

DEL NORTE COUNTY LIBRARY DISTRICT

COLLECTION DEVELOPMENT POLICY

MISSION

The existence of the Del Norte County Library District assures public ownership of print collections, digital resources, and gathering space for the citizens of the Library district. We are committed to sustaining the value of public Library services for the greater Del Norte County community through the use of traditional and innovative technologies.

PURPOSE

This Collection Development Policy is designed to reflect and support the Library's stated mission. This policy guides staff and informs the public in the principles of collection management. Collection development is the ongoing process of assessing library materials available for purchase or licensing, making the decision on their inclusion, on their retention, and their location within library collections. This policy describes the role of collection development and management in fulfilling the Library's mission and strategic objectives.

FUNDING

The Library is funded by property tax rates for local agencies. This includes property tax, secured and unsecured. The Library also receives a portion of the Timber Yield Tax. The other revenues include the Public Library Grant Fund, Grant Administrative Revenues and contractile sharing of the Crescent City Redevelopment Agency, and contributions from the city of Crescent City Community Development Block Grants. The balance of the funds are Library generated revenues and gifts from the public.

Library Literacy grant funds from Federal and State Governments are used to maintain the Library's literacy program, Del Norte Reads.

The Del Norte Library Foundation, incorporated in 1984, and completely independent of the Del Norte County Library District, accumulates donations and bequests from the public, which are invested in government insured instruments. The earnings from such investments are made available to the Del Norte County Library District at the discretion of the Library Foundation. The corpus of all donations and bequests remain intact for investment purposes.

SELECTION RESPONSIBILITY

The Library Director/Manager delegates authority of selection of materials to the Library staff who are charged with meeting the goals of the collection development policy.

Selection is a subjective process, requiring a recognition of the needs of the community. Material is judged on the basis of the content and style of the work as a whole and not by selected portions or passages.

Library materials are selected by examining their value as informational, educational, cultural, and recreational resources. The collection includes diverse points of view and a choice of formats, treatments, and levels of difficulty.

The collection is generally not archival and items are expected to be utilized on a frequent basis. The selectors oversee an annual assessment to ensure that the collection meets current community needs and that a substantial percentage of the materials are less than five years old.

General Criteria (includes but is not limited to):

- Value to the collection and library users
- Significance of subject matter
- Current appeal and popular demand
- Local interest
- Cost and budgetary constraints
- Authority, accuracy, and artistic quality
- Professional reviews
- Timeliness
- Representation of diverse points of view and broad knowledge base
- Relevance to community needs

General Criteria for Digital Sources (includes but is not limited to):

- Added value over other formats
- User-friendly search interface
- Remote and in-house accessibility
- Customer access based on library card number
- Vendor-provided usage statistics
- Maintained over a variety of computer platforms

All public collections may contain materials that some patrons may find objectionable and libraries may omit items from the collection materials at their discretion. Patrons may utilize the Request for Reconsideration Procedure as specified in this policy, to request a reconsideration of materials. The race, religion, nationality, or political views, or controversial content of an author or creator does not necessarily cause an item to be automatically included or excluded from the library's collection.

GIFTS AND DONATIONS

The Library accepts donations of new and used books, CDs, videos, DVDs, audio books, paperbacks, and magazines. The following guidelines apply to donated materials:

- Donations become the property of the library.

- Donations will be evaluated for addition to the collection, subject to the same criteria as all other materials. (Content and format, condition, number of copies already in the collection, the need to provide a balanced collection in which a variety of subjects and viewpoints are represented, cost of processing, patron interest; these and other considerations may determine whether or not a book is added to the collection).
- Donations which are not added to the collection will be given to the Friends of the Library; they will be offered for sale in their book sales. The proceeds from these book sales come back to the library and are used to purchase new materials.
- Donations which are not appropriate for the collection and not appropriate for the books sales will be discarded.

The following types of materials will not be accepted as donations:

- Textbooks
- Reader's Digest Condensed books
- Encyclopedias
- Computer software manuals older than 3 years
- Magazines older than 2 years
- Outdated atlases, travel books, price lists for collectors, etc.
- Books/literature smelling of cigarette smoke
- Materials which are missing pages or parts, mildewed, wet, stained, dirty, spider webbed or in poor condition

Receipts are available and will note the number of items donated. A determination of the fair market value of the donated materials will be the responsibility of the donor.

Delivery of donated items are accepted as follows:

- Donations of 1 or 2 bags (or boxes) of materials are received by library staff at the circulation desk during library open hours.
- For donations larger than 2 bags or 2 boxes, Library staff must be contacted prior to delivery at 464-9793.
- Donated materials left on the library front or back porches or in the outside book drop will not be accepted.

COLLECTION MAINTENANCE

The withdrawal of materials from the collection, also called weeding, is an ongoing part of collection development. Materials that are worn, damaged, outdated, duplicate, no longer accurate, and/or no longer utilized are removed from the collection. Library staff, under the authority of the Library Director/Manager, are solely responsible for the weeding of the collection. Withdrawn items are either discarded, donated for community programs/events, or donated to the Friends of the Library for book

sales. The proceeds from Friends of the Library sales are used for the benefit of the Library. Books that are not successfully sold via Friends of the Library sales are disposed of at the discretion of the Friends of the Library and/or Library Director/Manager.

REQUEST FOR RECONSIDERATION PROCEDURE

Requests for reconsideration regarding materials belonging to the Del Norte County Library District may only be made by Del Norte County residents who have an active Del Norte County Library card or by non-residents who own property within Del Norte County and have an active Del Norte County Library card. Patrons who wish to request the withdrawal or reclassification of items owned by the Library are encouraged to discuss their concerns with the Library staff. If the patron is not satisfied with the outcome to the discussion, the following steps will be taken to start the process in formally considering the reconsideration of material(s) in question:

1. The patron will be provided with a copy of the Library's Collection Maintenance Policy and the Library Bill of Rights.
2. The patron will be required to submit their request for reconsideration in writing to the Library Director/Manager.
3. The Library Director/Manager will review the request and take it under consideration in light of the criteria stated in the Collection Development Policy.
4. The Library Director/Manager will, within 15 business days, mail a decision letter to the patron indicating the reason(s) for the decision.
5. If the patron is not satisfied with the outcome, the patron may appeal it by submitting a written statement to the Library Board of Trustees within 10 business days.
6. The Library Board of Trustees will, in collaboration with the Library Director/Manager, take the request under consideration in light of the criteria stated in the Collection Development Policy.
7. The Library Board of Trustees will address the request within 1 month. The decision of the Board is final.

LIBRARY BILL OF RIGHTS

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

- I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.
- VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019.

Inclusion of "age" reaffirmed January 23, 1996.

Although the Articles of the Library Bill of Rights are unambiguous statements of basic principles that should govern the service of all libraries, questions do arise concerning application of these principles to specific library practices. See the documents designated by the Intellectual Freedom Committee as Interpretations of the Library Bill of Rights.

FREEDOM TO VIEW STATEMENT

The FREEDOM TO VIEW, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore these principles are affirmed:

1. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989.

Endorsed January 10, 1990, by the ALA Council