

COUNTY OF IMPERIAL BOARD OF SUPERVISORS POLICY



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COLLECTION DEVELOPMENT POLICY AND REQUEST FOR RECONSIDERATION FORM

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The Collection Development Policy was adopted by the Imperial County Board of Supervisors to establish policies governing the acquisition and retention of print and non-print library materials available to the public in all sites of the Imperial County Library System.

Selection Purpose and Responsibility:

The collection development policy serves many functions. It is a framework for the growth and development of the Imperial County Free Library collection. It is the responsibility of the County Librarian to select, within budget limitations, those items that best serve the informational needs of the residents of Imperial County. The County Librarian, in consultation with library staff, will oversee the selection, acquisition, and maintenance of the library collection of Imperial County Free Library System according to the guidelines contained in this policy as adopted by the Imperial County Board of Supervisors. This policy includes the acquisition of materials by purchase as well as through donation to the library system, governs the process by which the public can request reconsideration of items in the collection, and also includes the process by which obsolete, worn, and damaged materials are removed from the collection.

Selection Method and Criteria:

Imperial County Free Library selects a broad range of materials to accommodate the diversity of preference, reading levels, languages, and interests of users of all ages. Items provided include current materials as well as standard authors, titles and subjects. Resource sections and special collections enhance the County Library's ability to serve its community's needs.

Selection of materials is based on the subject knowledge and expertise of the County Librarian, along with recommendations from the public and other library staff; professional and popular media reviews; and evaluation of review copies from publishers. Budget and space limitations require a focus on materials that appeal to a broad range of users. No materials are excluded or removed from the County Library on the basis of the author's race or nationality, their political, social, or religious beliefs. Materials dealing with controversial views are judged as entire works, not on isolated passages or sections.

Criteria for selection of materials

The Imperial County Free Library System has an inclusive approach to selection and affirms the public's right to choose and read with the freedom essential to a democracy. The Imperial County Free Library will adhere to the principles of the "Freedom to Read

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Statement” of the American Library Association (attached as an addendum to this policy). Each community library provides materials presenting various points of view concerning the problems and issues of our times. Material dealing with controversial views or subjects is judged on the basis of the entire work and not on isolated passages or sections. Matters such as the race or nationality, or the political, social, or religious views of the author are not factors affecting the evaluation of material. The following criteria are used to evaluate the appropriateness of materials added to the library collection:

- Accuracy of information
- Quality of treatment
- Merit, awards, or critical acclaim
- Timeliness or permanent value
- Public interest or popular demand
- Circulation of similar materials
- Readability or literary style
- Social and contemporary significance
- Reputation of the author or publisher
- Cost and availability
- Physical durability, attractiveness and other format characteristics
- Inclusion in standard bibliographies or indexes
- Existence of authoritative, published reviews
- Relation to existing collection and other materials on the subject.

The County Library also considers the availability of materials and resources in other libraries. The County Library recognizes its obligation to provide general reference to meet the needs of customers, however, it is not the purpose of the Imperial County Free Library System to function as a research library. To strengthen its services and resources, the County Library actively participates in resource sharing agreements with other libraries via Interlibrary Loan. The County Librarian has the prerogative to delegate to library staff the responsibility of maintenance and de-selection of library materials. No purchased or donated item may be added or removed from the library collection without prior approval, in writing, by the County Librarian. Recommendations for selections to be added to the library collection shall be sent in writing to the County Librarian. After those items have been approved by the County Librarian, those items shall be purchased or accepted for donation by library staff. Responsibility for recommendations for county library acquisitions will be made by the County Librarian.

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Zip Books Program:

Imperial County Free Library System is an active participant of the California State Library Zip Books Program. The State Library helps public libraries run the Zip Books Program by providing grants to buy books and audiobooks for library users for participating libraries. Zip Books supports libraries that need the funding the most. On average, the participating libraries receiving Zip Books grant funds typically have 24% less funding per person and 28% smaller budgets to purchase books, audiobooks and other collection materials. Zip Books provides library users with speedy access to books and audiobooks that are not available at their local libraries. The program allows a library user to request an item, the library staff orders it from Amazon, and it's shipped directly to the library user's home. When finished, the item is returned to the library and becomes part of the collection. Because the program is driven by what library users want, the collection better reflects the needs of the local community.

Collection Evaluation and Maintenance:

Once materials have been added to the County Library's collection, they are managed through an assessment and evaluation process to ensure that ongoing collection priorities are met; that collections remain up to date, balanced, and attractive; and that space limitations are minimized. This process identifies items for replacement, retention or de-selection. Library staff utilize professional judgment and expertise in deciding which materials to retain, replace, repair or de-select.

De-selection and Weeding (removing items from the collection) is an integral part of collection development. The County Library will retain those materials that continue to have enduring or permanent significance to its mission and overall collection goals.

Along with the same criteria used to select new materials, general criteria for retaining, replacing, repairing or de-selecting include:

- Availability of item in alternative formats
- Feasibility, cost of repair
- Historical significance, interest, or value
- Physical condition
- Relative usefulness of item

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- Space considerations
- Superseded, inaccurate, or out-of-date content
- Usage

In most cases, Library staff will offer items de-selected will be weeded from the collection to authorized Friends of the Library groups to be sold to the public, with revenues accruing to the Friends to benefit the library. Library staff may also offer weeded items to the following groups:

- Local governments and agencies, including cities and school districts
- State institutions
- Non-profit organizations
- Recycling centers

Weeded items not taken by other governmental or non-profit agencies will be discarded or repurposed by the library staff with the approval of the County Librarian.

Gifts and Donations:

Imperial County Free Library accepts gifts for the County Library's collection that fall within needed subject categories, as determined by collection development librarians and library staff. Donated materials must meet the same selection criteria as purchased materials and are subject to the following limitations:

- The County Library retains unconditional ownership of donated materials. Exceptions are made on occasion at the County Librarian's discretion for special collections which are loaned to the County Library.
- The County Library makes the final decision on the use, distribution or other disposition of the items.
- The County Library reserves the right to decide the conditions of display, housing and access to the materials.
- Digital materials must be in a format that is compatible with the library's current platforms.
- Digital submissions must include signed waiver to donor's right to distribute the material.
- If digital material is selected for addition to our collection they will be considered "always available" with unlimited, concurrent use.

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- Donated materials should be no more than three years old and in excellent condition.

The County Library may not include all donated material in the collection. Any donated material not used in the collection may be given to Friends of the Library groups to be sold and resulting revenues are used to support library programs, collections, and services. Library staff will provide the donor, upon request, with a statement of the number of materials and type of material donated for tax purposes. Library staff will not assign value to donations for tax purposes.

Distribution of religious and political material in the library:

The Imperial County Free Library will not distribute to the public unsolicited literature of religious or political content. Pamphlets and current issues of religious periodicals may be accepted as gifts in order that information on the beliefs and teachings of a wide range of faiths and sects may be readily available to the public and be cataloged in an area designated by library personnel. Such gifts should not be displayed in commercial cases provided by donors. Gifts of religious or political materials that are regarded as ephemeral may be shelved together in a magazine or pamphlet file labeled "Free to the Public" Only current issues of such materials will be retained.

Intellectual Freedom and the Freedom to Read:

The Imperial County Free Library is committed to the principle that the constitutionally protected freedoms of speech and press are enjoyed by all. To this end, the County Library strives to offer a collection that represents the needs of our diverse community. Inclusion of an item in the collection does not mean that the County Library endorses any theory or statement contained in those materials and resources.

In support of the American Library Association's [Library Bill of Rights](#) and [Freedom to Read Statement](#), the Imperial County Free Library affirms the right of the public to receive access to a range of social, political, aesthetic, moral, and other ideas and experiences , and upholds the right of any individual to secure information, even if the content may be controversial, unorthodox, or unacceptable to others. Library materials should be provided for the interest, information, and enlightenment of all people, and should present diverse points of view in the collection as a whole.

While every library user may not agree with the viewpoints offered in some library material, the County Library has a responsibility to provide a balanced collection with access to material reflecting diverse ideas through which any side of a question, cause, or movement may be explored, provided that the material meets the outlined selection criteria.

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The balanced nature of the collection is reflected in the diversity of materials, not in equality of numbers. Library users are free to choose what they like from the collection, to reject what they don't like, but not to restrict the freedom of others to choose. Imperial County Free Library supports the freedom of information and an individual's right to read, listen to, or view materials of their choosing, for both educational and recreational purposes without restriction, as outlined in the following documents (see appendices):

- AB1825 California Freedom to Read Act:
https://leginfo.legislature.ca.gov/faces/billTextClient.xhtml?bill_id=202320240AB1825
- American Library Association Freedom to Read Statement:
<https://www.ala.org/advocacy/intfreedom/freedomreadstatement>
- American Library Association Freedom to View Statement:
<https://www.ala.org/advocacy/intfreedom/freedomviewstatement>
- American Library Association Library Bill of Rights:
<https://www.ala.org/advocacy/intfreedom/librarybill>
- American Library Association Intellectual Freedom:
<https://www.ala.org/advocacy/intfreedom>

Request for Reconsideration of Library Materials:

Imperial County Free Library welcomes feedback from County residents about library resources and residents have the right to express their concerns about library materials. The Request for Review of Library Material process is the means by which those concerns can be addressed.

Imperial County residents who have a concern about library material may bring that concern to their local community library staff. If the concern cannot be fully resolved through that conversation, the customer can collect a Request for Reconsideration form at any Imperial County Free Library Branch location or Imperial County Free Library webpage. Once the library user returns the completed form, a reevaluation of the material is completed by County Library staff. Library users who provide their contact information on the form will receive a formal response as to the outcome of that reevaluation from the County Librarian's office.

Items remain in circulation during the reevaluation process.

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REQUEST FOR RECONSIDERATION

Please complete this form and submit to imperialcountylibrary@co.imperial.ca.us

Name: _____

Date: _____

Email: _____

What Library branch is this request regarding? ___ Calipatria ___ Heber ___ Holtville ___ Salton City

Date of occurrence? _____

What type of material or service are you commenting on? ___ Book ___ DVD ___ Magazine

___ Music CD ___ Display/Exhibit ___ Library Program ___ Newspaper ___ Audiobook ___ Web Resource

Other (brief description): _____

If commenting on an item, what is the title and author/performer/producer? _____

If commenting on an exhibit/display/program what is the title and date encountered? _____

How did this this title/display/event/exhibit/program come to your attention? _____

Describe in detail what it is that you find objectionable? Please be specific; cite pages, excerpts, lyrics, scenes, etc. _____

Did you read or listen to the entire work, stay for the entire program, view the entire display? If not, which selection or part did you read or view? _____

How did this come to your attention? _____

The submission of your comments are appreciated.

A member of our Administrative Staff will contact you regarding your concerns.

Note: Please use the back of this page for additional comments if necessary.