



Collection, Event, & Exhibit Management Policy

Demographics & Facilities

Duchesne County Library System (hereafter known as “the library”) endeavors to serve a county population of approximately 20,800 residents as of 2024. The county has an area of 3,256 sq. mi. Approximately 31% of the population is under 18 years of age (6,400 youth) and 14% is over 65 years of age (2,900 adults). 84.6% identify as white (17,600), 8.4% as Hispanic or Latino (1,750), 4.6% as American Indian or Alaskan native (950), and 4.7% as other or multiple races (950). 6% speak a language other than English at home (1,250). 10.9% under 65 years of age have a disability (2,270). 91.7% graduated high school and 18.5% completed a bachelor’s degree or higher. 9.4% live in poverty (1,950) and the median income is \$78,445. 96.9% of households have a computer and 91.7% subscribe to the Internet.¹ Unemployment in 2024 was estimated at 3.4%. The principal industries in 2023 were mining, government, and real estate/rentals.²

The library hosts two branches: Duchesne and Roosevelt, each located in its respective city. Besides primarily serving residents of Duchesne County, Roosevelt Branch also serves some residents of western Uintah County due to its closer proximity than the Uintah County Library in Vernal. Duchesne Branch provides offsite weekly or monthly library services in Fruitland, Tabiona and Altamont. The library is in a consortial agreement with Uintah County Library to share physical resources and the library catalog. Beyond the Basin consortium, interlibrary loans and Utah Online Library digital resources are provided by the Utah State Library Division. Though the library shares physical resources, it provides its own digital collections exclusively for Duchesne County residents. This includes eBooks and eAudiobooks that are acquired in addition to the larger Beehive Library Consortium’s collection in Overdrive/Libby and by providing access to digital collections in the *hoopla* and *Blackstone Unlimited* platforms.

Duchesne Branch also houses the Duchesne County History Center. The History Center curates and preserves items of historical value specific to Duchesne County including photos, unofficial cemetery records, newspapers, community organization histories, locally published works, and more. These items are available for patron use in the history center only. Projects are underway to digitize these items so they can be more easily accessed online.

1 “Quick facts: Duchesne County, UT.” Found on <https://www.census.gov/quickfacts/fact/table/duchesnecountyutah/PST045224> on June 4, 2026.

2 “County Economies: 2025 Profiles: Duchesne County, Utah.” Found on <https://ce.naco.org/?dset=County%20Economies&ind=County%20Economies%20Profiles> on June 4, 2026.

Purpose of the Collections, Events, Exhibits, Etc.

The physical and digital collections, events, exhibits, etc. of the library are developed and maintained with the purpose of providing equitable access to information and opportunities for recreation and growth to all patrons of the library. The library supports the Constitutional First Amendment rights of all its citizens. This includes providing varying viewpoints and formats. The library neither approves or disapproves of views or content expressed in materials included in the collection or in displays.

The collection, events, and exhibits are mostly of a popular nature for a variety of ages in the community. Resources and opportunities are typically requested by patrons or have been reviewed positively by multiple sources.

Collections in the library are organized according to publisher-assigned categories such as Young Adult or Fiction. These categories indicate the marketed audience. They are not a rating of content which varies widely. The library respects each patron's freedom to choose what they read and does not endorse any particular content. The library also respects each parent/guardian's role in guiding content choices for their family. It is impossible for the library to judge and categorize all content in its collections that are constantly changing with new items being added and unused items removed.

Selection Responsibility, Criteria, & Process

Duchesne County has delegated the responsibility for selection and evaluation of library resources, events, and exhibits to the library's Board of Trustees and the library staff. The library selects them based on the following criteria:

- Anticipated demand
- Current library system collection holdings, shelf space, and budget
- Merit and authentic creation of the work as a whole
- Reviews from widely-recognized sources

The library considers requests from patrons whose accounts are in good standing. Items of an illegal nature or unprotected speech will not be included in the collection.

Following the aforementioned criteria, library staff members submit suggestions and patron requests for purchasing to the Branch Managers. Branch Managers then compile orders that are submitted to the Library Director for approval. Multiple formats of an item may be purchased if merited by high patron demand. Requests for physical items whose publication date is more than 10 years past, are out-of-print, or of a high cost are considered for an Interlibrary Loan. Events, exhibits, etc., are suggested, evaluated and selected through the same process.

Collection Maintenance

The library's collection cannot serve as an archive. It operates on limited physical space and budget necessitating a consistent need to withdraw resources from the collection. Factors determining the withdrawal of a resource include:

- Low or no use by the community
- Physical condition of the resource
- Currency of information

Physical items in poor condition that are still in demand will be replaced if available and affordable. The library will seek to repurpose withdrawn physical resources. The majority of the library's digital resources are provided by the Beehive Library Consortium and other participating libraries. Those not selected by the library cannot be removed by it and are therefore outside the purview of this policy.

Donations

Donations may be made at the libraries if they meet the following criteria. The library reserves the right to permanently accept and use donations without restrictions on current or future use, and reserves the right to withdraw/dispose of items according to the collection management policy. Items in poor condition (moisture-damaged, soiled, falling apart) or containing outdated information will not be accepted. Items pertinent to the history of Duchesne County may be donated to the History Center. The library and History Center do not appraise the value of items. Limitations to the amount of donations allowed are decided by each location based on the staff time available to process donations.

Community Bulletin Board, Literature Racks, & Exhibits

The library does not endorse nor advocate the viewpoints or content expressed in meetings or events, by meeting room users, on the community bulletin board, or the community literature rack. Items in the community literature rack and on the bulletin board are rotated out beginning with the oldest-displayed due to limited display space. Duplicates of flyers are not permitted. If an event's date has passed, its flyers and literature are removed. Flyers and literature of a commercial/for-profit nature or political campaign are of lowest priority and will be removed in favor of community educational, cultural, civic, and non-profit matters. The library's and Duchesne County's permanently displayed flyers have precedence. Literature must fit in the racks' 8.5 by 11 inch slots and flyers should be under 11 by 17 inches in size. Such printed items should be suitable for all age groups that utilize the library and be free of profane or derogatory language, sexual content/innuendo, nudity, and graphic violence.

Members of the community who desire to host an exhibit may do so by reserving a community room for that event.

Concerns About Library-provided Resources, Events, Exhibits, Etc.

As a democratic institution serving a diverse population the library seeks to respect all patrons' right to intellectual freedom and access to information. The library recognizes that some resources in the collection, events, exhibits, etc. may be of a controversial nature. Any resident of Duchesne County that wishes to express concern about a resource or a library-sponsored event or exhibit of the Duchesne and Roosevelt branches must fully complete the *Statement of Concern* form and submit it to the Library Director for consideration. The Library Director must be given reasonable time to acquire; read, view, or listen to; and review the material. The amount of time required to review materials must not unreasonably inhibit the normal operations and services of the library to the community or the fulfillment of the director's other essential job functions. The director will then make a written decision seeking out published reviews of the resource, exhibit, etc., while considering the mission and values of the library, and consulting county legal counsel. If the resident is unsatisfied with the Library Director's decision, they may submit a written appeal to the Duchesne County Library System Board of Trustees and within 30 days of the Library Director's response. Trustees must be given reasonable time to acquire; read, view, or listen to; and review the material. Once the review is complete, the written

decision of the Library Board of Trustees will be given at the next regular board meeting and is final. A resource, exhibit, event, etc., will not be removed, ended, or taken down until a decision is made.

Because the review process requires paid staff time to give a concern the thoughtful consideration it deserves, only one concern per person may be reviewed at a time. Following a thorough review, a resource, or library-sponsored event or exhibit will not be reviewed again any sooner than 3 years following a previous review decision.

Policy Review

This policy shall be reviewed at least once every three years by the Duchesne County Library System Board of Trustees.

Reviewed: June 16, 2026

Adopted: September 15, 2026

Effective: September 16, 2026

Original Adoption: July 25, 2013