

El Dorado County Library Policy

Collection Development Policy

Purpose

The purpose of this policy is to:

- Act as a blueprint for the collection, guiding staff in decision-making
- Inform the public of the principles guiding our collection development
- State the Library's commitment to intellectual freedom and to the provision of information expressing a variety of viewpoints.

Selection Responsibility

Ultimate responsibility for the contents of the Library's collection rests with the Library Director, who operates under the authority of the County Board of Supervisors. The Library Director delegates selection authority for specific areas of the collection to professional librarians and other staff members.

Types of Items Collected

The El Dorado County Library collects and maintains a current collection of print, audio and electronic items. Emphasis is placed on:

- Popular books, fiction and nonfiction, including print, audio and electronic formats.
- Children's books, fiction and nonfiction, including print, audio and electronic formats.
- Feature films, TV series, informational and children's DVDs.
- Current magazines and newspapers
- Educational items supporting the curriculum
- Local history, defined as El Dorado County specific.

General Selection Criteria:

Customer use influences the Library's collection. Frequency of use, customer purchase requests and holds levels are all closely monitored, triggering the purchase of new items and additional copies of high demand items.

Additional Library items are selected by staff who use review sources, suggestions from the community, and their professional knowledge to develop a broad collection. Each selection is evaluated on its own merit and in relation to the collection as a whole, using criteria including but not limited to the following: demand by the public; cost; existing collection; availability of the material elsewhere; local importance; and timeliness.

Gifts of materials may be accepted according to these selection criteria. Any gifts which are not added may be given to the Friends of the Library to be sold in book sales. The Friends donate funds for future purchases of books and other items.

Intellectual Freedom

The Library upholds the principles of intellectual freedom and the public's right to know by providing access to items that reflects a diversity of points of view.

Included in this policy are the American Library Association's Library Bill of Rights and Freedom To Read Statement available at:

www.ala.org/ala/oif/statementspols/statementsif/librarybillrights.htm

www.ala.org/ala/oif/statementspols/ftstatement/freedomreadstatement.htm

Requests for Reconsideration

If an individual has a serious concern about the selection of an item, the individual may complete the "Request for Reconsideration of Library Items" form. The completed form is reviewed by one or more members of the Library staff who have responsibility for item selection, and by the Library Director. Staff will reevaluate the item, and shall make a written response to the requester. Appeals of their decision can be made to the Library Commission.

Collection Maintenance

As materials become worn, dated, damaged or lost, appropriate staff members will determine whether to replace, retain, or remove items. Criteria for removal include:

- Lack of use
- Outdated information, theories or concepts
- Duplication, unless justified by public demand
- Poor physical condition
- Obsolete format

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