

## **COLLECTION DEVELOPMENT POLICY**

**Folsom Public Library's mission is to inspire lifelong learning, enrich lives, and connect our diverse community.**

### **SCOPE OF THE COLLECTION**

The primary responsibility of Folsom Public Library is to serve the citizens of Folsom by providing a broad choice of materials to meet their informational, educational, cultural and recreational needs. Materials are selected to aid individuals, groups and organizations in the effort to attain practical solutions to daily problems, and to enrich the quality of life for all community members.

In order to enhance the collection, Folsom Public Library facilitates interlibrary loans, and is partnered with four other library systems for loan of physical materials: Sacramento Public Library, Woodland Public Library, Sutter County Public Library and Colusa County Public Library. A consortium of NorthNet libraries allows for expanded access to e-audiobooks and e-books. Zip Books, a California State Library funded project, allows Folsom Public Library to purchase some items for the collection as requested by patrons.

### **INTELLECTUAL FREEDOM & ACCESS**

The Folsom Public Library considers reading, listening, and viewing to be individual, private matters. The library encourages full and unrestricted access to information by everyone to further their learning, growth, and the exercise of their constitutional rights. While anyone is free to select or reject materials for themselves or their own minor child(ren), the freedom of others to read or inquire will be respected. Only parents and guardians have the right and responsibility to guide and direct the reading, listening and viewing choices of their own minor child(ren). The library does not stand in the place of parents (in loco parentis).

The library collection will be organized, marked, and maintained to help people find the materials they want. Any labeling, sequestering, or alteration of materials because of controversy surrounding the author or the subject matter will not be sanctioned.

The library will uphold the freedom to read as expressed in the Library Bill of Rights, the Freedom to Read Statement and the Freedom to View Statement adopted by the American Library Association (ALA). (See RELATED AMERICAN LIBRARY ASSOCIATION (ALA) DOCUMENTS below)

### **SELECTION RESPONSIBILITY**

The responsibility for the selection of library materials rests ultimately with the Library Director. Under the Director's guidance, the professional staff has responsibility for the selection of materials. The

library collection shall be an unbiased and diverse source of information, representing as many viewpoints as possible.

## **SELECTION CRITERIA**

For a well-rounded collection, librarians select materials based on local and national demand, professional and popular media reviews, recommendations from the public and other library staff, and evaluation of review copies from publishers, while also ensuring adequate availability of literary staples. Budget and space limitations require a focus on materials that appeal to a broad range of users, rather than the academic and highly technical works collected by universities and other research institutions.

Material is not excluded because of the race, color, nationality, religion, age, gender, gender identity, sexual orientation, marital status, disability or political affiliation and social views of the author. Inclusion of materials does not imply agreement with or endorsement of content.

General criteria for selecting print material include, but are not limited to:

- Patron interest and demand.
- Historical significance of author or subject.
- Timeliness of material.
- Local emphasis.
- Diversity of viewpoint.
- Budgetary considerations.
- Authority and accuracy.
- Literary merit.
- Cultural influence.

## **WORLD LANGUAGES**

Materials published in languages other than English are purchased for the collection in response to local demographics, demonstrated need, and according to popular demand. Selection is focused on languages that are actively used and can be purchased, cataloged and accessed within the library's budgetary constraints.

## **LOCAL AUTHORS AND SELF-PUBLISHING**

Authors who live locally may donate one copy of their book to be considered for addition to the Local Author collection. The library accepts donated copies of self-published books but does not guarantee inclusion in the collection. Items donated to the library become the property of the library and may not be returned to the donating party. Items not added to the collection may be disposed of in accordance with City policy.

## **AUDIO, VISUAL, AND OTHER NON-PRINT FORMATS**

Additional criteria:

- Technical quality of production.
- Artistic merit.

### **DVD Collection Guidelines**

The Folsom Public Library maintains a broad selection of entertainment, informational and instructional DVDs. The emphasis is on popular materials and is balanced with classic films, independent films, foreign films and documentaries.

The following selection criteria are considered when evaluating DVDs for purchase and inclusion in the collection:

- Budgetary constraints.
- Age of production and timeliness.
- Awards and critical acclaim.
- Broad community appeal and popularity.
- Cultural influence.

Film and television series are collected based on feasibility of the cost of the entire series, broad community appeal and currency. Due to budgetary constraints, it is not feasible to replace individual seasons of titles. Titles suggested by patrons are evaluated based on the above selection criteria.

## **GIFTS – DONATION OF MATERIALS POLICY**

Many non-profit and charitable organizations are friends to libraries throughout our region. Locally in Folsom, the Friends of the Folsom Library (a library support organization) accepts donations of books and other material in good condition. Some items may be given to the library by the Friends of the Folsom Library for addition to the library collection. Other items are sold in the Friends Book Store or at book sales to generate funds for future donation to the library. The Friends of the Folsom Library may give a receipt for donated materials. Donated materials added to the library must meet the same selection criteria as purchased materials. The Friends of the Folsom Library is a separate and independent legal entity not affiliated with the City of Folsom or the Folsom Public Library. Nothing herein constitutes, and none is intended to constitute, support or endorsement by the City or the Library for the Friends of the Folsom Library.

Because of limitations of space, money and staff time, the library reserves all rights to accept or discard any donated materials.

## **DESELECTION AND COLLECTION MAINTENANCE**

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. "Last copy" status is not a consideration.

The following criteria are used in selecting materials for withdrawal:

- Damage or poor condition.
- No longer relevant to the needs and interest of the community.
- Infrequent use and lack of demand.
- Availability elsewhere including other libraries and online.
- Out-of-date information.
- Materials in the format are no longer collected.

Deselected items may be may be disposed of in accordance with City policy.

## **CONTROVERSIAL MATERIALS**

Individual items, which in and of themselves may be controversial to some patrons or staff, may be selected if their inclusion will contribute to the range of viewpoints in the collection and the effectiveness of the library's ability to serve its community.

## **RECONSIDERATION OF MATERIALS**

Folsom residents concerned about a book or material in the library collection may fill out and submit a Request for Reconsideration of Library Materials form with written explanation of the objections or concerns.

The library staff considers each request for reconsideration in terms of the criteria outlined in this Collection Development Policy, the principles of the ALA LIBRARY BILL OF RIGHTS, the CHALLENGED MATERIALS interpretation of the LIBRARY BILL OF RIGHTS, printed reviews, and other appropriate sources.

## **RELATED AMERICAN LIBRARY ASSOCIATION (ALA) DOCUMENTS**

**Freedom to Read ( ALA)**

**Library Bill of Rights (ALA)**

**Diversity in Collection Development (ALA)**

**Free Access to Libraries for Minors (ALA)**

**Freedom to View (ALA)**

**Labels and Rating Systems (ALA)**

**Evaluating Library Collections (ALA)**

**Challenged Materials (ALA)**

## **Reconsideration of Materials – Procedure**

Folsom residents concerned about a book or materials in the library collection may fill out and submit a Request for Reconsideration of Library Materials form with written explanation of the objections or concerns. The following actions will be taken:

1. A copy of the form and the material in question will be sent to the Library Director. The form must be completed fully to initiate the reconsideration process.
2. A form letter shall be sent to the patron acknowledging receipt of the Request for Reconsideration within two weeks of receipt by the Library Director.
3. A minimum of three library staff will convene and consider the request, evaluating the material based on content, circulation, awards and reviews, and make a recommendation about the work.
4. The Library Director will review the staff recommendation, make a determination on the request, and forward a copy of the Library Director's decision to the requesting party.
5. If dissatisfied with the Library Director's decision, the requesting party may appeal to the City Manager pursuant to Section 2.08.060 of the Folsom Municipal Code.
6. During this process the material in question shall remain in the active collection.
7. A copy of all Requests for Reconsideration and associated correspondence shall be retained for 3 years. An item that has previously undergone the reconsideration process will not be eligible for reconsideration again during these three years.
8. A report of every material challenged will be made to the American Library Association.