



## **INTRODUCTION**

The collection development policy upholds the City of San Rafael Public Library (Library) mission to *engage, empower, and enrich our community through innovation, imagination, and inspiration.*

This policy directs Library staff in the maintenance and development of collections. The policy also defines collection development practices, and provides continuity to selection, purchasing, and retention decisions. Additionally, the policy provides a vehicle for the continuous evaluation of the Library's collection as a whole.

As part of strategic planning, the Collection Development Policy will be reviewed annually to ensure it is a living document that addresses up to date collection concerns. Ultimate responsibility for collection development rests with the Library & Recreation Assistant Director (City Librarian). The City Librarian delegates the authority for selection to the Collection Development Supervising Librarian, who may designate additional professional staff to assist in the selection of materials.

The Library consists of one large library in the center of San Rafael, the Downtown Library, and two smaller branches, the Pickleweed Library in the Canal neighborhood, and Northgate Library in the north San Rafael area.

**Representation:** The Library is committed to recognizing diverse voices (authors/illustrators/creators of color, LGBTQ, disabled, etc.) and is working continually to address equity and inclusion in our practices and collections. Library materials need to reflect the community served, as well as that of communities around us and different than our own.

**Library Collections:** Library collections consist of popular titles as well as materials to support the interests of the communities they serve. Branch collections vary in size and scope depending on community needs and space limitations. The collections support the interests and needs of people of all ages, starting with early literacy and including children, teens, and adults. The Downtown location has an additional local history collection called the California Collection, curated of local historical interest, non-circulating materials that are made available by appointment for research purposes.

**Formats:** The Library purchases materials in both digital and hard copy/physical formats. These materials have separate considerations for inclusion in the Library's collection.

- eResources / Digital Resources
  - The Library, as a member of MARINet, has access to eBooks, eAudiobooks, online learning tools, newspapers, and more through the consortium website. The Library assists with selecting these various resources, along with other member libraries
  - Digital resources that the Library selects independently from MARINet are subject to the same general selection criteria as other materials. Platforms and individual titles should follow these selection criteria, while also being sensitive to the representation, languages, and accessibility needs by Library users

- The Library's customer base includes a segment that may be exclusively virtual. Digital resources extend the reach of the Library because they are available remotely, 24/7. The eBook landscape is an area of rapid growth and development, and the San Rafael Public Library is moving toward an eResource collection that is as diverse and encompassing as the print collection - cost permitting. Additional selection criteria for digital resources include accessibility and compatibility; for example, universality of format and compatibility with current digital platforms and popular customer devices
- Physical items
  - The Library prefers to purchase physical books in hardback or library binding format; however, purchases of paperback copies are made when there is a high demand for a particular title
  - Other media (including audio/visual items like DVDs, Blu-ray discs, CDs, as well as other formats) may be added to the collection depending on demand. Electronic devices (like hotspots, Chromebooks, Playaways, etc.) may be added to the collection as a trial with usage evaluated to determine continuation of various collections
  - The range of materials available to patrons is not limited to the holdings of the San Rafael Public Library, but extend to items available in other MARINet libraries, as well as through the LinkPlus system

**Languages:** Most of the Library's collections are in English. The Library also offers Spanish language materials for adults and children. The Library may also collect materials in other languages as needed. Language learning resources are available in many languages. Access to materials in languages other than English and Spanish may be available from other MARINet and LinkPlus libraries. Language collections continue to diversify and evolve to reflect the changing needs and interests of the community.

**Selection Criteria:** The following criteria are used to evaluate and select items for the collection. An item need not meet all of these criteria to be selected.

- Current and anticipated needs and interests of the public
- Evaluations in review media
- Accuracy and timeliness of content
- Author's, artist's, or publisher's qualifications and/or reputation
- Contribution to diversity or breadth of collections
- Presentation of unique or controversial points of view
- Receipt of or nominations for major awards or prizes
- Physical quality of material
- Budgetary and space constraints

**Deselection and Replacements:** Deselection of material from the circulating collections is a vital part of successful collection maintenance. Continuous evaluation is necessary, and materials are regularly removed to maintain a current, accurate, and appealing collection and to facilitate its ease of use.

Library materials are discarded for one or more of the following reasons:

- Subject matter is no longer timely, accurate, or relevant
- Damage or poor condition
- Space limitations/duplicate resources

- Insufficient use
- Materials in the format are no longer collected

Replacement of materials withdrawn is not automatic. The decision to replace is influenced by:

- Availability of copies in the system
- Popular interest
- Adequacy of coverage in the subject area
- Significance in subject area
- Cost

Books that are out of print will not be replaced. The Library does not purchase used books.

Deselected items may be offered to other libraries, public agencies, non-profits, or disposed of through recycling. Discarded items will not be held for or given to individuals.

**Intellectual Freedom:** The Library respects the freedom of information for its users and adheres to the principles expressed in the American Library Association's Library Bill of Rights, the Freedom to Read, and the Freedom to View statements. The Library's goal is to offer a diversity of ideas and opinions including those which may be unorthodox or controversial. The Library opposes any attempts by individuals or groups to censor items in its collection. Responsibility for the reading choices of minors rests with their parents or legal guardians. Selection of adult material will not be restricted by the possibility that these items may come into the possession of children nor does the Library use any system of coding, rating or labeling to identify or segregate materials for purposes of censorship. Challenges regarding Library materials are handled in accordance with the Library's *Requests for Reconsideration Procedure* (see appendix A.)

See Appendix A: *Reconsideration of Materials*

See Appendix B: *Request for Removal or Reconsideration of Library Material Form*

## **Appendix A: Reconsideration of Materials Procedure**

- 1) Any individual expressing an objection to or a concern about library materials will receive respectful attention from the staff member first approached. The staff member will offer the individual:
  - a) To speak with the Assistant Director of Library and Recreation / City Librarian (“City Librarian”) about their concerns
  - and/or
  - b) To fill out a “Request for Reconsideration” form which is available in the Library and can be found on the Library’s website
- 2) A copy of the form and the material in question will be sent to the City Librarian
- 3) A form letter shall be sent to the patron acknowledging receipt of the Request for Reconsideration within five business days of receipt by the City Librarian
- 4) A team of library staff, headed by the Collection Development Supervising Librarian, will convene and consider the request, evaluating the material based on circulation, awards and reviews, etc. This group will recommend a decision about the work to the City Librarian
- 5) The Supervising Librarian overseeing collections will write a response letter to the patron and submit it to the City Librarian for review
- 6) A letter of determination in response to the Request for Reconsideration shall be provided to the patron within 30 days of submission, during which time the material in question shall remain in the active collection
- 7) A copy of all Requests for Reconsideration, and associated correspondence, shall be retained in Library by the City Librarian following the City’s record retention policy.

**Appendix B: Request for Removal or Reconsideration of Library Material Form**

Name \_\_\_\_\_ Date \_\_\_\_\_

Street \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_ State \_\_\_\_\_

Email: \_\_\_\_\_ Phone \_\_\_\_\_

Organization you are representing (if applicable): \_\_\_\_\_

Type of material on which you are commenting:

- Audio/video (DVD, CD, etc.)
- Book
- Magazine or journal
- Newspaper
- Digital resource / eBook, etc.
- Other (specify): \_\_\_\_\_  
\_\_\_\_\_

Title: \_\_\_\_\_ Author: \_\_\_\_\_

Publisher/Producer (if known): \_\_\_\_\_ Publication Date (if known): \_\_\_\_\_

Use other side of form, if necessary, to complete the following questions:

1. Please state the reason(s) for your concern. Please be specific and give page numbers if applicable.

2. Do you have suggestions for resources, materials, or programs that the library could provide as additional information on this topic?

STAFF USE ONLY	
Received by:	Date: