

Collection Development Policy

JPAB Policy # 302
Last Approved: 2/2016
Five-year Review Schedule: 2/2021

Purpose

This document is intended as a framework for collection development throughout the Santa Cruz Public Libraries (the Library). It is based on the current Strategic Plan and is a 'living' document, periodically reviewed and revised as the design of library services in Santa Cruz County evolve and change to meet community needs.

Selection of Library Materials

The Collection Services Manager has responsibility for coordinating the selection of library materials. Direct responsibility for selection and collection maintenance are delegated to individual professional librarians. Specific criteria of selection and withdrawal of materials are described below (see Criteria). The Library extends the collection through participation in Interlibrary Loan to enable patrons to borrow print materials that are not part of the standing collection.

Sources

Staff select materials from general and specialized review media, trade publications, publishers and book sellers, catalogs and flyers, based on community needs and interests and in response to library user requests. Staff select appropriate electronic resources independently, and also, as a member of various library consortia.

Principles

Materials are selected on the basis of their content, and not on the basis of author origin, background, or views. The Library strives to represent all points of view, including across materials formats, in support of equitable access. The Library's selection principles are guided by the American Library Association's *Library Bill of Rights*, *Freedom to Read Statement*, *Freedom to View Statement*, and *Resolution on the USA Patriot Act & Libraries*, which are available on the [Library Policies](#) page.

Public libraries provide local communities with access to specific information about the history of and services provided by that community. Santa Cruz Public Libraries takes great pride in collecting material to support these needs.

Criteria for Selection of Library Materials

- Current and anticipated needs of the community
- Availability of funds
- Library mission and strategic directions
- Informational and recreational needs of users, including patron requests which fall within the parameters of the Collection Development Plan

- Complementary collections in special, academic, and school libraries to which patrons have access
- Community needs surveys and assessments
- The authority, accuracy, and accessibility of presentation
- Quality and breadth of content
- The currency of the information in rapidly changing fields
- Reputation of author, publisher, or issuing body
- Importance of item to provide diversity in the collection
- Physical quality of material
- Suitability of format for subject and user needs
- Inclusion of the work in bibliographies and indexes
- Appropriateness of format

To increase the depth of the collection and address patron needs for access via our Virtual Branch, the Library acquires licensed software and databases. In addition to the guidelines listed above, these resources are evaluated according to the following criteria:

- Ease of use
- Output features such as document delivery options
- Compatibility with current library hardware and network infrastructure
- Costs of access

Collection Maintenance

The systematic withdrawal of materials is critical for maintenance of the Library collection. Withdrawal of outdated material, a normal library process, ensures the collection meets the diverse and changing needs of the community. An item will be transferred or removed for one or more of the following reasons:

- Poor physical condition
- Obsolete, dated, or incorrect information
- Number of copies exceeds demand
- Wholly superseded editions
- Subject or title adequately provided by other materials in the collection
- Insufficient public use
- Maintenance of the material is cost prohibitive

Generally, withdrawn materials are given to the Friends of the Santa Cruz Public Libraries for sale.

Gifts

In general, gifts of materials are not accepted by the Library. Materials donations can be made to the Friends of the Santa Cruz Public Libraries. Gifts are added to the collection according to the same criteria for selection as purchased materials (see Criteria). Materials donations accepted by

the Library are only those a library staff materials selector would purchase or replace if funds were available. Donations are final and become the property of the Library.

Gifts to the Friends of the Santa Cruz Public Libraries are governed by the policies set forth on their website at <http://fscpl.org/>.

Reconsideration

Santa Cruz Public Libraries provide materials and information presenting all points of view. This applies to all materials collected by the Library. Should individuals be concerned about specific items included in the collection, they can discuss those concerns with Library staff.

Library Materials Reconsideration Process

1. Public contacts frontline staff. E-comments and complaints should go directly to the Manager of Collection Services.
2. Frontline staff handles the complaint or refers the patron to a supervisor or Branch Manager.
3. Supervisor or Branch Manager talks with patron.
4. If not satisfied, the patron can fill out the Materials Comment form (see Appendix 1).
5. Library Materials Comment form is referred to the Manager of Collection Services for referral to the assigned selector of the material in question. The selector will respond to the patron in writing.
6. A patron who wishes to comment further about a specific item has the following options:
 - a) Patron may write a letter to the Director of Libraries, who will review the documentation and respond.
 - b) If still concerned, Patron may write an appeal of the Director of Libraries decision to the Chair of the Library Joint Powers Authority Board.

Appendix 1:

SCPL LIBRARY MATERIALS COMMENT FORM

LIBRARY BRANCH: _____ DATE: _____

AUTHOR: _____

TITLE: _____

PUBLISHER: _____

DATE OF PUBLICATION: _____ CALL NUMBER: _____

WHAT BROUGHT THIS ITEM TO YOUR ATTENTION? (REVIEWS, WORD-OF-MOUTH, ETC...)

IF REVIEWS, PLEASE GIVE THE NAME AND DATE OF PUBLICATIONS, IF POSSIBLE:

Name of publication: _____ Date: _____

HAVE YOU READ/REVIEWED THE ENTIRE ITEM? TO WHAT DO YOU OBJECT?
(Please be specific, citing specific pages if possible.)

(CONTINUE ON REVERSE IF MORE SPACE IS NEEDED)

YOUR NAME: _____ PHONE: _____

COMPLETE ADDRESS: _____

REPRESENTING SELF? YES NO ORGANIZATION

ORGANIZATION NAME: _____

SIGNATURE: _____

Appropriate Library Staff will give careful consideration to the points you raise, and will respond in writing as soon as possible.

FOR STAFF USE ONLY

➤ Date Received: _____ Assigned to: _____

➤ Date Completed: _____

Original to Division Manager Collection Management Services

Copies of complaint and completed responses are scanned and filed electronically by Admin. Staff