the school libraries Monday through Friday during the school year.

There are two charter schools in the community: the Mountain Village Montessori Charter School (K-6) and the North Routt Community Charter School (K-8) located 20 miles north of Steamboat Springs in the unincorporated town of Clark. There is considerable interest in homeschooling as another educational alternative for K-8 students.

The Bud Werner Library strives to build its collection in cooperation with existing libraries so as to avoid unnecessary duplication. The school libraries and the Colorado Mountain College Learning Resource Center maintain collections to support their respective formal education curricula whereas the Bud Werner Library seeks to provide materials to aid the general public in their search for information, recreation, culture and independent learning.

The Bud Werner Memorial Library houses a collection of approximately 95,500 physical volumes including print books, periodicals, microfilm, audio recordings, and films on DVDs/Blu-ray.

⁷ Colorado Mountain College (2017). *CMC Steamboat Campus Library*. Retrieved from <http://library.coloradomtn.edu/steamboat> and <https://cmc.marmot.org/Union/Search?basicType=&genealogyType=&lookfor=&basicType=Keyword&searchSource=local>

Bud Werner Memorial Library

Mission Statement

Promoting enrichment, education and escape for everyone.

Guiding Principles of our Institution

- **Literacy and Learning** - creating an environment that encourages and empowers others to improve themselves and increase their knowledge, sparks curiosity and supports individual growth to allow each person to realize their potential
- **Service** - commitment to making the library user-friendly, courteous and approachable, and measure all projects and plans in terms of service
- **Intellectual Freedom** – supporting freedom to access any content without censorship
- **Access to Recorded Knowledge** – providing access to recorded knowledge for the public
- **Privacy** - protecting the confidentiality of library users and their library uses
- **Stewardship** - preserving knowledge for future generations, developing and carrying out librarianship training that passes on core values, and building the trust of the communities served

Selection Criteria

Materials are selected based on the library's role in the community, the library's mission statement, and the community's needs, interests and requests. The library provides differing views on controversial issues depending upon availability of materials. Selection of an item for the library's collection does not imply endorsement of the views, language or lifestyles portrayed in the material.

There is no one single source or standard used in selecting materials. Selection is based on a number of factors or variables.

Items considered for selection are subject to the following general criteria (not listed in priority order):

- Author's significance or reputation
- Publisher's reputation
- Price
- Suitability of physical format for library use
- Critical review
- Literary or artistic merit
- Space and budgetary considerations
- Popular demand
- Suitability of the subject matter to the collection
- Availability of material
- Appearance of titles in special bibliographies or indexes
- Need for material on a particular subject in the collection
- Social significance
- Timeliness or permanence of the work
- Relevance to community needs
- Accuracy of information presented
- Currency
- Comprehensiveness/depth of treatment
- Presentation of diverse points of view
- Geared for the general reader versus a scholarly approach
- Style, clarity, presentation

Selection Criteria for Subscription Databases

- **Ease of Use.** The search engine should be intuitive, require a minimum of training, and the vendor should provide clear instructions on how to search. Results should be displayed so that content is obvious and so that the user is left with few erroneous hits. Display and functionality should be similar, when possible, to other databases or our OPAC.
- **Content.** Priority is always given to full-text, free-access, electronic resources that serve to expand sections of the collection which are difficult to make comprehensive with print resources alone. Priority is also given to downloadable content for offline viewing. Sources within the electronic resource should be accurately cited and stem from reputable sources.
- **Access.** Preference is given to resources that allow IP recognition and remote patron authentication. Consideration is given to the number of simultaneous users allowed. Availability of MARC records for Catalog (PIKA) Discovery should also be considered, but is not necessary.
- **System Requirements.** The resource should operate on equipment and operating systems either currently in use or expected-to-be available. Output to printers and/or users' files should be convenient and the resource must be able to network. Links to patron profiles or systems like Google Drive facilitate individual user content-curation and research.
- **Maintenance.** The amount of support required by staff to make the resources available must be minimal.
- **Vendor Support.** All resources must have toll-free or email access to customer support services which provide timely, reliable, and clear solutions to problems. Resources should also provide remotely accessible, asynchronous or synchronous webinars/tutorials and in-house training sessions for staff and patrons alike.
- **Preview Trial Periods.** If possible, all electronic resources should be previewed for the maximum period of time before purchase decisions are made.
- **License Agreements.** Care should be taken to ensure that the agreements allow for the level of access most convenient to our patrons. Agreements that do not allow remote patron authentication should not be considered for the collection.
- **Reputation.** With the competition of so many online, electronic resources it is important to consider companies who have shown that they are capable of providing services in the future.
- **Critical Reviews.** Many publications are devoted wholly to electronic resource reviews and whenever possible should be consulted before purchase decisions are made.

Pre-Order Electronic Resource Evaluation

Product Overview:

Name of Resource: _____

Publisher/Vendor: _____

URL: _____

Is there a print counterpart to this title? Yes No

Does the library subscribe to the print edition? Yes No

Would the electronic edition replace the print or be in addition to the electronic edition?

Why would we want both? _____

Cost of the electronic resource _____

Is this resource provided through CLiC or another Database Package? If so, describe the conditions and contents of the package

Does the Library already provide a similar electronic resource to patrons? If so, what are the differences between the two? Is one superior?

Is there a "free" trial period? Yes No

If Yes, for how long? _____

If Yes, please provide the URL and any necessary login information:

How is access granted?

IP detection	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Username/password	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Requires both	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Number of simultaneous users allowed _____

Are MARC Records available for OPAC/Catalog discovery? Yes No

Is the resource full- text? Yes No Partial

Does viewing full-text require the use of add-ons, i.e. PDF, etc.? Yes No

What does the publisher consider fair use (downloading, copying, distributing to whom and for what purposes). _____

Please briefly describe the following, if applicable:

1. Lending
2. Access
3. APIs
4. Cataloging
5. Discovery
6. Acquisitions and Ownership
7. Authentication
8. Platform Fees
9. Pricing
10. Invoicing
11. Analytics
12. Admin Functionality

Please attach any professional reviews, if available.

Product Analysis:

Describe the search engine. Is it intuitive? Does the publisher have instructions? How are the results displayed? Do you get accurate hits? Provide screen shots where appropriate.

Who is the intended audience? How may this resource be used?

What subjects are covered and how does it supplement our print and other electronic sources?

What is included in a typical entry? Are they current? Unbiased? Is there information that should be included but isn't?

What are the unique features?

Overall Evaluation? Do you recommend a purchase and why?

Submitted by _____ Date _____

Web Site Selection Criteria

Internet resources represented on the library's web site and in the library's catalog should be selected as carefully as any other material that is added to the library's collection. The following criteria should be considered before inclusion:

Key Selection Criteria

1. The library will not include sites that are fee-based or sell a product unless it also offers important informational content for free.
2. Unless a justifiable optimization of content or service is provided, no site should require a personal user account to be created in order to access information.
3. Content should be competently written, with few if any grammatical or spelling errors.
4. For all sites, links should lead to appropriate content. For directories or gateway sites, a strong majority of the links should work.
5. Sites should demonstrate evidence of regular management to ensure viability of links and the accuracy/relevancy of information.

Content

- Accurate and factual
- Substantive and relevant
- Original and quality
- Objective
- Links from the site should be appropriate and/or supportive
- Regularly updated in the case of current event topics and study

Design

- User friendly
- Easy to navigate with clear instructions
- Complete (not under construction)
- Attractive
- Standard HTML without browser specified extensions

Access

- Free
- Retrievable through the library's existing hardware and software
- Retrievable through the average patron's home computer
- If special software/helper application is required, should have easy-to-understand instructions on how to download and install the software
- Free of the requirement to create a user profile, except where superior content or service is offered

Authority

- Clearly identified responsibility for source
- Ability to ascertain status, affiliation, qualifications or reputation of the author, publisher, and/or sponsor
- Documented sources of information

Currency

- Regularly maintained - dates provided?
- Indications of established history and continued maintenance

Reviews

- Preferably positively reviewed in one or more review sources

Selection Sources

The following sources are used to select materials:

Published reviews
Patron requests
Staff and Board recommendations
Publisher's newsletters and catalogs
Annual award winners & nominees
"Best of" lists
Holds
Gifts
Media

Standard selection tools include:

AudioFile
Billboard, Spotify, Pandora, iTunes (for music)
BookPage
Booklist
Bookmarks Magazine
Baker & Taylor's subject catalogs
Baker & Taylor's TS360
Goodreads
Horn Book Magazine
Internet Movie Database
Kirkus Reviews
Library Journal
Library Reads and Indie Next lists
Midwest Tape
New York Times Book Review
Publishers' Weekly
School Library Journal
Video Librarian

Collection Responsibility

The Library Director is responsible for administering the Collection Management Plan. Selection and other collection management duties will be assigned by the Library Director to the Reference Librarian, the Technical Services/Collection Management Librarian, the Youth Services Librarian, and to other staff as deemed appropriate to meet collection management goals and objectives.

Deselection of Library Materials

In order to provide an engaging, relevant and up-to-date collection, materials are evaluated on an ongoing, systematic basis. The criteria for withdrawing materials are:

- physical condition: item is worn or damaged
- duplicate copies in excess of demand
- newer edition exists
- content presented is outdated/inaccurate
- no longer of interest or demand in the community
- format is dated or the content is much more accessible in an alternative format

Withdrawn materials may be given to another library, delivered to a recycling center if worn or damaged or may be designated for re-sale.

Replacement, Repair, Bindery Guidelines

Materials which are worn or damaged will either be replaced, repaired, rebound or withdrawn depending upon the condition of the item and its significance to the collection.

Generally, only newer materials and core collection items are considered for replacement.

Materials are repaired in-house according to available staff time, tools and expertise. Generally, materials are replaced, rebound or withdrawn if the extent of damage or wear requires extensive repair.

Protective plastic covers for dust jackets should be cleaned and replaced as needed in order to keep the collection attractive and appealing.

Standards for rebinding include:

- The dust jacket or cover is still usable.
- Out-of-print materials important to the collection.
- Materials of local significance (local history, genealogy).
- Expensive materials that are less costly to rebind than to replace and are considered essential to the collection.
- Original binding not intended for heavy, public library use (non-durable).

Gifts and Donations

The Bud Werner Memorial Library welcomes gifts of books and other materials. Gifts are accepted by the library with the following provisions:

1. Upon acceptance, all gifts and donations become the exclusive property of the East Routt Library District.
2. All gift materials are evaluated for their usefulness for the library's collection using the same selection criteria or guidelines that apply to all collection acquisitions. Gift items are not automatically added to the collection. If materials are deemed to be inappropriate for the library's collection, they may be given to another library or nonprofit organization, or designated for re-sale.
3. If added to the collection, donated materials shall not necessarily be housed or placed in a special collection or location.
4. If requested, the library will give the donor a receipt specifying the number of items donated with the understanding that the library does not assign monetary value to the donated items.

Reconsideration of Library Materials

It is the responsibility of the Bud Werner Memorial Library to provide a wide spectrum of materials to meet the varied and diverse needs of our community. The library provides differing views on controversial issues depending upon the availability of materials. Selection of an item for the library's collection does not express or imply endorsement of the views, language or lifestyles portrayed in the material. The library does not restrict any patron's freedom to read, view or listen to library materials, including both children and adults.

The library welcomes comments and suggestions on individual items from members of the community. Suggestions are considered based on guidelines established in the Collection Management Plan. An individual requesting reconsideration of any material in the library's collection must complete and sign a "Request for Reconsideration of Library Materials" form.

Upon receipt of a completed request for reconsideration form, the following procedures will be followed:

1. The Library Director will chair a review committee of (professional librarians/member of the community/member of the Library Board) to review the request.
2. Copies of the material in question will be made available to each member of the committee.
3. During the review process, the library material will remain available to the public.
4. Each committee member will read/listen to/watch the item in question.
5. The Library Director will send a written response to the individual(s) requesting reconsideration, giving the committee's decision and the reasons for the decision.
6. Should the individual(s) requesting reconsideration be dissatisfied with the committee's decision, a written appeal may be made to the Board of Trustees.

Adopted by the East Routt Library District Board of Trustees, January 28, 1998.

Bud Werner Memorial Library

Request for Reconsideration of Library Materials

Format: Book_____ Magazine_____ Audio recording_____ Video_____ Newspaper_____

Digital Resource (specify): _____

Other (specify): _____

Title: _____

Author/Producer: _____

Publisher: _____ Publication date: _____

Your name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ (h) _____ (w)

Email address: _____

Do you represent: Yourself_____ An organization_____

Organization name: _____

Address: _____

Phone: _____ Web site: _____

Did you read/hear/watch the entire work? _____ If not, which parts?

What concerns you about the resource?

Are there resource(s) you suggest to provide additional information and or other viewpoints on this topic? _____

Additional comments: _____

A copy of the Bud Werner Memorial Library Collection Management Plan is available upon request.

Signature of patron _____ Date _____

Received by staff member _____ Date _____

Recommendation by Review Committee:

Retain material ____
Move to another collection ____
Remove from collection ____
Date _____

Committee Members Signatures:

Definition of Collection Levels

Exhaustive

A collection in which the library endeavors to include everything written or produced in a specific or defined field. The aim is on exhaustiveness. All older material is retained for historical purposes.

Advanced Interest (Comprehensive)

A comprehensive collection of materials that has a large and diverse number of titles representing many aspects of the subject. The emphasis is on developing a comprehensive collection that will support the needs of a wide range of users. Select titles will be retained for historical purposes. Subtopics may include a historical overview, how-to, and representative works of the most important significant contributors to the field – past and present.

General Interest (Selective)

A selective collection of materials that is adequate to support popular (general) interest or initial study. The emphasis is on developing a collection that meets general community needs. It includes current, popular titles that are consistently weeded. It should be comprehensive enough to support broad subject areas, but is not designed to provide support for all subtopics within subject areas.

Basic (Highly Selective)

A highly selective collection that serves to introduce the subject and indicates the varieties of information available elsewhere. The emphasis is on currently published materials that provide a general overview intended to meet the casual interests of the general reader. The collection includes popular titles along with the most significant works or classics in the field.

Collection Management Plan

Adult Nonfiction
by subject/call number classification

Computer Science

Call Number Range	004 - 006.9
Collection Level	<p>General Interest</p> <p>This area includes information on purchasing, upgrading and maintaining personal computers, computer operating systems, software and networking. There is considerable demand for information on creating web sites and operating mobile devices. Books for beginning computer users and seniors (e.g. the For Dummies and Teach Yourself Visually series) are very popular. Introductory texts to common programming (Python, JavaScript, PHP, C++, and CSS) and markup (HTML and XML) languages are also available.</p> <p>Materials on using specific computer programs should be selective (versus comprehensive), focusing on the most commonly used packages (e.g. word processing) and having less emphasis on more specialized applications. The collection should cater to all levels of users, however, materials on obscure programming languages or highly technical applications for computer professionals are not collected.</p>
Retention	<p>This section should be weeded aggressively -- materials older than 3-5 years should be considered for deselection; new titles should be added on an ongoing basis. Guide to using older versions of software are retained for those who retain or have acquired an older computer for home use and are seeking instruction.</p>
Format	<p>Due to the rapid rate of technological change, periodicals are a good source of current information in addition to the book collection. Tutorial videos are useful for learning computer applications and are in high demand and are available through library-provided databases.</p>
Databases	<i>Learning Express Library; Optimal Resume</i>

Professional Collection

Call Number Range	020-029
Collection Level	Basic This section includes materials for management and operation of a public library. Materials are purchased selectively for reference on topics including strategic planning, library services, collection management, facility planning and staff development.
Retention	Materials are considered for deselection when the information is no longer valid or useful. Materials are considered for deselection after 15 years.
Format	Primarily books.
Databases	<i>Library, Information Science & Technology Abstracts with Full Text</i>
Selection Tools	Primarily publishers' catalogs, including: ABC-CLIO American Library Association Neal Schuman Scarecrow Press

Philosophy

Call Number Range	<p>Paranormal Phenomena 001.9 130-139.9</p> <p>Philosophy 100-129.9 140-149.9 160-169.9</p>
Collection Level	<p>General Interest</p> <p>This area includes materials on worldwide philosophies and philosophers, both ancient and modern, and ethics and morality for the general reader. They include classic works of Eastern and Western Philosophers (Aristotle, Kant, Hegel, Lao Tzu, Confucius, Buddha, etc.) as well as a select number of textbooks.</p> <p>Paranormal phenomena are very popular topics. Paranormal phenomena include UFOs and extraterrestrials, Sasquatch and other cryptids, alternative histories/archaeologies, witchcraft/Wicca, ghosts, demonology, divination/dowsing, Feng Shui. Multiple copies should be purchased where few titles on a subject are available.</p> <p>Animal rights and welfare is another popular topic which should be well represented.</p>
Retention	<p>Materials are considered for deselection after 15 years. Classic texts are retained and considered for rebinding or replacement.</p>
Format	<p>Primarily books.</p>
Databases	<p><i>Academic Search Premier; Encyclopedia Britannica; Funk & Wagnall's New Encyclopedia; Points of View; Primary Search</i></p>
Selection Tools	<p>Standard review sources.</p>

Psychology

Call Number Range	150-159
Collection Level	General to Advanced Interest This area consists primarily of popular psychology titles: personal growth/self-improvement, coping with grief/death, child development, interpersonal relations and communication, creativity, psychology of the sexes, and classic works of well-known psychologists (Freud, Jung, Erikson, etc.) as well as a select number of textbooks.
Retention	Except for classic texts, materials should be considered for deselection after 5-10 years. Popular psychology materials should reflect current trends or prevalent topics; hence the collection should remain current.
Format	Primarily books, supplemented with audio visual media.
Databases	<i>Biomedical Reference Collection; Consumer Health Complete; Psychology and Behavioral Sciences Collection; Science Reference Center</i>
Selection Tools	Standard review sources.

Religion & Spirituality

Call Number Range	200-299
Collection Level	<p>General Interest</p> <p>This collection includes broad coverage of world religions, denominations and sects. The focus of this area is in sacred texts and commentaries complemented by a select number of devotional titles, versus provision of extensive devotional/inspirational materials as would be found in a church library. There is considerable interest in the area of spirituality or religious beliefs and attitudes attained through personal experience, reasoning and interpretation versus authoritative scriptures of specific religions. Materials on the Bible should include atlases, dictionaries, concordances and select English translations.</p> <p>The emphasis of the collection is as follows:</p> <ul style="list-style-type: none"> • Bible • Christianity (including Mormonism, Catholicism, Christian Science) • Buddhism • North American Native religions • Comparative religions: religious topics not applied to specific organized religions, e.g. religious mythology, meditation and prayer, spirituality, enlightenment, religious experience/life/practice.
Databases	<i>Academic Search Premier; Encyclopedia Britannica; Funk & Wagnall's New Encyclopedia; History Reference Center; Points of View; Primary Search</i>

Social Sciences

Call Number Range	Subtopic
300, 307	General
305	<u>Social Groups:</u> Childhood, Adolescence, Women's/Men's studies, Gay & Lesbian studies
306	<u>Social & cultural institutions:</u> Marriage Families Relationships
320, 350	Political Science/ Government
330-332	Economics
340	Law
360	Social Issues
370	Education
390	Customs, holidays, folklore

<p>Collection Level</p>	<p>General Interest</p> <p>This area encompasses a broad array of subtopics listed above. The emphasis of the general social sciences section is on popular social issues versus scholarly studies.</p>
<p><i>Women's/Men's Studies Marriage/ Relationships</i></p>	<p>Materials on women's studies and relationships are extremely. The collection should include a comprehensive selection of materials on marriage and divorce, relationships, family, childhood and adolescence.</p>
<p><i>Political Science/ Government</i></p>	<p>This area consists of materials on the political process and the structure and functions of government, and is geared for the general reader versus the scholarly researcher. The section includes overviews and histories of various types of government (socialism, communism, liberalism, conservatism, democratic and authoritarian systems, feudalism, monarchy, and ancient/medieval forms of government) and political ideologies. It includes classic works from political philosophers (e.g. Jefferson, Rousseau, Hobbes etc.)</p> <p>In-demand titles of popular culture and current affairs, such as books written by journalists, commentators, pundits, or individuals running for public office, should be acquired actively and weeded aggressively.</p> <p>The collection should provide good coverage on the topic of human rights, particularly for student research. A select number of items on foreign policy, international relations and espionage geared for the general reader should be available. As with general social issues, much of this information is found in current periodicals.</p> <p>Military science is also included here. Titles for the general reader and history buff cover military history, operations, weapons, infantry, cavalry, and air/sea forces. ASVAB exam preparation materials are available and up to date.</p>
<p><i>Economics</i></p>	<p>This area includes a select number of titles on general economic conditions, systems and schools of thought. It includes classic works from economic philosophers (e.g. Smith, Marx, Mill, etc.)</p> <p>The emphasis of the collection is on personal finance, investing, careers and economics of land and energy (real estate, conservation of natural resources). Information on resource management in the American West, or personal homes are also in high demand.</p>

<i>Law</i>	There is considerable demand for legal materials for the general reader. Primary topics include divorce, child custody, copyright, landlord/tenant, leases and contracts, small business law, employment, wills, living trusts, estate planning, and immigration. New materials should be purchased frequently for this section and weeded aggressively. Items older than 5 years should be considered for deselection.
<i>Social Issues</i>	This area includes general coverage of social problems including illnesses (AIDS, Alzheimer's disease, terminal illness, alcoholism, disabilities, etc.), child care, aging, adoption, domestic violence, environmental concerns, and insurance. True crime, also located here, circulates well.
<i>Education</i>	The materials in this section provide information on issues in education for the general public versus the professional teacher. The collection should include materials to assist parents in educating their children and helping children achieve in school. There should be a current collection of study guides for standardized tests (SAT, ACT, GRE, MCAT, etc.). Considerable demand exists for information on home schooling and colleges and universities – choosing and applying to a college, financial aid, etc. Preschool learning and learning to read are also emphasized.
<i>Customs, holidays, folklore</i>	This area encompasses costumes, etiquette, customs, holidays and folklore. Books on weddings are extremely popular – multiple copies should be purchased. Christmas books also circulate well but all holidays should be represented. The folklore collection includes folk literature from around the world, e.g. Native American tales and Arthurian legends. The majority of the folklore collection is housed in the children's library.
Retention	Materials older than 15 years should be considered for deselection.
Format	Primarily books with documentary film and audio recordings as useful supplements in the areas of social issues and relationships. Market analysis, legal document creation and practice exams for standardized testing are available through subject-specific databases. Similar print resources can likewise be found in the non-circulating Reference Collection as well.

<p>Databases</p>	<p><i>Academic Search Premier; Colorado Grants Guide; Encyclopedia Britannica; Environment Complete; Funk & Wagnall's New Encyclopedia; Green File; History Reference Center; Law Depot; Learning Express Library, Legal Information Reference Center; MAS Ultra – School Edition; Master FILE Premier; MorningStar Investment Research Center; Points of View; Primary Search; Professional Development Collection; Regional Business News; Social Sciences Full Text; Topic Search</i></p>
<p>Selection Tools</p>	<p>Standard review sources.</p>

Languages

Call Number Range	400-499
Collection Level	<p>General Interest</p> <p>This section contains materials on the English language -- etymology, usage and grammar, vocabulary and definitions. It also includes sign language, foreign language, and ESL/EFL (English as a second/foreign language) materials with an emphasis on self-instruction.</p> <p>Widespread travel by library patrons has placed high demand on foreign language instruction, with Spanish being the language in greatest demand; multiple copies should be purchased. Spanish materials are followed in popularity by French, German and Italian.</p> <p>Instructional materials (predominately audio) are purchased for all levels: beginning, intermediate and advanced. These resources are supplemented by language learning databases that incorporate text and audio/visual approaches, are mobile optimized, and include reference tools such as dictionaries and user forums.</p> <p>The English language collection should include handbooks and textbooks for English grammar and usage. Dictionaries, both general and specialized, should be kept current to reflect accepted language principles and usage, self-instruction/study guides for basic English, ESL/EFL, and English for Spanish speakers.</p> <p>Foreign language materials should include phrasebooks, dictionaries and select textbooks. A core collection of recreational reading and basic reference materials in Spanish will be maintained. This collection was expanded in 2017.</p> <p>Most major languages are ranked as level I, II or III, with corresponding collection parameters. Additional languages should be represented as public need changes.</p> <p>Level I Comprehensive Level II Selective Level III Highly Selective</p>

<i>Level I</i>	Spanish ESL French German Italian
<i>Level II</i>	Russian Japanese Portuguese Mandarin Vietnamese Thai Korean Swedish Finnish Danish Norwegian Dutch Greek Irish Native American languages English for Spanish speakers Nepali
<i>Level III</i>	Yiddish Arabic Welsh Cantonese Gaelic Hindi Latin Czech Hungarian Hebrew Polish English for other non-English speakers
Retention	All obsolete formats should be discarded. Outdated school grammars and textbooks should be considered for deselection along with items older than 10 years. All items in Playaway and/or Audiocassette formats were deselected in 2016.

Format	Primarily audio, supplemented with books, instructional videos, and subscription databases
Databases	<i>Idiomas Mango; Mango; Bases de Datos de EBSCO Host; Salud Completa del Consumidor;</i>
Selection Tools	<p>Almost exclusively publishers' and distributors' catalogs. Primary sources include:</p> <ul style="list-style-type: none"> Barron's Audio Forum Language/30 (Educational Services) Berlitz Penton Overseas Living Language (Crown) Pimsleur (Simon & Schuster) Baker & Taylor subject guides

Sciences

Call Number Range	Subtopic
500	General Science
510	Mathematics
520	Astronomy
530	Physics
540	Chemistry
550	Earth Sciences
570	Life Sciences
580	Botany
590	Zoology

<i>Mathematics</i>	
Collection Level	<p>Basic</p> <p>This area deals with the basic general principles of mathematics -- arithmetic, algebra, geometry, trigonometry, calculus, statistics, and applied mathematics for everyday life.</p> <p>This collection should remain relatively small with emphasis on titles geared for the layperson. Where appropriate, study guides and textbooks should be included for the patron wishing to improve their math skills.</p>
Retention	Materials over 15 years old should be considered for deselection.
Format	Primarily books, supplemented by videos

Databases	<i>None, specifically.</i>
Selection Tools	Primarily publishers' catalogs.

<i>Astronomy</i>	
Collection Level	General Interest Browsing items including astronomical imaging from terrestrial and orbital telescopes should be balanced with texts concerning the history of astronomical study. Introductory texts on amateur astronomy and atlases of the planets and celestial sphere should be available as well.
Retention	Materials older than 15 years should be considered for deselection.
Format	Primarily books, supplemented by videos.
Databases	<i>Academic Search Premier; McGraw-Hill AccessScience; Science Reference Center</i>
Selection Tools	Publishers' catalogs and standard review sources.

<i>Physics</i>	
Collection Level	General Interest This area includes materials on the principles of physics, scientific theories, experiments and discoveries geared for the nonspecialist. A few current basic textbooks should also be included.

Retention	Materials over 15 years old should be considered for deselection. Classic theorists should be considered for replacement/rebinding.
Format	Primarily books.
Databases	<i>Academic Search Premier; McGraw-Hill AccessScience; Science Reference Center</i>
Selection Tools	Standard review sources and publishers' catalogs.

<i>Chemistry</i>	
Collection Level	Basic The field of chemistry typically is not a popular area for browsing. This section should remain relatively small and include basic textbooks and information on chemical processes. Chemical experiments for science fair projects are, however, in demand.
Retention	Materials over 15 years old should be considered for deselection.
Format	Primarily books.
Databases	<i>Academic Search Premier; McGraw-Hill AccessScience; Science Reference Center</i>
Selection Tools	Primarily publishers' catalogs.

<i>Earth Sciences</i>	
Collection Level	<p>General Interest</p> <p>This area covers geology, rocks and minerals, oceanography, weather and climate, paleozoology, paleontology, cartography and surveying. Some basic textbooks should be considered. There should be a current selection of field guides on rocks and minerals. All materials written for the general reader on the geology of Colorado and the Rocky Mountain region should be acquired.</p> <p>Also of strong interest are materials on the geology of the neighboring desert and canyon areas of Utah, Arizona and New Mexico. Titles on dramatic natural phenomena such as volcanoes and earthquakes are popular as are titles on weather and climate. Books on dinosaurs are most popular with children, but the adult collection should include titles for both browsing and general research.</p> <p>The topic of climate change is also popular, and materials should represent a variety of viewpoints and solutions.</p>
Retention	Most materials over 15 years old should be considered for deselection; field guides may be retained 15 years. Most titles are not replaced or rebound.
Format	Primarily books
Databases	<i>McGraw-Hill AccessScience; Science Reference Center</i>
Selection Tools	Standard review sources and publishers' catalogs, especially from regional publishers.

<i>Life Sciences</i>	
Collection Level	<p>Basic</p> <p>This section encompasses biology, physiology of plants and animals, ecology, microbiology and evolution.</p> <p>Basic information can be found in textbooks. The collection is primarily geared for general research, although materials covering recent discoveries</p>

	and theories/speculation about the nature of life should meet popular browsing needs.
Retention	Most materials older than 10 years should be considered for deselection.
Format	Primarily books.
Databases	<i>Academic Search Premier; McGraw-Hill AccessScience; Science Reference Center</i>
Selection Tools	Standard review sources and publishers' catalogs.

<i>Botany</i>	
Collection Level	<p>General Interest, with strong regional emphasis</p> <p>This area covers structure, history, habitats and uses of plants. The collection includes a small number of introductory textbooks, but by far the most popular are plant identification guides, particularly for Colorado and the Rocky Mountain region. Multiple copies should be purchased for all plant (wildflowers, mushrooms, trees, shrubs, herbs, weeds) identification guides for this geographical area. There is high demand for information on medicinal herbs.</p> <p>This section should complement the Gardening and Agricultural collections. It should also complement the Library's Adult Programming effort, which frequently focuses on local flora.</p>
Retention	Materials older than 15 years should be considered for deselection. Most titles up to 5 years old are candidates for replacement or rebinding. Classic titles should be retained, especially if no replacements are available.
Format	Primarily books.
Databases	<i>Academic Search Premier; McGraw-Hill AccessScience; Science Reference Center</i>

Selection Tools	Publishers' catalogs, supplemented by standard review sources.
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<i>Zoology</i>	
Collection Level	<p>General Interest</p> <p>This area encompasses animal life for the student and general reader; the collection is heavily used for student research. Multiple copies of field guides for birds, mammals, fishes, etc. of the Rocky Mountain region should be purchased. This section is popular with artists, designers and craftspeople seeking pictures of wildlife, and the collection should include high quality illustrations.</p> <p>The collection should represent all categories of animal life, both regional and worldwide. It should also complement the Library's Adult Programming effort, which frequently focuses on local fauna.</p>
Retention	Materials older than 15 years should be considered for deselection.
Format	Books, supplemented with videos.
Databases	<i>Academic Search Premier; McGraw-Hill AccessScience; Science Reference Center</i>
Selection Tools	<p>Standard review sources and publishers' catalogs, particularly:</p> <ul style="list-style-type: none"> National Geographic Peterson's Field Guides National Audubon Society Eyewitness Handbooks (DK) Facts on File Firefly Smithsonian

Technology/Applied Sciences

Call Number Range	Subtopic
600-609	General Technology
610-619	Medical Sciences
620-629	Engineering/Electronics/Manufacturing
630-635	Agriculture/Gardening
636-639	Animal Husbandry/Pets
640-648	Home Economics/Houses
649	Parenting
650	Job Hunting/Careers
651-659	Business
660	Chemical Engineering
690-699	Building/Construction

<i>General Technology</i>	
Collection Level	Basic Newer items that discuss new technologies and their relationship with humans should be collected as subjects become popular. General information for students, including the history of technology and invention should be included.
Retention	Most titles over 10 years old should be considered for deselection. Those titles that have not circulated in 5 years should be considered for withdrawal.
Format	Primarily books, supplemented with videos.
Databases	<i>Academic Search Premier; McGraw-Hill AccessScience; Science Reference Center</i>
Selection Tools	Standard review sources

<i>Medical Sciences</i>	
Collection Level	General to Advanced Interest The public library is an important resource for information on health and medicine. These highly used materials are selected for the layperson, general reader, patient and caregiver. The collection should provide strong coverage with a wide variety of viewpoints on all subtopics, including: Anatomy/physiology Vitamins/minerals Nutrition Pregnancy/childbirth Fertility/conception Aging Women's health/gynecology Brain/neurology

	<p>Yoga Wellness Outdoor survival skills Physical fitness/exercise Sports medicine Massage Alternative medicine/therapies Substance abuse/drugs/alcoholism Chronic illness First aid/emergency care Diseases Environmental health</p>
Retention	<p>New material should be added continuously to keep up with constant change in this field. Weeding should be aggressive; materials older than 8 years should be considered for deselection.</p>
Format	<p>Due to rapid change and considerable interest by the general public in this area, credible web sites and online databases are a primary source of information, supplemented by print books and periodicals. Video is a preferred format for topics including yoga and exercise where visual demonstration is most useful to the user.</p>
Databases	<p><i>Academic Search Premier; Biomedical Reference Collection; Consumer Health Complete McGraw-Hill AccessScience; Psychology and Behavioral Science Collection; Science Reference Center</i></p>
Selection Tools	<p>Standard review sources and publishers'/distributors' catalogs.</p>

<i>Engineering/ Electronics/ Manufacturing</i>	
Collection Level	<p>General Interest</p> <p>This section includes various aspects of engineering including chemical engineering, mining, civil engineering, nautical engineering, aerospace engineering, transportation, manufacturing (e.g. metalworking, textiles, papermaking) and inventions. Also included are the maintenance and repair of equipment and electronics. Materials are selected for the general reader and hobbyist.</p> <p>There is considerable demand for vehicle maintenance and repair resources. Select texts are available for owners of popular automobiles and recreational vehicles (e.g. Subaru, Jeeps, Snowmobiles, etc.). The Chilton's guides were weeded from the Reference Collection in 2015.</p> <p>Despite the locale, there is considerable interest in boats and boating. Included here are materials on nautical craft, architecture, equipment and engineering, as well as information on seamanship and navigation.</p> <p>Also of interest is information on local mining from a historical perspective as well as current mining activity. Panning for gold is a popular hobby. Technical materials for the professional are generally not collected.</p> <p>The aviation collection includes materials on the history of flight, aircraft identification, basic aeronautics, practical flying information for private pilots, biography and memoirs. Materials on spaceflight and spacecraft are in high demand for student research.</p> <p>Items covering civil and municipal engineering are generally not purchased. There is high demand for books on construction and maintenance of home wells and septic systems, particularly for the environmentally conscious. The collection should also include materials on railroads and trains for the hobbyist. Regional materials of a historic nature are a priority.</p>
Retention	<p>Materials over 15 years old should be considered for deselection. Appliance and vehicle repair manuals should be retained for repair of older models and should be considered for replacement or rebinding. Regional information on trains and railroads should be retained and considered for rebinding.</p>
Format	<p>Primarily books</p>

Databases	<i>Academic Search Premier; Auto Repair Reference Center; Consumer Reports; McGraw-Hill AccessScience; Science Reference Center; Small Engine Repair Reference Center</i>
Selection Tools	Standard review sources and publisher's catalogs including: Chilton's Motors Intertec Smithsonian Clymer McGraw Hill Janes

<i>Agriculture/ Gardening</i>	
Collection Level	<p>General to Advanced Interest</p> <p>This area includes gardening, ranching and farming. There is high demand for information on home gardening – growing flowers and vegetables, xeriscaping, herb gardens, composting, organic gardening, greenhouses, houseplants and container gardening. The emphasis is on techniques and plants appropriate to conditions in the Rocky Mountain West.</p> <p>Agriculture has traditionally been an important economic and social force in our community. The collection should include information on range management, field crops, and plant illnesses/diseases for both small- and large-scale farming.</p>
Retention	Most titles over 10 years old should be considered for deselection. Those titles that have not circulated in 5 years should be considered for withdrawal.
Format	Primarily books, supplemented by periodicals.
Databases	None, specifically.
Selection Tools	<p>Standard review sources and publishers' catalogs, including:</p> <p>Cool Springs Press Countryman Press Fox Chapel Rodale Sterling Storey Taunton Timber Press</p>

<i>Animal Husbandry/Pets</i>	
Collection Level	<p>General to Advanced Interest</p> <p>This section includes breeding, care, training and feeding of domestic animals. It encompasses horses, livestock, pets, and beekeeping.</p> <p>This is a popular collection as many people seek information before and after acquiring a new pet. The most popular topics are dogs and cats, but there is also demand for information on keeping unusual pets such as ferrets, snakes, iguanas, birds and tropical fish as well as on raising wildlife.</p> <p>This section should also include a fairly extensive collection of materials on horses as there are numerous ranches and riders in the region. Beekeeping and raising chickens are two topics of considerable interest in Routt County.</p> <p>Some basic veterinary texts should be included, particularly for large animal information. Both sheep and cattle are raised extensively in the Yampa Valley. Highly specialized or technical textbooks are not included.</p>
Retention	<p>For topics where new materials are readily available (e.g. books on dogs and cats), the collection should be weeded aggressively and replenished with new items frequently. Other subjects, for which new titles are scarce, may be retained for up to 15 years (raising turkeys, geese, etc.).</p>
Format	<p>Primarily books.</p>
Databases	<p>None, specifically.</p>
Selection Tools	<p>Standard review sources and publishers' catalogs, especially:</p> <ul style="list-style-type: none"> Barrons Skyhorse Storey Workman

<i>Home Economics</i>	
Collection Level	<p>General to Advanced Interest</p> <p>Cookbooks are the highest circulating area of the adult nonfiction print collection. In addition to general cookbooks, a broad coverage of ethnic, regional, and special diet cuisine should be represented. The collection should reflect popular trends such as gluten free, vegetarian and vegan cooking.</p> <p>This area also includes materials on selecting, purchasing, renting and maintaining homes. Other forms of housing, such as condominiums, apartments, mobile and modular homes are also represented. Within this section are specific areas: kitchens, bathrooms, bedrooms, and the like.</p> <p>The sewing section should include current, basic books on beginning and advanced sewing techniques, as well as a good selection of materials on sewing curtains, pillows, slipcovers and other home furnishings. Costumes and children's clothing are also popular.</p> <p>Personal grooming, including information on the care of hair, face, skin are also included in this section. Current beauty trends are frequently best covered in popular magazines, such as <i>O</i>, <i>Vogue</i>, <i>Glamour</i>, and <i>Self</i> rather than in books which quickly become dated.</p>
Retention	<p>Weeding should be aggressive in order to keep the collection visually appealing. Cookbooks over 7 years old should be considered for deselection. Titles that have not circulated in 3 years should be candidates for withdrawal. Worn copies are generally not replaced except for classic titles. Multiple copies of local cookbooks are purchased and considered for rebinding where appropriate.</p>
Format	<p>Books supplemented with periodicals. Cooking magazines are very popular.</p>
Selection Tools	<p>Standard review sources and publishers' catalogs, especially from regional publishers. Particularly useful are:</p> <p>America's Test Kitchen Clarkson Potter Sterling Taunton Workman</p>

<i>Parenting</i>	
Collection Level	<p>General Interest</p> <p>Child rearing is a high demand topic. The collection is geared toward parents of all ages; it should be fairly in-depth and represent a variety of viewpoints and changing trends or new theories.</p>
Retention	Materials older than 10 years should be considered for deselection.
Format	Primarily books and periodicals.
Databases	None, specifically.
Selection Tools	Standard review sources and publishers' catalogs.

<i>Job Hunting/ Careers/Business</i>	
Collection Level	<p>Advanced Interest</p> <p>This area includes an extensive collection of materials on resume writing, seeking employment and choosing a career. Overseas employment information is widely requested.</p> <p>Also included in this section are materials on various aspects of owning and operating a business. The emphasis of the business collection is on small business (versus corporations) since the vast majority of local business owners fall into the former category.</p> <p>The business collection should include current, informative materials on starting a business; all items pertaining to Colorado should be acquired. Information on home businesses is in high demand, as is information regarding non-profits, grants, and other non-commercial funding mechanisms.</p> <p>In order to meet the needs of business owners in the community, the collection should emphasize management: personnel, accounting and finance, marketing, sales, computer applications and communication. Service businesses far exceed manufacturing in the area. Lodging, restaurants and retail represent a good percentage of the business community; the collection should include a selection of items on the tourism industry. Location neutral business and internet marketing are popular topics.</p>
Retention	Technological advances have engendered significant change in the business world, hence any materials over 5 years old should be considered for deselection.
Format	Books, video, audio and periodicals.
Databases	<i>Business Source Premier; Colorado Grants Guide; Consumer Reports; Gale Directory Library; Law Depot; Learning Express Library; Legal Information Reference Center; MorningStar Investment Research Center; Optimal Resume; Professional Development Collection; Reference USA; Regional Business News</i>
Selection Tools	Standard review sources and publishers' catalogs

<i>Building/ Construction</i>	
Collection Level	<p>General Interest</p> <p>This section consists of materials on the building and remodeling of houses and other structures. It is intended to serve the do-it-yourselfer or home builder as well as the professional builder or contractor.</p> <p>Log homes are prevalent in our area; all materials on design and construction of log homes should be acquired and retained. Also popular are books on building decks -- multiple copies should be purchased. Sustainable building methods and materials such as straw bale, solar and renewable energy sources should also be well represented.</p>
Retention	15 years if newer editions are not available.
Format	Primarily books.
Databases	None, specifically
Selection Tools	<p>Standard review sources, but primarily publishers' catalogs:</p> <p>Black & Decker Chelsea Green Fox Chapel Skyhorse Sterling Storey Taunton</p>

The Arts

Call Number Range	Subtopic
700-709, 759	Individual artists; historic and geographic treatment of fine arts
710-719	Landscapes
720-729	Architecture
730-739	Plastic Arts & Sculpture
740-744, 750-758	Drawing & Painting
745-749	Decorative Arts
760-769	Graphic Arts & Printmaking
770-779	Photography
780-789	Music
790.2-792	Performing Arts

<i>Individual Artists; Historic and Geographic Treatment of Fine Arts</i>	
Collection Level	<p>General Interest</p> <p>This area includes general art histories, overviews of the most significant painters of the world and separate titles devoted to individual artists who have had a major influence on the development of art. The emphasis of the collection is on art of the 19th-21st centuries, North American and European criticism/interpretation and historical treatment.</p>
Retention	<p>This is one area of the collection where older materials retain value, primarily titles that are heavily illustrated. Such items may be retained up to 20 years. New editions of standard art histories should be purchased when available.</p>
Format	<p>Primarily books.</p>
Databases	<p><i>History Reference Center</i></p>
Selection Tools	<p>Due to the costly nature of many art books, standard review sources should be the primary tool.</p>

<i>Landscapes</i>	
Collection Level	<p>General to Advanced Interest</p> <p>The landscape section includes landscape design aimed at the home designer and gardener versus civic landscape design. A select number of titles for the landscape professional should be included. As with gardening and house building, landscaping books are highly popular and circulate well.</p>

Retention	Materials on design ideas should be kept very current in order to keep the collection appealing and reflect current trends. Materials should be considered for deselection after 10 years.
Format	Books supplemented with periodicals.
Databases	None, specifically.
Selection Tools	Publishers' catalogs, including: Fox Chapel Rodale Sterling Storey Taunton

<i>Architecture</i>	
Collection Level	General to Advanced Interest This area includes home plan books, the history of architecture, architectural handbooks and manuals, residential construction, home design, and style/source books. Attention should be given to sustainable, energy efficient building design. The collection is geared for the layperson and not the professional architect. This is a highly used and popular section in the library as many people in the community are involved in building and/or remodeling.
Retention	The collection should be kept very current, particularly the design books. Style and source books should reflect popular trends. Classic titles in house plans and energy efficiency may be retained longer, especially when newer replacements are unavailable. Architecture should focus on historical treatment and significant achievements in the field.
Format	Books and periodicals

Databases	None, specifically.
Selection Tools	Standard review sources and publishers' catalogs, such as: Creative Homeowner Storey Taunton

<i>Plastic Arts & Sculpture</i>	
Collection Level	General Interest This section includes the history and description of sculpture, origami, numismatics, carving, ceramics, and jewelry making/metalwork as well as techniques for their creation. Titles are selected for both the practicing artist and the beginner/hobbyist. The emphasis is primarily on jewelry making, the ceramic arts (e.g. pottery) and metalwork. Basic materials should be collected in all other subtopics.
Retention	Materials over 15 years old should be considered for deselection. Older titles are generally not considered for replacement or rebinding.
Format	Primarily books.
Databases	None, specifically.
Selection Tools	Standard review sources and publishers'/distributors' catalogs, including: Interweave Guild of Master Craftsman Lark Crafts Sterling

<i>Drawing and Painting</i>	
Collection Level	<p>General Interest</p> <p>This area covers techniques, procedures, materials and equipment used in drawing and painting. Much of the emphasis is on instructional materials, from basic introductory titles for the beginner or hobbyist to advanced information for the practicing artist. The drawing section should include how-to techniques such as the use of different drawing media (e.g. pen and ink, chalk, charcoal, pastels) as well as drawing by subject, such as figure drawing, still life, cartooning, perspective, and illustration/commercial art.</p> <p>Information on painting techniques is in steady demand. The collection should include instructional material on use of color and different media (e.g. watercolor, oil, and acrylic) as well as painting subjects or forms (portraits, landscapes, etc.).</p>
Retention	Older materials are generally not replaced or rebound. Items older than 20 years should be considered for deselection.
Format	Books
Databases	None, specifically.
Selection Tools	<p>Primarily publishers' catalogs, including:</p> <p>North Light Sterling Watson-Guptill</p>

<i>Decorative Arts</i>	
Collection Level	<p>General to Advanced Interest</p> <p>This area includes advice on collection, identification, restoration and care of antiques and collectibles. Price and identification guides are primarily located in the Reference collection and should cover the most popular collectors' items, such as furniture, dolls, dishes/pottery/porcelain, sports cards, comics, tools/implements/ household utensils, coins, paper money, glass, and books.</p> <p>Crafts are extremely popular and circulate very well. The collection should have even coverage of general crafts, paper crafts, toy making, calligraphy, card & book making, flower arranging, stained glass, holiday crafts and furniture styles</p> <p>Textile arts is the largest area of the overall craft section and includes materials on knitting, quilting, weaving, needlework, painting and dyeing fabric, and rug making. Books on beadwork are especially popular, as are materials on interior decoration.</p>
Retention	Interior decoration books should be weeded aggressively and new titles purchased to reflect current trends and styles. Items older than 10 years should be considered for deselection. Antique buying guides should be updated every 1-3 years depending upon the topic.
Format	Primarily books
Databases	None, specifically.

<i>Graphic Arts/ Printmaking</i>	
Collection Level	<p>Basic</p> <p>This area includes materials on the techniques of lithographic processes, engraving, etching and block printing, as well as stamp collecting and paper money. Price and identification guides are housed in the Reference collection. A range of material should be provided, from basic information</p>

	for the beginner/hobbyist to items for the professional artist.
Retention	Materials older than 15 years should be considered for deselection.
Format	Primarily books
Databases	None, specifically.
Selection Tools	Publishers' catalogs and standard review sources.

<i>Photography</i>	
Collection Level	General Interest The photography section is geared for the general reader and should include materials of interest to both the amateur (beginner to advanced) and the professional. The collection is primarily instructional, focusing on the art and technique of photography and videography. Supplemental materials include historical approaches and the works of individual photographers.
Retention	Because the equipment used in photography changes quickly, instructional materials should be kept very current with items over 5 years old considered for deselection. Historical overviews and renowned photographers' works may be retained as long as the information is still valid and demand warrants.
Format	Primarily books
Databases	None, specifically.
Selection Tools	Standard review sources and publishers' catalog.

<i>Music</i>	
Collection Level	<p>General Interest</p> <p>The area of music encompasses several subtopics, including:</p> <p>History Composers & composing General music instruction Opera & theater Voice & vocal music Instruments & instrumental music</p> <p>Materials are intended primarily for the general reader and musicians. Musical scores are not collected, but songbooks are popular and should be included for Christmas music, children's songs, popular and traditional music, and show tunes. Instructional titles should be included, especially for popular instruments such as guitar and piano.</p>
Retention	Many items may be retained up to 20 years, provided the information is still current and relevant.
Format	Books supplemented with media. For topics such as this, video and audio recordings are often more useful and informative than books.
Databases	None, specifically.
Selection Tools	Standard review sources.

<i>Performing Arts</i>	
Collection Level	<p>General Interest</p> <p>This area includes materials on the arts of film, television, radio, theater, dance, and the circus. The collection emphasizes dance, film, and the</p>

	theater. Much of the material in the performing arts section appeals to the general reader or browser, although materials are selected for students and professionals in the community.
Retention	Materials over 15 years old should be considered for deselection.
Format	Books and video.
Databases	None, specifically.
Selection Tools	Standard review sources and publishers' catalogs.

<i>Indoor Activities</i>	
Collection Level	General Interest This area encompasses indoor games and amusements. Materials include chess, backgammon, card games with an emphasis on bridge, party planning, games of chance & gambling, magic, bowling, billiards and pool, and darts.
Retention	Materials 20 years and older should be considered for deselection; the exception is party planning, for which most materials should be considered for replacement when worn.
Format	Books
Databases	None, specifically.
Selection Tools	Standard review sources and publishers' catalogs.

Sports & Recreation

Call Number Range	796.3 - 799
Collection Level	<p>This area is large, encompassing the sports listed below, in the following level categories:</p> <p>Level I Comprehensive Level II Selective Level III Highly Selective</p> <p>The audience includes players or participants, spectators, coaches and general readers. Materials on outdoor activities are quite popular given our mountain resort community. The skiing and horsemanship sections are heavily used, as are texts on bicycle repair and competitive endurance racing.</p>
<i>Level I</i>	<p>Walking/hiking/backpacking/camping Wilderness survival/orienteering Ice and snow sports, including: Snowboarding Skiing Hockey Ice skating Snowshoeing Horsemanship Cycling Running Rock Climbing</p>
<i>Level II</i>	<p>Soccer Tennis Golf Climbing Sailing Canoeing/kayaking Rafting Fishing Hunting</p>

<i>Level III</i>	Baseball Martial Arts Softball Football Basketball Gymnastics Windsurfing Swimming Hang gliding Surfing Shooting Waterskiing Ballooning Scuba diving
Retention	Materials over 10 years old should be considered for deselection. Weeding should be fairly aggressive to keep the collection appealing.
Format	Books, videos and periodicals.
Databases	None, specifically.
Selection Tools	Standard review sources and publishers' catalogs.

Literature

Call Number Range	Subtopic
808-808.69, 070-079	Authorship/Publishing
811, 821	Poetry
812, 822	Drama
814, 817-818	Essays, Humor/Satire
800-807.9, 819-899	General literature, Literary Criticism

Collection Level	General to Advanced Interest
<i>Authorship/ Publishing</i>	This area consists of materials on writing and publishing, including how to get published, self-publishing, freelance writing, writing children's books, writing fiction, nonfiction, poetry, screenplays, magazine articles, etc. The section also includes information on publishing newsletters and public speaking. The collection should be fairly extensive since these items circulate frequently and there are several writing groups in the community.
<i>Poetry</i>	<p>This section includes selected titles and collected works from all major English language poets both classic and contemporary. Works of international poets are purchased selectively. A variety of poetry collections and anthologies (e.g. <i>Best Loved Poems of the American People</i>, various <i>Norton Guides to Poetry</i> and <i>The Oxford Anthology of English Verse</i> should be purchased.</p> <p>This collection also includes titles on writing poetry, poetic form, style and meaning for both students and those seeking to broaden their understanding and appreciation of poetry. Contemporary work is also purchased selectively and driven by popularity.</p>

<i>Drama</i>	This section includes the works of Shakespeare, classic plays and playwrights. The works of contemporary playwrights are purchased selectively. The collection is geared to meet the needs of community and school theater groups and student research such as one act plays and monologues.
<i>Essays, Humor/Satire</i>	This area encompasses classic and contemporary collections of essays and humorists.
<i>General Literature/Literary Criticism</i>	<p>The emphasis of this area is on the literature of the United States and Britain. Classic literature is generally shelved in the Adult Fiction section. All significant authors, both pre- and post-1900 should be represented. Although many of the authors studied in high school and college tend to be western males, women writers and ethnic/world literatures should be represented as well.</p> <p>Individual titles in the area of literary criticism are not collected; instead, sources found in the Reference Section should be comprehensive.</p>
Retention	Unlike most of the collection, materials in this area are not necessarily weeded based on their age. Classic titles are typically replaced or rebound as needed.
Format	Primarily books, supplemented by audio in the poetry, authorship and classic literature section and video in the drama area. Electronic reference sources can provide extensive literary criticism and full text poetry databases.
Databases	<i>Academic Search Premier; Contemporary Authors/Contemporary Literary Criticism; Infotrac General Reference Gold; Library, Information Science & Technological Abstracts with Full Text; Novelist Plus</i>
Selection Tools	Standard review sources for poetry, drama and literary criticism and publisher's catalogs for authorship, classics and collected works, especially <i>Writers Digest</i> , Modern Library and Penguin Publishers.

History & Geography/Travel

Call Number Range	Subtopic
	Travel
910-913	General travel
914	Europe
915	Asia
916	Africa
917-917.2	North America
917.3-917.7	United States
917.8-917.9	Western United States
918-919	South America, South Pacific, Arctic & Antarctica
920-929	Genealogy
	History & Geography
930-939	Ancient World
940-949	Europe
950-959	Asia
960-969	Africa
970-972	North America

973-977	United States
978-979	Western United States
980-989	South America
990-999	South Pacific, Arctic/Antarctica

<i>Travel</i>	
<i>Level I</i>	Western United States – Colorado, Arizona, New Mexico, Utah, Wyoming, and Montana Mexico Travel books in this section should be weeded and updated aggressively. Generally speaking, travel guides more than 2 years old for these regions should be replaced/updated. Multiple copies of popular editions may be purchased as a city, country, or region’s popularity changes over time
<i>Level II</i>	Central America South America Caribbean United States (<i>Las Vegas, Florida, California, the Pacific Northwest, New York City, and New England are particularly popular destinations</i>) Europe Adventure Travel
<i>Level III</i>	Canada Asia South Pacific Russia Eastern Europe, the Balkan and Baltic states Iceland
<i>Level IV</i>	Middle East Africa Arctic Antarctica

<i>History and Geography</i>	<p>History is a relatively large and diverse area which includes popular works for the general reader and materials which support student research. A variety of viewpoints should be represented. .</p> <p>The emphasis of the history collection follows the following level categories:</p> <p>Level I Exhaustive Level II Comprehensive Level III Selective</p>
<i>Level I</i>	Routt County Northwest Colorado Colorado
<i>Level II</i>	North America, with emphasis on the history of the Western United States and Native American history Europe Ancient History
<i>Level III</i>	Various global conflicts (e.g. WWI, WWII, Cold War, etc.) American Conflicts (e.g. American Revolution, American Civil War, etc.) Central & South America Africa Asia Middle East South Pacific Arctic/Antarctic
Retention	Materials older than 10-15 years should be considered for deselection. All travel guides should be updated every 3 years with new titles purchased annually in level I & II areas.
Format	Primarily books, supplemented with videos; travel videos circulate well.
Databases	<i>A-Z Maps; A-Z World Travel; Academic Search Premier; America's Newspapers; Encyclopedia Britannica; Facts on File World News Digest; History Reference Center; Sanborn Maps 1867-1970: Colorado; TopicSearch</i>

Selection Tools	<p>Standard review sources and publishers' catalogs. Primary sources for travel materials include:</p> <p>Moon APA/Insight Guides Passport Globe Pequot Fodors Frommers Berlitz Eyewitness Guides Let's Go (Harvard) Lonely Planet Mobil AAA Rough Guides Compass Guides Mountaineers Rick Steves' Guides</p> <p>Publishers noted for quality geography and history include:</p> <p>Oxford University Press Facts On File ABC-CLIO/Greenwood Cambridge University Press National Geographic</p>
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Biography

Call Number Range	B, 920 - 929
Collection Level	<p>General Interest</p> <p>This area includes collected biographies, genealogy, insignias, heraldry, names and general biographies of individuals. The emphasis of the general biography collection is on popular media personalities, political, sports and legendary music stars. Students frequently request biographical information in the course of their research and assigned reading often requires biographies.</p> <p>Books on baby names are extremely popular; multiple copies should be purchased. The emphasis of the genealogy section is on how to do genealogical research, versus actual or original sources.</p> <p>Genealogy and family history research resources are in high demand due to sustained membership in the library's Genealogy Club. Materials related to beginner and online genealogical research should be purchased extensively.</p> <p>Regional and historically specific guides should also be purchased, including directories to historical societies, museums, archive, and other non-digital resources</p>
Retention	<p>Biographies over 10 years old should be considered for deselection. Historical figures, particularly of the Old West, may be retained longer.</p>
Format	<p>Primarily books supplemented by video for biographical information. Electronic reference sources (e.g. the Internet, <i>Heritage Quest</i>) are good sources of information for genealogy research</p>
Databases	<p><i>A-Z Maps; America's Newspapers; Ancestry Library Edition; Heritage Quest; History Reference Center; MyHeritage; Newspaper Source</i></p>
Selection Tools	<p>Standard review sources, publishers' catalogs (for baby name books), and best-seller lists (for popular biographies).</p>

Reference

Call Number Range	
Collection Level	<p>General Interest</p> <p>This collection does not circulate and is comprised of books that contain useful facts or specially organized information such as directories, encyclopedias, dictionaries and atlases. The emphasis is on subject-specific encyclopedias, antiques & collectibles, legal information, Colorado Revised Statutes, biography, consumer information, investments & business, literature, history, college & university information, health, employment & careers, English & foreign language dictionaries, world history and geography. Consumer information and vocational directories and college & university guides are purchased exhaustively and updated annually.</p>
Retention	<p>It is essential that this section remain current – materials which are published annually or biannually should be placed on standing order or updated regularly. Materials are considered for deselection when the information is no longer valid or useful or when a new edition is published.</p>
Format	<p>Primarily books supplemented with electronic resources</p>
Databases	<p><i>A to Z Maps; A to Z World Travel; Academic Search Premier; America's Newspapers; Ancestry Library Edition; Auto Repair Reference Center, Bases de Datos de EBSCO Host; Biomedical Reference Collection; Business Source Premier; Colorado Grants Guide; Consumer Health Complete; Consumer Reports; Contemporary Authors/Contemporary Literary Criticism; Encyclopedia Britannica Academic/Public Library; Environment Complete; ERIC; Explora; Facts on File World News Digest; Funk & Wagnall's New Encyclopedia; Gale Directory Library; Global Road Warrior; Goldrush; Green File; Heritage Quest; History Reference Center; Idiomango; Infotrac General Reference Gold; Law Depot; Learning Express Library; Legal Information Reference Center; Library, Information Science & Technology Abstracts with Full Text; Mango Languages; MAS Ultra School Edition; MasterFILE Premier; McGraw-Hill AccessScience; Middle Search Plus; Morningstar Investment Research Center; MyHeritage; Newspaper Source; Novelist K-8/Plus; Optimal Resume; Points of View; Primary Search; Professional Development Collection; Psychology and Behavioral Sciences Collection; Reference USA; Regional Business News; Salud Completa del Consumidor; Sanborn Maps 1867-1970: Colorado; Science Reference Center; Small Engine Repair Reference Center; Social Sciences Full Text; TopicSearch</i></p>

Local History Room Collection

Call Number Range	
Collection Level	<p>General Interest</p> <p>This collection does not circulate and is comprised of books that relate to the history of Steamboat Springs, Routt County, and the Yampa Valley region. Works created by the local individuals or groups are also included. It is comprised of works of fiction and non-fiction, directories, city and county government documents, USGS topographic quadrangle maps, census data, magazines, and a full collection of Routt County newspapers on microfilm.</p> <p>Responsibility for collecting and providing access to the region's local history is shared by the library and Tread of Pioneers museum. Generally speaking, information or artifacts warranting preservation measures/storage are the responsibility of the museum. Information regularly requested by patrons is stored and made accessible through the library.</p> <p>In 2016, the library launched the Routt County Digital Archive, which houses digitized and born-digital objects and records related to the history of Northwest Colorado. In collaboration with the museum, the Routt County Digital Archive currently features <i>Three Wire Winter</i> magazine, a rich trove of oral interviews, magazine articles and photos published between 1976 and 1988 by Steamboat Springs High School students.</p>
Retention	Because of this collection's valuable, rare, or archival characteristics, items are retained indefinitely and actively collected for the purposes of preservation and access.
Format	Books, Microfilm, and Maps
Databases	<i>Routt County Digital Archive</i>

Adult Fiction

Call Number Range	FIC A-FIC ZZZ
Collection Level	<p>General Interest</p> <p>The adult fiction collection contains novels and short stories. The collection is geared toward the general reader with an emphasis on popular materials. Multiple copies of bestsellers are purchased to meet demand. Generally, all fiction titles listed on the <i>New York Times</i> and <i>Publishers Weekly</i> bestseller lists are purchased as well as winners of major literary awards (National Book Award, Man Booker Prize, Pulitzer Prize, etc.).</p> <p>The collection includes classic literature as well as fiction representing a variety of cultures and lifestyles. The fiction section should maintain a balance between literary fiction and popular, ephemeral works. Backlists of notable authors and classic literary works should be maintained. Short stories are not as heavily read as novels and should be purchased selectively.</p> <p>By far, the most popular category of adult fiction is suspense/thriller. Science fiction/fantasy is moderately popular with Romance/Christian fiction being the least in demand.</p>
Retention	Books that have not circulated in 5 years or longer are considered for deselection. Worn copies of bestselling/commercial authors' titles are generally not replaced if older than 5 years. The collection should include attractive and appealing copies of works considered contemporary classics, (i.e. of enduring quality).
Format	Primarily hardcover and trade paperback. Mass market paperbacks are typically shelved in the honor paperback section.
Databases	<i>Contemporary Authors/Contemporary Literary Criticism; Library, Information Science & Technology Abstracts with Full Text; Novelist Plus</i>
Selection Tools	Standard review sources, "best of" lists, publishers and media sources.

Large Print

Call Number Range	Large Print AAA-ZZZ Large Print 000-999
Collection Level	Basic This section contains fiction and select nonfiction in large print format. Emphasis is strictly on popular materials: bestselling fiction & nonfiction, suspense/thrillers and biographies. Growth in this section is minimal.
Retention	Materials older than 5 years are considered for deselection.
Format	Bestsellers are typically only available in hardcover, however, paperback is preferred due to weight and price.
Databases	<i>Contemporary Authors/Contemporary Literary Criticism; Library, Information Science & Technology Abstracts with Full Text; Novelist Plus</i>
Selection Tools	Standard review sources and local demand for regular print editions of titles.

Graphic Novels

Call Number Range	Graphic A – ZZZ Graphic 001-999
Collection Level	General Interest The graphic novel collection is comprised of both fiction and nonfiction full length books written and illustrated in comic book format. Although the term “novel” is commonly used to describe full length fictional works, the term “graphic novel” includes nonfiction works as well. Every effort is made to keep series up to date by acquiring the each new volume as it is published. Stand-alone titles are selected based on favorable reviews, “best of” lists and popular demand.
Retention	Materials that have not circulated in 5 years or longer are considered for deselection.
Format	Print books.
Databases	<i>Contemporary Authors/Contemporary Literary Criticism; Library, Information Science & Technology Abstracts with Full Text; Novelist Plus</i>
Selection Tools	Standard review sources, B&T subject catalogs and lists, and series titles Library owns.

Audio Books

Call Number Range	CD A-CD ZZZ [fiction] CD 000-CD 999 [nonfiction]
Collection Level	<p>General Interest</p> <p>The emphasis is on unabridged, recorded books.</p> <p>The largest section is fiction, including novels, short stories and dramatizations. Bestsellers are purchased concurrently with the release of the book. Emphasis is on popular fiction, particularly mysteries and thrillers.</p> <p>The emphasis of the nonfiction collection is on bestselling biography/memoir, psychology, self-help, spirituality & religion, history, philosophy, health and wellness.</p>
Retention	<p>The average life of an audio CD is 5 years. Individual discs are replaced when damaged if available from the publisher/distributor. Covers should be replaced when worn.</p> <p>Materials not circulated in 3-5 years should be considered for deselection.</p>
Format	CDs and digital. Demand for CD format is decreasing while use of digital collections for downloading are growing rapidly and will likely replace the physical collection in the next decade.
Selection Tools	Standard review sources (notably <i>AudioFile magazine</i>) and publishers'/distributors' lists.

Video Recordings

Call Number Range	DVD A-ZZZ, BLURAY A-ZZZ, FOREIGN DVD A-ZZZ, TV DVD A-ZZZ (fiction) DOCU DVD A-ZZZ, FOREIGN DVD 000-999, DVD 000-999 (nonfiction)
Collection Level	<p>General Interest</p> <p>Fiction includes recently released major motion pictures, popular television series, foreign films, contemporary award winning films (including alternative, film festival winners, classic films, television miniseries, PBS and BBC.)</p> <p>The nonfiction collection includes thought-provoking documentaries from PBS, BBC, Film Movement, etc. Nonfiction “how to” films are purchased very selectively with the exception of fitness, yoga, pilates, etc. Travel videos are popular and reflective the most used areas of the print travel collection.</p>
Retention	Materials not circulated in 3-5 years should be considered for deselection.
Format	DVD and Blu-ray.
Selection Tools	Standard review sources, <i>Video Librarian</i> and distributors’ catalogs. Online resources: Midwest Tapes, Baker & Taylor, IMBD (Internet Movie Database), and TV Worth Watching. Festival lists: Sundance, Academy, Emmy's, Golden Globes.

Music Recordings

Call Number Range	Pop/Rock, Folk/Bluegrass, R&B, Country, World, Reggae, Rap/Hip Hop, Blues, Jazz, Spiritual, Soundtrack, Classical
Collection Level	General Interest Emphasis of the collection is on both a core collection of classics in each genre coupled with the most popular albums in each category. Pop/Rock is by far the most popular genre.
Retention	CDs are retained as long as they are in good condition and have circulated in the past five years.
Format	CD and digital. Use of the Library's digital collections continues to increase while circulation of physical CDs is expected to decline and be phased out in the next 5-10 years.
Selection Tools	Primarily "best of" and new releases lists. Sources of selection include <i>Billboard</i> , <i>Spotify</i> , <i>Pandora</i> , and <i>distributor lists and catalogs (Midwest, B&T)</i>

Periodicals

Call Nos.	Mag
Collection Level	<p>General Interest</p> <p>The periodicals collection is composed of general interest magazines and newspapers. The emphasis of the collection is on recreational reading and general research.</p> <p>Although the collection covers all general subject areas, the following topics are emphasized due to either format (good for browsing – information presented is brief vs. in-depth) or currency (information is timely in terms of daily, weekly, or monthly): computer science, current events and politics, generalities, news magazines, business & finance, science & nature, sports & recreation, lifestyle, cooking, and health & wellness.</p>
Retention	<p>If available, back issues are retained in electronic format when still useful for research. Back issues are retained if indexed and not available in electronic format. All other magazines are kept 2-3 years. Daily newspapers are retained 1 week and weekly newspapers are kept for as long as space permits. Local newspapers are acquired on microfilm and retained indefinitely.</p>
Format	Magazines and newspapers.
Selection Tools	Standard review sources.

Download & Streaming Media

<p>Collection Level</p>	<p>General Interest</p> <p>Download & Streaming Media includes eBooks, audiobooks, video and magazines that are supplied by vendors and made available through the internet or can be downloaded for streaming or offline use to a digital device (computer, tablet, phone or TV).</p> <p>Several models drive how the library purchases eCollections: own a title indefinitely until weeded; lease a title based on the number of checkouts or for a period of time; lease the entire collection indefinitely with no input on the titles that are featured or weeded.</p> <p>Since the purchasing models are so varied, the library does not have the luxury of favoring one model over another. The library may also use the services of multiple vendors that offer the same format, but in such cases the library will strive to maintain unique collections with each vendor and not duplicate content. Ideally the library should have access to at least one vendor that can offer hold management services.</p> <p>Regardless of format, titles are acquired for all age levels and focus on obtaining the most popular Fiction and Non-fiction books and audiobooks, movies, television shows, and magazines. Where cost effective, the library will also strive to provide a vibrant back collection based on the selection criteria for each area outlined in this plan. It should be noted, however, that libraries are not being given the same level of access to digital movies and television that is currently available in the physical collection.</p>
<p>Retention</p>	<p>Indefinite or based on vendor restrictions</p>
<p>Format</p>	<p>eBooks, Audiobooks, Video, Magazines</p>
<p>Selection Tools</p>	<p><i>Library Journal</i> is used to discover new vendor platforms and eContent models. Title selection and associated tools are based on the criteria outlined in this plan.</p>

eBook Vendor Requirements

Below is Marmot Library Network's matrix of requirements for eContent providers. eContent includes eBooks, eAudio Books, eMusic and eVideo. Criteria are listed in order of importance (although some criteria are of nearly equal importance).

This guide is not intended to be black and white regarding whether or not a vendor will be chosen by the Marmot Library Network. A single category with an undesirable solution would not necessarily prevent a vendor from being chosen; however, preferences will be given to vendors with more Acceptable and Ideal Solutions.

Category	Undesirable Solution	Acceptable Solution	Ideal Solution
Lending	Single use per library without any lending between libraries.	Consortial Lending with shared collection.	Consortial Lending similar to physical books. A book should be available to single library for a limited time. After that period it becomes accessible to all libraries within the consortium giving the owning library first priority in the hold queue. ILL lending allowed – lending outside the consortium.
Access	Read only available with proprietary apps for each vendor.	All content can be read or listened to via a single app or software program and can be downloaded to common devices for use offline.	All content can be read/listened to via the browser. And can be downloaded to common devices for use offline. Common solution for all vendors so patrons don't have to learn multiple ways of doing things.
Format	Proprietary formats.	Industry standard formats available ePub, Kindle, MP3, WMA.	Industry standard formats available ePub, Kindle, MP3, WMA, plus browser based content (with offline availability) i.e.

			OverDrive Read.
APIs	None / Screen scraping.	Partial implementation of APIs.	Real-time Availability Real-time Account Information Checkout Titles Place Holds Download Titles Read Titles online Reading History Load catalog information.
Cataloging	Spreadsheet of metadata Separate purchase of MARC data.	MARC records or API with metadata delivered after purchase.	MARC records at time of purchase.
Discovery	Content discoverable only via a separate website and/or app.	All discovery through VuFind.	All discovery through VuFind via APIs and MARC records.
Acquisitions	Excel spreadsheets or other manual processes.	Automated process includes reviews & other enrichment. Needs to track which titles have been purchased by each library. Needs to have cart functionality. Needs to be able to generate purchase orders.	All requirements from Acceptable Solution And Purchase ebooks and print books from the same interface. Purchase from multiple vendors/publishers in the same interface.
Ownership	Content is leased rather than owned.	Content is owned perpetually.	Content is transferrable to another platform. Content can be resold, with DRM restriction, one copy sold per copy purchased.
Platform Fees	Large annual platform fees without clarity as to what the fees cover.	Platform fees based on number of checkouts. Transparency of Platform fees.	Flexibility to determine which features we use and pay for. No platform fees for discovery layers or apps we don't use. API Pricing.

Pricing	Exorbitant markups from hardcover price. Pricing based on a specific time period.	Fair pricing relative to retail price and lending model. Pricing based on a specific number of checkouts.	Discounts for library purchases (similar to physical books). Rebates for unused checkouts.
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Appendix A

Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries that make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; inclusion of "age" reaffirmed January 23, 1996.

The Freedom to Read Statement

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. *It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.*

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. *Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.*

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. *It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.*

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

4. *There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.*

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group

without limiting the freedom of others.

5. *It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.*

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. *It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.*

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

7. *It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.*

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.

Freedom to View Statement

The FREEDOM TO VIEW, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore these principles are affirmed:

1. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantees of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989.

Appendix B

2017 Collection Overview

Physical Holdings:

Format	Quantity
Books/Monographs	77,327
DVDs	9,976
CDs	7,869
Subscription Periodicals	249
Total	95,421

Electronic Holdings:

Format	Quantity
Overdrive eBooks	14,727
Overdrive eAudioBooks:	6,214
Hoopla eBooks:	216,546
Hoopla eAudioBooks	41,731
Hoopla eMusic	270,748
Hoopla eVideo	13,879
Zinio eMagazines:	139
Kanopy	15,797
Routt County Digital Archive	27,225
Total	607,006

Appendix C

Subscription Database List and Descriptions

A..to..Z Maps

Database of proprietary, royalty-free world, continent, country, and state maps. The 4,000+ maps include political, physical, outline, population, precipitation, climate, and other thematic maps. New maps are added to the collection every month.

Home access with a library card

A..to..Z World Travel

An electronic travel guide for 175 countries of the world with information about society and culture, travel, communications, business, trade, marketing, and security. Create a personalized travel guide containing health and safety information, essential language terms, travel accommodations, main attractions, and more by selecting topics you wish to print and the database will create a PDF that you can print and take with you on your travels.

Home access with a library card

Academic Search Premier

Provides full text for more than 3,460 scholarly publications covering academic areas of study including social sciences, humanities, education, computer sciences, engineering, language and linguistics, arts & literature, medical sciences, and ethnic studies.

Home access with a library card

Access World News

Full-text access to over 10,000 local, national, and world newspapers and news magazines, including the Denver Post, Rocky Mountain News, New York Post, and British Broadcasting Corporation (BBC). Browse suggested topics such as Health, Sports, STEM, International Issues, and much more.

Home access with a library card

Ancestry Library Edition

Brought to you by the wildly popular genealogy website, Ancestry.com, Ancestry Library Edition offers 4,000 genealogical databases covering the United States and the United Kingdom, including census, vital, church, court, and immigration records, as well as record collections from Canada and other areas.

Access at the library

Auto Repair Source

Auto Repair Source provides the most accurate, authoritative and up-to-date service and repair information for thousands of domestic and imported vehicles. All content comes from the Original Equipment Manufacturers (OEM) and includes step-by-step repair information, diagrams, maintenance schedules, parts and labor estimates, service bulletins and recalls.

Home access with a library card

Bases de Datos de EBSCO Host

Clique en el enlace arriba para acceder a 18 bases de datos en español. La información tiene alta credibilidad e incluye una variedad de temas como salud, educación, negocios, artículos de revistas y periódicos, y muchos más. Se puede buscar una o varias bases de datos a la vez, o se puede ver información según una cierta publicación o tema.

Click on the link above for access to 18 databases in Spanish. Information included is highly credible and covers a wide variety of subjects including health, education, business, magazine and newspaper articles, and much more. People can search one, several, or all of the databases at once or browse information by publication or subject.

[Home access with a library card](#)

Business Source Premier

Business Source Premier provides full text for over 2,800 scholarly business journals covering management, economics, finance, accounting, international business and much more.

[Home access with a library card](#)

Colorado Grants Guide

A comprehensive guide to funding resources for nonprofit organizations and government agencies in Colorado.

[Home access with a library card](#)

Consumer Health Complete

The single most comprehensive resource for consumer-oriented health content. It is designed to support patients' information needs and foster an overall understanding of health-related topics. This full text database covers topics such as aging, cancer, diabetes, drugs & alcohol, fitness, nutrition & dietetics, children's health, men & women's health, etc. Full text (PDF) information dates as far back as 1946.

[Home access with a library card](#)

Consumer Reports

Provides access to independently conducted, unbiased evaluations of thousands of consumer products. Includes articles, reviews, and buying guide information.

[Home access with a library card](#)

Denver Post Archives 1894 - 1989

Search or browse the Denver Post Historical Archive from 1894 to 1989. Find images and full-text articles on Front Range issues, events, people, and much more. Includes obituaries, editorials, announcements, sports, real estate, and advertisements.

[Home access with a library card](#)

Denver Post Article/Text Edition 1989 - Current

Find full-text, advertisement-free articles on local news, events, people and much more from current and archived issues of the Denver Post. Updated weekly, it includes obituaries, editorials, announcements, sports, real estate and other sections.

[Home access with a library card](#)

[Denver Post Daily Image Edition](#)

Browse or search the Denver Post print editions online, with full-color layouts of all news articles, graphics, advertisements, classifieds, weather reports, box scores, puzzles, cartoons and more. Cite, save, download, and share content from a year of back issues. Available same day as print editions.

Home access with a library card

[Encyclopedia Britannica - Academic](#)

Academic Version

Home access with a library card

[Encyclopedia Britannica - Public Library/Kids](#)

Public Library/Kids Version

Home access with a library card

[Environment Complete](#)

Environment Complete offers deep coverage for the subjects of agriculture, ecosystem ecology, energy, and affiliated areas of study. This valuable database contains over 3 million records from over 2,500 domestic and international titles, including over 1,100 full text journals.

Home access with a library card

[Explora](#)

Provides age-appropriate environments for students to look up articles and facts for research papers, class projects or homework.

- [Explora for Elementary Kids](#)
- [Explora for Middle School Kids](#)
- [Explora for High School Kids](#)

Home access with a library card

[Funk & Wagnall's New Encyclopedia](#)

Updated annually. Funk & Wagnalls New World Encyclopedia database indexes over 25,000 records, covering an array of topics. The database contains images, offers brief biographies as well as information in a variety of subject areas.

Home access with a library card

[Gale Directory Library](#)

Online access to the Gale Directory of Publications and Broadcast Media and the National Directory of Nonprofit Organizations. The first contains address; phone, fax numbers, and e-mail addresses for U.S., Canadian, and international radio, television, cable and print media companies. The second provides contact and basic factual information on the largest nonprofit organizations in the United States.

Home access with a library card

[Gale Legal Forms](#)

Provides a wide selection of state-specific (and multi-state) legal forms across the most popular legal areas. Includes real estate contracts, wills, pre-marital agreements, bankruptcy, divorce, landlord tenant and many others. Also included is a comprehensive attorney state directory and a dictionary of legal definitions explained in laymen's language.

Home access with a library card

Foundation Center Online

With Foundation Directory Online, you can put Foundation Center's extraordinary database and fundraising expertise to work for your organization, project, or client, while uncovering information on all 156,000 U.S. Foundations. It's the smartest, fastest way to win more funding.

Gale Literary Sources

Complete biographical and bibliographical information and references on more than 120,000 U.S. and international authors. Each entry contains the nationality, birth/death date, a brief biography, career summary, list of writings, and a bibliography of additional writings on the author. Published criticism on the works of novelists, poets, playwrights, short story writers, and other creative writers now living or who died after December 31, 1959 is also available.

Home access with a library card

Gale Small Business Builder

Gale Small Business Builder helps patrons interested in planning and optimizing their businesses or nonprofits. Built for aspiring entrepreneurs and those with existing small businesses, it provides a step-by-step process supported by a rich variety of recognized tools that enable users to produce complete business plans and other documents essential for gaining access to capital and growing their enterprise.

Home access with a library card

Gale Small Business Resource Center

Search this database to learn how to start, finance or manage your small business. Resources include; sample business plans, how to guides, articles and websites.

Home access with a library card

Global Road Warrior

Comprehensive social, cultural and travel resource covering 175 countries and territories. Includes more than 11 million words of editorial, over 6,500 color photos and 1,575 country maps. For each country discover information on the culture, climate and points of interest, security, business services, sports, transportation, food, recipes and essential terms in the native language.

Home access with a library card

GreenFILE

A cross disciplinary environmental resource with a focus on human impacts to the environment. Topics include sustainable agriculture, recycling, green building, climate change, and more. Abstracts to more than 600,000 and full text access to more than 9,000 articles are included.

Home access with a library card

HeritageQuest

Provides access to all of the Federal Census Images. Nine years are indexed by the head of the household, and you may access over 25,000 full-text, family and local-history books.

Home access with a library card

History Reference Center

The world's most comprehensive full text history reference database designed for secondary schools, public libraries, junior/community colleges, and undergraduate research. The database features full text for more than 2,000 reference books, encyclopedias and non-fiction books.

Home access with a library card

Idiomas Mango

Mango es un sistema de aprendizaje de idiomas por internet que puede ayudar a hispanohablantes aprender idiomas como inglés. Se crea un perfil al proveer un correo electrónico, crear una contraseña, y clicar en el botón "signup". Para entrar al sistema fuera de la biblioteca, se requiere el número de su tarjeta de la biblioteca. A seguir, hay que abrir el email que "Mango" haya enviado, y clicar en la dirección URL incluida en ese email para entrar a Idiomas "Mango". Después de haber creado el perfil, se puede acceder 100 lecciones en niveles, básico y completo, en todos los idiomas, usando su correo electrónico y su contraseña. Si no quiere crear un perfil, se puede clicar en el botón que dice "Start Learning" para proceder a la primera lección. Se necesita un perfil para hacer más de una lección. También están disponibles lecciones de español, francés, japonés, portugués brasileño, alemán, chino mandarino, griego, italiano, ruso, y más.

Home access with a library card

Law Depot

Unlimited access to thousands of legal forms across all 50 states. Create a LawDepot account and access your legal forms at any time, from any computer with Internet access to view, edit, create, and print your legal documents. Includes legal forms for all categories including Real Estate, Business, Human Resources, Family, and more.

Home access with a library card

Learning Express Library

Instructional and test preparation website that offers comprehensive courses in math, reading, and writing; resume writing and workplace skills enrichment. Includes test preparation materials and practice exams for the ACT, SAT, GED, ASVAB, Firefighter, Police Officer, Paramedic, EMT Basic, U.S. Citizenship, Postal Worker, Cosmetology, Real Estate Agent & Broker Exams, and more.

Home access with a library card

Legal Information Reference Center

Access to legal forms and full-text articles. Reference books are provided through Nolo, the nation's oldest and most well-respected provider of legal information for individuals and small businesses. Search over 12,000 state-specific legal forms organized by subject including Adoption, Bankruptcy, Name Changes and more. Provides access to the tools and "how-to" instructions to address a wide-range of legal issues.

Home access with a library card

Library, Information Science & Technology Abstracts with Full Text

Access to indexes for more than 600 journals; plus books, research reports as well as full-text of more than 300 journals and nearly 30 full-text monographs. Subjects include librarianship, cataloging and classification, online information retrieval, information management and much more.

Home access with a library card

Mango Languages

Need to brush up on your French or Spanish or any of 69 other languages? Mango Languages is the place to go to learn foreign language at your own pace and in a fun and engaging way. Current language lessons include: Spanish, French, Italian, Brazilian Portuguese, German, Greek, Russian, Japanese, Mandarin Chinese, and English for Polish, Brazilian Portuguese and Spanish speakers. More languages are added regularly!

Home access with a library card

MAS Ultra - School Edition

Specifically designed for high school students with full text of 500 periodicals, 350 reference books, 100,000 primary source documents, 84,700 biographies - plus over 235,000 photos, maps, and flags.

Home access with a library card

MasterFILE Premier

Designed specifically for public libraries, MasterFILE Premier contains full text for more than 1,750 periodicals covering general reference, business, health, education, general science, multicultural issues and much more. This database also contains full text for nearly 500 reference books, 85,827 biographies, 105,789 primary source documents, and an Image Collection of 285,912 photos, maps & flags.

Home access with a library card

Middle Search Plus

For middle and junior high school students, with 140 full text titles (with Lexile reading level), as well as historical essays, 84,700 biographies, over 235,000 images, and 100,000 primary source documents.

Home access with a library card

Morningstar Investment Research Center

Provides independent analysis and real-time data on mutual funds, stocks, ETFs, CEFs, and markets. Screening tools, current articles and videos, and educational resources are also included. View Tutorial

Home access with a library card

My Heritage

The MyHeritage database includes birth, death and marriage records from 48 countries, the complete U.S. and U.K. censuses, immigration, military and tombstone records and more than 2 billion family tree profiles. Due to the ongoing content contributions by individual users, the database grows at an average pace of more than 1 million records each day.

Home access with a library card

Newspaper Source

Selected full text from 25 national and 260 regional US newspapers including the Denver Post, Greeley Tribune and Pueblo Chieftain, and transcripts from TV and radio news.

Home access with a library card

NoveList K-8 Plus

Contains enhanced subject access for over 60,000 fiction and non-fiction titles aimed at the K-8 population. Full-text reviews from sources like School Library Journal and Booklist are available for many titles.

Home access with a library card

Novelist Plus

A readers' advisory service that provides access to 155,000 fiction and non-fiction titles with features such as author read-alikes, book discussion guides, reading lists, and more.

Home access with a library card

Optimal Resume

Write resumes and cover letters, search for jobs, and practice for interviews all in one location. Create a video resume, an online portfolio, and present everything on a website publicly or privately for free using an easy-to-use website builder. Video tutorials and sample documents are available to help you through the process of creating your resumes, portfolios, and websites.

Home access with a library card

Points of View

Access to materials from diverse viewpoints, including more than 1,000 essays, leading political magazines from a variety of perspectives, newspapers, radio & TV news transcripts, reference books and other primary sources.

Home access with a library card

Primary Search

Includes Searchasaurus interface plus full text of 70 periodicals (with Lexile reading level), plus encyclopedias, a dictionary, and other reference books.

Home access with a library card

Psychology and Behavioral Sciences Collection

Full-text of more than 500 journals containing articles about psychiatry & psychology, mental processes, emotional and behavioral characteristics, anthropology, and observational and experimental methods.

Home access with a library card

Reference USA

Find, generate, and download lists of businesses in the United States. Businesses can be searched by SIC/NAIC codes, yellow page headings, geographic regions, and by sales. Twenty-five downloads are allowed at a time within the Library, 5 downloads at a time are allowed from home.

Home access with a library card

Regional Business News

Regional Business News is a full text newswire database that incorporates business wires from all over the world. Included in this database are A&G Information, Africa News Service, Inter Press Service, Resource News International, South American Business, M2 Communications, PR Newswire, Business News Wire, Canadian Corporate News, News Bytes News Network and Phillips Business Information Highlights.

Home access with a library card

Routt County Digital Archive

Discover the people, places, events and organizations that shape Routt County history. The Routt County Digital Archive currently features *Three Wire Winter* magazine, a rich trove of oral interviews, magazine articles and photos published between 1976 and 1988 by Steamboat Springs High School students.

Home access with a library card

Salud Completa del Consumidor

El recurso más exhaustivo de información sobre salud, orientado al paciente. Creado para responder a las necesidades informativas del paciente, y para apoyar un conocimiento básico de los temas relacionados a la salud. Este base de datos ofrece textos completos de temas como envejecimiento, el cáncer, la diabetes, drogas y alcohol, salud física, la nutrición y la dietética, salud de niños, salud del hombre y de la mujer, etc. Textos completos (PDF) desde 1946.

Home access with a library card

Science Reference Center

View Colorado's historic fire insurance maps from the early 1900's, including two maps from Routt County. The maps provide information about property names and building function, building outline, size and shape, construction materials, street and sidewalk widths, house numbers, and much more.

Home access with a library card

Science Reference Center

Access to full-text science-oriented content including hundreds of full-text science encyclopedias, reference books, periodicals and more. Topics covered include biology, environmental science, health & medicine, earth & space science, chemistry, and physics. Also included are standards-based articles correlated to state and national curriculum standards intended primarily for teachers and librarians.

Home access with a library card

Small Engine Repair Reference Center

Detailed and user-friendly repair guides for a wide variety of small engines, including motorcycles, ATVs, snowmobiles, tractors, and more.

Home access with a library card

Social Sciences Full Text

Social Sciences Full Text includes articles from over 300 journals from 1972 to the present. The database covers a wide array of subjects, including addiction studies, ethics, public welfare, urban studies, and more.

Home access with a library card

TopicSearch

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