



## **ALTADENA LIBRARY DISTRICT | POLICY AND PROCEDURE MANUAL**

**SUBJECT: COLLECTION DEVELOPMENT POLICY**

**SECTION: GENERAL ADMINISTRATION**

**BOARD APPROVED: 04/26/2021**

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### **Collection Development Policy**

#### **PURPOSE**

The purpose of this policy is to guide the staff of the Altadena Library District (hereinafter referred to as the Library) in their decision making and to inform community members and other stakeholders of the principles on which the Library bases materials selection and collection maintenance decisions.

#### **COLLECTION DEVELOPMENT PHILOSOPHY**

The Altadena Library District offers a diverse selection of circulating print and non-print materials that are selected to support community aspirations and satisfy diversity of tastes, reading levels, languages, and interests of users of all ages. Our collection aims to connect and strengthen our community through knowledge, growth and innovation.

The Altadena Library District is committed to equity in collection development. Any information which does explicit or implicit harm to marginalized identities through the promotion of bias, discrimination, or oppression does not merit equal consideration. We strive for a collection which goes beyond merely mirroring the diversity of our community, but instead modelling the equitable society we aspire to by building a collection that celebrates the humanity of all cultures and backgrounds.

#### **Intellectual Freedom**

The Library supports the principles documented in the Library Bill of Rights, Freedom to Read and Freedom to View statements of the American Library Association. These three documents can be accessed online through the following links:

<http://www.ala.org/advocacy/intfreedom/librarybill>

<http://www.ala.org/advocacy/intfreedom/statementspols/freedomreadstatement>

<http://www.ala.org/advocacy/intfreedom/statementspols/freedomviewstatement>

The Library upholds the right of the individual to access information even though the content may be controversial, unorthodox, or unacceptable to others. Race, nationality, religion, gender, sexual orientation, and political/social view will not be used as criteria for exclusion of materials. Materials available in the Library present a diversity of viewpoints enabling citizens to make the informed choices necessary in a democracy.

Materials are intended to broaden perspectives, support recreational reading, encourage and facilitate reading skills, supplement educational needs, stimulate and widen interests, lead to recognition and appreciation of literature and reflect the diversity of the community and our

world. The reading and viewing activity of children is ultimately the responsibility of parents and caregivers, who guide and oversee their children's development.

## **SCOPE**

The Library collections include information in multiple formats and represent the diverse viewpoints and interests of the Altadena community. The collection reflects a variety of cultures, experiences, perspectives and backgrounds. Library staff regularly evaluate the collection and user needs to ensure the relevance of the collection.

### **Bob Lucas Memorial Library**

The Bob Lucas Memorial Library collections are developed with consideration for the needs of the surrounding areas and support the work of Adult Literacy Services. The collection concentrates on high interest materials that touches on a variety of subjects for all ages that is regularly refreshed to meet popular demand. Materials are collected within the constraints of space and budget and emphasis is placed on shared access of materials between branches, thereby reducing excess duplication of District holdings.

### **Online Collection**

The online collection includes research and learning databases, eBooks and other downloadable and streaming media. The online collection evolves as new formats and products become available. Subscription services are continuously evaluated based on usage.

### **Library of Things**

The Library of Things collection provides access to tools, technology and other objects. The collection is an extension of the Library's existing approach of community resource sharing and innovation. The development of this collection aims to contribute to a more sustainable Altadena.

## **SELECTION AND MANAGEMENT OF COLLECTION**

### **Responsibility of Selection**

Under the general supervision of the District Director, librarians and collection development staff are responsible for identifying and selecting materials for acquisition. Community members, other stakeholders, and all staff members are encouraged to recommend materials to be added to the collection. All recommendations will be evaluated using the same criteria as general purchases.

### **Selection Criteria**

Library staff apply training, knowledge and expertise along with the following criteria to select materials for the collection. An item need not meet all these standards to be added to the collection.

- Contemporary significance or permanent value
- Popular interest
- Currency of information, material or format
- Contribution to the diversity and scope of the collection
- Relevance to the existing collection's strengths and weaknesses

- Critical assessments in a variety of professional journals and attention in media
- Local significance of the author, subject or creator of the work
- Price, availability and impact on library materials budget
- Space availability
- Suitability of format or physical form for library circulation and use
- Availability through resource sharing, such as Interlibrary Loan, or through other local area libraries
- Textbooks or other curriculum-related materials will be acquired only in subject areas where there is little or no material in any other format or where they substantially add to the collection

#### **Additional Selection Criteria for Library of Things**

- Staff resources / Level of ongoing maintenance needed
- Ease of use
- Liability concerns
- Community needs and local availability
- Environmental sustainability

#### **Websites and Online Content**

Through its website, the Library directs users to informational resources on the internet that complement, enhance, and sometimes parallel, resources housed in the District's collection.

- Scope and Breadth - A limited number of links are made to internet sites based on the informational needs of the community, areas of emphasis in the collection, and local areas of interest. A particular emphasis is made on selecting sites created by governmental, educational, and non-profit entities. Links may also be made to sites created by for-profit organizations when they meet selection criteria and informational needs.
- Selection Criteria - Criteria for selecting sites include authority, coverage, accuracy and relevance, quality of information, organization, currency, and ease of use. Links to sites are made selectively based on the scope of the Library's website and will be deleted or removed when they are outdated or superseded by newly identified sites.

#### **Purchase Suggestions**

The Library strongly encourages input from staff and the community concerning the collection. The purchase suggestion procedure enables Library patrons to request that a particular item be purchased for the collection. All suggestions for purchase are subject to the same selection criteria as other materials and are not automatically obtained. Purchase requests help the Library develop collections which serve the interests and needs of the community. Patrons may make suggestions online through the library website or directly with staff. The library may limit the total number of purchase suggestions accepted per patron each fiscal year.

#### **Donated Materials**

Materials donated to the library are received with the understanding that they are subject to the same selection, evaluation and disposal criteria as purchased materials. All donations must be in in good condition and free of odor, mold or other damage. Donations are evaluated by the

Friends of the Altadena Library for their disposition. When appropriate, donations may be added to the library collection.

### **Criteria for Withdrawal**

The Library's collection is a living, changing entity. As items are added, others are reviewed for their ongoing value and sometimes withdrawn from the collection. Great care is taken to retain or replace items that have enduring value to the community. Decisions are influenced by patterns of use, the capacity of each location and the holdings of other local area libraries. Staff review the collection regularly to maintain its vitality and usefulness to the community.

The following criteria are used in selecting materials for withdrawal:

- Damage or poor condition
- Number of copies in the collection
- Relevance to the needs and interests of the community
- Current demand and frequency of use
- Accuracy and timeliness
- Availability elsewhere including other area libraries and online
- Currency of format
- Space availability

Sale or reallocation of withdrawn items will be carried out in the manner most advantageous to the Library.

### **Criteria for Replacement**

Library staff assess the need for replacing materials that are damaged, withdrawn, or otherwise lost. Replacement of withdrawn materials is not automatic. The decision to replace items is influenced by:

- Availability of copies through other area libraries
- Popular interest
- Adequacy of coverage in the subject area
- Significance in subject area
- Cost and availability to purchase

## **RECONSIDERATION OF LIBRARY MATERIALS**

### **Request for reconsideration**

Recognizing the importance of intellectual freedom, the Altadena Library District Board of Trustees fully supports the American Library Association's Library Bill of Rights and the Association's Freedom to Read and Freedom to View Statements and has adopted them as official library policy.

Reading is a private activity, and individuals must examine materials as to suitability for their own purposes and make their own decisions to read or not to read particular items.

As part of its mission to provide ready access to the wide diversity of ideas and information, the library strives to collect materials that provide a variety of viewpoints on issues and subjects. It

recognizes that some of these may be controversial and that any given item has the potential offend some members of the community. Selection of materials is not made on the basis of anticipated approval or disapproval, but on the basis of the principles and guidelines stated in the Collection Development Policy. Likewise, the library will not eliminate items purchased under due consideration solely because they might displease a particular individual or group.

Library materials will not be marked or identified to show approval or disapproval of their contents, and no library materials will be sequestered, except to protect it from physical damage or theft.

Responsibility for the reading of children rests with their parents or legal guardians. Selection of library materials will not be inhibited by the possibility that books may come into the possession of children, and only parents may restrict access for their own children.

Patrons may raise an objection to an item in the library's collection. If a complaint cannot be resolved informally, after the complainant has talked with a librarian and has seen the Collection Development Policy, the following procedure will be used to consider the opinions of those persons in the community who are not directly involved in the selection process.

Library patrons who recommend the review of appropriateness or removal of a particular item in the Library collection may request and submit a Request for Reconsideration of Material form from staff. The form will be reviewed by the Library Director or designee and staff in relation to the Library's mission statement and the selection criteria in this Collection Development Policy. An evaluation of review materials submitted by the patron and staff will take place and a response will be made by the Library Director or designee within 30 days of receiving the formal objection.