

# COLLECTION DEVELOPMENT POLICY

## INTRODUCTION

The mission of the San Rafael Public Library is “Sharing Resources, Promoting Literacy.” Patrons are provided library resources in order to enrich their lives with knowledge, information and enjoyment. The Library provides a diverse selection of print and non-print materials, as well as digital resources to meet the educational, informational, and recreational needs of its clientele.

The San Rafael Public Library’s Pickleweed and Downtown facilities serve a clientele that represents all ages and possesses a wide range of interests and tastes, educational and career attainments, economic backgrounds, and technological sophistication. This policy is intended to inform the Library’s clientele, as well as the community at large, of the guidelines used for the development and maintenance of the materials collection offered by the San Rafael Public Library.

### THE LIBRARY’S COLLECTIONS

The Library provides print collections in the form of circulating fiction and nonfiction books, large-print books, reference books, and periodicals; non-print collections composed of media and microforms; and an electronic-resource collection in the form of databases, e-books, music and video downloads. Circulating materials are available for transfer between San Rafael’s branches and member libraries in the MARINet and Link+ consortiums. Collections are developed in two major areas: for adults and children, with holdings in both English and Spanish.

**The adult collection.** This collection represents the largest and most diverse portion of the Library’s holdings. It is selected to reflect the wide spectrum of educational, informational, and recreational interests of the teen age and adult community.

**The children’s collection.** Materials in this collection are selected in a variety of formats for children from infancy through middle-school. Materials are chosen to reflect the wide range of interests, and cognitive and reading abilities, within this age group and to instill a love of reading and learning. Materials are also chosen to support homework and school-projects.

**Breadth and depth of coverage.** The San Rafael Public Library collects a wide range of general-interest materials. These materials are generally of a non-specialist nature. The Library offers materials meant to supplement professional or academic endeavors, but owing to budgetary and space constraints, the Library is unable to maintain a collection of academic, specialized, or professional titles.

**Languages.** The majority of the Library’s collections are in English. The library also offers Spanish language materials for adults and children at both branches. The library also has a small collection of Vietnamese language titles. Each language collection varies in breadth and depth depending on public needs. The

language collections will continue to diversify and evolve to reflect the changing needs and interests of the community.

In the media collection, there are a significant number of motion pictures on DVD in languages other than English, as well as English-language DVDs subtitled or dubbed in other languages.

**Special collections.** The Library maintains special collections for which the development and management differ somewhat from the general collections. The special collections are for in-house use. These collections include a California History collection- books of regional, state, and local historical importance, a collection of local history notebooks- which include historical information about San Rafael and Marin County, and a government documents collection (a selection of official city, district, county, and state publications.)

### **ALLOCATION OF COLLECTIONS**

The Downtown library possesses the most comprehensive collections, including a separate Teen collection, an extensive Children's collection, Large Print books for adults, a media collection, Spanish language books for adults and children, and a language learning collection.

The Pickleweed Library collects print and media materials for children in English and Spanish. There is a large collection of print and media materials in Spanish for adults and a smaller collection of popular materials in English.

### **ALLOCATION OF RESPONSIBILITY FOR COLLECTION DEVELOPMENT AND MANAGEMENT**

The Director of Libraries has ultimate authority over, and responsibility for, the selection of library materials. The operational responsibility for collection development and management is delegated to the librarians who supervise Pickleweed Library and the Downtown Adult and Children's Services departments. Librarians are assigned responsibility for selecting materials. Selection responsibilities are allotted according to subject, format, and age level.

### **PRINCIPLES OF AND CRITERIA FOR SELECTING LIBRARY MATERIALS FOR THE COLLECTION**

The principles of, and criteria for, selecting materials for the San Rafael Public Library's collection are guided by recognized standards of the library profession and conditioned by the Library's size, clientele, and budget. The staff who select library materials apply standards commonly found in the profession, with the goal of building and maintaining a collection that serves the educational, informational, and recreational pursuits of the community of library users.

Broadly stated, the principles of selection require that all areas of knowledge be represented in the collection; that the content of works considered for acquisition be evaluated objectively and dispassionately; that works not be selected or rejected solely on the basis of their creators' origins, backgrounds, or views; and

that a wide range of viewpoints on issues susceptible to debate be represented in the collection. Selectors' decisions are informed and guided by the principles enumerated in the American Library Association's *Library Bill of Rights* and *The Freedom to Read* (see Appendix B).

Criteria for selection encompass a number of factors. For any given work, these factors may include considerations of:

- The demand for, and popularity of, previous works by a particular author or artist
- The literary reputation, authority, popularity, and significance of a particular author or artist
- The quality, authority, and level of specialization of the work as evaluated by reviews in professional, trade, and popular periodicals
- The work's pertinence, both in terms of general suitability to the breadth and depth of the collection and in terms of the Library's clientele and their particular interests, pursuits, and needs
- Concerning the teen and children's collections, the work's age-level suitability
- The work's style, clarity, and presentation
- The work's presence in, or absence from, the collections of libraries similar to the San Rafael Public Library.
- The work's perceived potential to be put to use — to be checked out or consulted —with reasonable frequency
- The work's physical qualities — its ability to endure multiple uses over an extended period of time
- Price
- Format
- Availability: generally the library is limited to selecting works that are currently in print and available through customary domestic trade suppliers

Evaluations of works by local authors are governed by these same criteria.

## REPLACEMENT

Replacement involves the acquisition of materials previously held. Primary responsibility for replacement decisions lies with the librarian selecting materials in an item's subject area. Criteria for the replacement of material include:

- **Missing Materials**  
Materials missing in inventory will be withdrawn from the catalog. Replacement is dependent upon the material's meeting the current selection criteria, availability, and value compared with purchasing newer titles.
- **Materials Lost and Paid**  
Materials which have been lost by patrons and paid for are withdrawn from the catalog. Replacement is dependent upon the material's meeting the current selection criteria, availability, and value compared with purchasing newer titles.
- **Materials Long Overdue**  
Materials that were never returned and not paid for are withdrawn from the catalog. Replacement is dependent upon the material's meeting the current selection criteria, availability, and value compared with purchasing newer titles.
- **Physical Condition**  
Materials deselected because of poor condition will be replaced if they meet the selection criteria, if they are available, and if budget permits. If a replacement copy is not available for an item still needed in the collection, every effort will be made to preserve the item.
- **Later Editions**  
Replacement by later edition depends on the subject matter, length of time between editions, circulation, or extent of revision.

(See *Library's Lost and Damaged Items Policy* for further information)

## CUSTOMER SUGGESTIONS FOR PURCHASE OF LIBRARY MATERIALS

The San Rafael Public Library welcomes input from the San Rafael community concerning the collection. A suggestion for purchase procedure enables patrons to request that a particular item or subject be purchased by the library. All suggestions for purchase are evaluated using the same selection criteria as for other materials and are not automatically added to the collection. The "Suggestion for Purchase" card is available at library reference desks in both libraries, or the patron may click here to suggest a purchase online <https://marinet.lib.ca.us/patroninfo~S3?/0/redirect=https://marinet.lib.ca.us:443/acquire~S3>

Patrons whose suggestions are honored and who include contact information are

informed of the Library's decision.

Review or solicitation copies submitted for consideration as potential acquisitions are accepted under the same terms as those for donated items (See *Donations for the Collection*, section, page 7)

### **CUSTOMER REQUESTS FOR REMOVAL OR RECONSIDERATION OF LIBRARY MATERIALS**

Customers wishing to recommend the removal or re-assignment of a specific item in the Library collection may submit a "Request for Removal or Reconsideration of Library Materials" form.

Such recommendations are forwarded to the Library Director, who evaluates the recommendation and decides upon the action to be taken. The factors influencing this evaluation may include, but are not limited to, reviews and criticism relating to the work; the work's presence in, or absence from, the collections of libraries similar to the San Rafael Public Library; the treatment and characterization of the work by similar libraries; and the principles set forth in the American Library Association's *Library Bill of Rights* and *The Freedom to Read* (see Appendix B). The evaluation and resulting decision are reviewed, and must be approved, by the Library Director, who has the final authority. The patron is then informed, in writing, of the Library's decision.

### **CRITERIA FOR WITHDRAWING LIBRARY MATERIALS FROM THE COLLECTION**

The Library's collections are regularly evaluated to ensure that the materials they contain remain current and in good condition, and that they continue to reflect the interests and needs of the Library's clientele. Reviews, bibliographies, statistical tools — such as circulation reports, collection turnover rates, and customer surveys — and periodic visual inspections of the collections themselves help selectors determine how and to what extent individual items and categories of works are being used and which materials are candidates for withdrawal, repair, or replacement.

Library materials are withdrawn based on the following criteria:

- The information the item contains is obsolete or inaccurate
- The number of copies owned of a particular title is more than required
- The item is not used or seriously underused- underuse is determined by the librarian who buys in the item's purchase area based on their subject knowledge and familiarity with the circulation patterns of the collection.
- The item is damaged or in poor condition

Withdrawn materials may be given to the Friends of the San Rafael Public Library to be sold, donated to other libraries or non-profit organizations, or recycled by either the Library or the Friends of the San Rafael Public Library. The

library maintains a “free” shelf for withdrawn magazines in the Downtown Library lobby.

## **RESOURCE SHARING WITH OTHER LIBRARIES**

San Rafael Public Library provides patrons with access to a wide range of print materials and media available outside of its two library locations. These items are available through our partnerships with MARINet, a local library consortium, LINK+, a consortium of California and Nevada libraries, and OCLC, a worldwide consortium of libraries.

**Resource sharing with other libraries: MARINet** In 1991, San Rafael Public Library was one of the original signers of a joint powers agreement establishing MARINet (Marin Automated Resources and Information Network), a consortium of public and academic libraries that enables members to share resources and use information technology to fulfill their mission of serving the public. San Rafael Public Library shares a catalog with local libraries that allows patrons to view and request materials from both public and academic libraries, and gives them access to shared electronic resources.

**Resource sharing with other libraries: LINK+** In order to expand the range of accessible materials beyond the holdings of the San Rafael Public Library, in 2012 the Library joined Link+, a consortium of public and academic libraries in California and Nevada whose members loan one another available items from their collections. San Rafael Public Library customers may establish Link+ accounts and borrow, free of charge, a wide range of books from participating libraries.

**Resource sharing with other libraries: WorldCat** San Rafael Public Library provides its patrons with access to printed material and media not available through MARINet or LINK+ through WorldCat, an online catalog of library holdings produced cooperatively by the non-profit organization - OCLC (Online Computer Library Center) and libraries throughout the world.

## **INTELLECTUAL FREEDOM AND ACCESS TO LIBRARY MATERIALS**

The Library is committed to the principles of intellectual freedom. Its administration and staff support each customer’s fundamental right of access to all expressions of knowledge, creativity, and intellectual activity and recognize an obligation to provide as wide a range of materials as possible. In practice, customers make individual choices regarding which materials they use and borrow. By the same token, parents and legal guardians retain responsibility to oversee their children’s use and borrowing of library materials. The Library neither denies nor abridges access to materials because of a person’s age.

The Library supports, and has adopted, the principles of intellectual freedom and access to materials that are enumerated in the American Library Association’s ***Library Bill of Rights*** and ***The Freedom to Read*** (see Appendix B.)

## DONATIONS FOR THE COLLECTION

The Library accepts donations of books and media materials in good condition, reserving the right to reject a donated item for any reason. All donations are subject to the following provisions:

- A donated item becomes the property of the San Rafael Public Library
- The Library is under no obligation to add a donated item to the collection or to notify the donor of the disposition of that item.
- A donated item may be reviewed for possible addition to the Library's collection, based on condition and customary selection criteria.
- Items not added to the collection are given to the Friends of the San Rafael Public Library for their book sales, proceeds of which benefit the Library. Once transferred to the Friends, items become their property.
- The Library accepts donations of no more than four banker's boxes or eight grocery bags of books or audiovisual items, which should be taken directly to Friends Books, located at 1016 C Street, San Rafael, between 10 a.m. and 4 p.m. Tuesdays through Saturdays. Larger donations are accepted by appointment- please call 453-1443.
- The Library encourages donations of magazines that are less than two years old at the Downtown branch 1100 E Street, San Rafael. Up to four bags of magazines may be donated during hours that the branch is open. For hours and information call 485-3321.
- Donation-receipt forms are available upon request at the time of donation and are completed by donors. Values are assigned by donors, not by library or bookstore staff. Donations to the library may be eligible for tax donations; check with your tax advisor.

Monetary donations in support of the Library's collections are welcome and may be made to the Friends of the San Rafael Public Library. The Library reserves the right to accept or decline conditions placed upon such donations.

Review or solicitation copies submitted for consideration as potential acquisitions are accepted under the same terms as those for donated items.

## REVIEW OF THIS POLICY

This collection development policy will be reviewed not less than once every five years.

**APPENDIX A: [Request for Removal or Reconsideration of Library Material](#)**

**APPENDIX B: [Library Bill of Rights, Freedom to Read Statement](#)**

**APPENDIX C: [Lost and Damaged Items Policy](#)**

*Approved by Library Board of Trustees February 12, 2013*