

Policy #310 - Collection Development

STATEMENT OF PURPOSE

The purpose of the collection development policy is to provide guidance within budgetary and space limitations, for the evaluation, selection and de-selection of materials which will anticipate and meet the needs of the local community.

SCOPE OF THE COLLECTION

The Palmdale City Library collection is developed and maintained to meet the informational, educational, and recreational needs of the residents of Palmdale in various formats including non-English, audiovisual, online and large print.

The Palmdale City Library endorses the Library Bill of Rights and Freedom to Read Statement as adopted by the American Library Association.

RESPONSIBILITIES FOR COLLECTION MANAGEMENT

Ultimate responsibility for collection management rests with the Library Director, who operates within the framework of policies determined by the Board of Library Trustees. Professional library employees under the general supervision of the Library Director manage the Library's collection.

SELECTION PROCESS

Materials are selected for the Library's collection based on professionally accepted guidelines. The collection is developed to provide materials that offer a wide variety of views suitable for all ages and abilities. It is the responsibility of parents or legal guardians to decide what material is appropriate for their children.

All acquisitions, whether purchased or donated, are evaluated by the following criteria:

- Patron demand
- Favorable reviews in professional library journals
- Positive attention by critics and reviewers
- Accuracy
- Reputation of author, publisher, producer or illustrator
- Cost and availability
- Relationship to existing material
- Format and ease of use
- Inclusion in lists of recommended titles and/or award winners

Requests for purchase by the public are given serious consideration and evaluated based on the guidelines for selection as outlined in this policy.

Space and budget constraints prohibit the Palmdale City Library from duplicating materials and specialized collections that are available elsewhere locally. Materials not owned by Palmdale City Library may be available through interlibrary loan.

Print Materials

Nonfiction criteria

The Library acquires materials of both permanent and current interest in all subjects. In addition to the general selection criteria, nonfiction titles are selected based on sustaining value, current information, demand, cost, and appropriateness of format. Palmdale City Library emphasizes non-scholarly materials. Materials for children are selected to generate and support interest in popular subjects and provide supplemental materials for typical school assignments.

Fiction criteria

The Library's fiction collection includes a wide variety of contemporary works representing all genres, as well as classics and important novels of the past. An effort is made to purchase in multiple fiction genres including mysteries, science fiction, graphic novels, fantasy, westerns, and romances. Reasonable efforts are made to complete series and purchase books written by local authors or that have local interest. The children's fiction collection includes materials designed to initiate encourage and develop reading ability. In addition to the general selection criteria, fiction is selected based on favorable published reviews, popular demand, reputation of the author and publisher and appropriateness for Library customers.

Periodicals

Periodicals are collected in print and microfilm/digital format. Periodicals are selected for all ages based on reviews and local interest.

Reference

Reference materials provide quick, concise and up to date information and include indexes, encyclopedias, biographical resources, dictionaries, almanacs, and directories. Selection of reference materials is based on favorable published reviews, reputation of author or publisher, accuracy and currency of information, and cost, including the cost to maintain items requiring frequent updates.

Non-print Materials

DVDs

The Library collection includes DVDs for both educational and recreational use. The criteria for selecting DVDS includes patron demand, favorable reviews in standard library reviewing journals, cost, nationally recognized award winners, and a suitable rating from online review aggregators such as Metacritic and Rotten Tomatoes.

Audio Books

The Library provides audio books in fiction and nonfiction that parallel the general collection. Narrators are also taken into consideration when selecting audio books. Audio books are purchased in standard compact disc and MP3 format. Audio books for young children are selected in a "book and CD" format when available. Efforts are made to purchase unabridged audio editions whenever possible.

Recorded Music

The Library selects music compact discs in a variety of genres. In addition to the general selection criteria, historical significance and enduring popularity are taken into consideration when selecting recorded music.

Online Resources

The Library subscribes to online databases on a variety of subjects to supplement its print collection. Selection criteria for these databases is dependent primarily on patron demand for the subject, cost, the vendor's reputation, and the database's ability to supplement heavily-used or otherwise weak areas of the collection.

COLLECTION MAINTENANCE

Examination of materials is an ongoing process. Materials determined to no longer be of value are withdrawn from the collection. Materials are withdrawn from the collection due to a variety of reasons including space limitations, accuracy of information, physical condition, lack of circulation, duplicate titles, and lack of interest or demand. Gifts, including memorial items, are subject to these withdrawal and replacement policies.

REPLACEMENTS

The Library does not automatically replace all items withdrawn because of loss, damage or wear. Need for replacement is weighed with regard to several factors, including number of duplicate copies, availability of better or newer materials on the subject and demand for the item.

REQUESTS FOR RECONSIDERATION

The Library collection includes materials that represent a variety of viewpoints; it does not endorse particular beliefs or views. Selection of a particular item does not imply an endorsement of the viewpoint expressed by the author.

An individual who disagrees with a selection decision may request the Library relocate or withdraw an item from the collection by submitting a written request for reconsideration form available at the Library. The Library Director and staff will review the request in relation to the selection criteria and this collection development policy. Once a decision is made, the individual will be notified of the decision in writing.

GIFTS

Gifts will be evaluated in the same way as purchased materials and will only be added to the collection if they meet the selection criteria. The Library accepts only unconditional gifts. Gifts become the property of the Library upon receipt and with the understanding that the Library may make use of the gift in any way deemed appropriate.

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