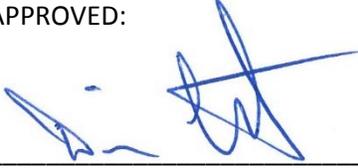


**City of Roseville - Parks, Recreation & Libraries Department
Department Policies & Procedures**

APPROVED:



Dion Louthan, Director

Number: 10.1.1

Effective Date: September 14, 2016

Subject: Collection Development

Purpose

The purpose of the Collection Development Policy is to provide guidelines for the selection and acquisition of all Roseville Public Library (Library) materials. Additionally, the policy provides a vehicle for the continuous evaluation of the Library's collection as a whole.

Ultimate responsibility for collection development rests with the City Librarian. The City Librarian delegates the authority for selection to the Collection Development Librarians and designated professional staff (Selectors) who make individual selection decisions.

Policy

The Library serves the Roseville community and its outlying areas by providing a broad choice of materials to meet their customers' informational, educational, cultural and recreational needs. Materials are selected to enrich the quality of life for all community members. The Library does not select materials that are too in-depth on any one subject; rather, the aim is to select materials that represent a variety of interests and viewpoints on a broad level.

The Library maintains a "floating" collection—materials, with the exception of periodicals, are shelved at the location where they are checked in. The philosophy of this method is "One system, one collection." The branches all own and share the collection. The Library prefers to purchase books in electronic, hardback, or library binding format; however, purchases of paperback copies are made when there is a high demand for a particular title. Titles that are only available in mass market format are generally not selected because they are quickly worn and/or damaged. The range of materials available to patrons is not limited to the holdings of the Roseville Public Library. Please refer to Interlibrary Loan for titles not in the Roseville Library's catalog.

Selection Criteria: The following criteria are used to evaluate and select items for the collection. An item need not meet all of these criteria to be selected.

- Current and anticipated needs and interests of the public
- Evaluations in review media
- Accuracy and timeliness of content

- Author's, artist's, or publisher's qualifications and/or reputation
- Contribution to diversity or breadth of collections
- Presentation of unique or controversial points of view
- Receipt of or nominations for major awards or prizes
- Physical quality of material
- Budgetary constraints

Suggestions for Purchase: The Library encourages input from the community concerning the collection. A suggestion for purchase procedure enables community members to request that a particular item be purchased by the Library. All suggestions for purchase are subject to the same selection criteria as other materials and are not automatically added to the collection. It is the Library's intent that suggestions for purchase be used to help the Library in developing collections which serve the interests and needs of the community. Customers can make a suggestion online by logging in to their account and selecting "My Purchase Suggestions," or by visiting the library in person for assistance.

Gifts: The Library accepts gifts for the collection that fall within needed subject categories, as determined by the Selectors. Gift additions must meet the same selection criteria as purchased materials and are subject to the following limitations:

- The Library retains unconditional ownership of the gift.
- The Library makes the final decision on the use of the gift.
- The Library reserves the right to decide the conditions of display, housing and access to the materials.

Monetary gifts to the collection are welcome.

Deselection of Library Materials: The collection is reviewed and weeded periodically to ensure quality and integrity. Once an item is identified for discard, the decision to replace it with an identical or similar item will be made by the Selectors.

Library materials are discarded for one or more of the following reasons:

- Subject matter is no longer timely, accurate, or relevant
- Damage or poor condition
- Space limitations/duplicate resources
- Insufficient use

Discarded items are offered to the Friends of the Roseville Public Library for their book sales or gifted to other nonprofit organizations to distribute as needed. Discarded items will not be held for or given to individuals.

Replacements & Mending: Replacement of materials withdrawn is not automatic. The decision to replace is influenced by:

- Availability of copies in the system
- Popular interest
- Adequacy of coverage in the subject area
- Significance in subject area
- Cost and availability

Books that are out of print will not be replaced. The library does not purchase used books.

Censorship/Copyright Agreements: The inclusion of any item in the Library's collection does not constitute an endorsement by the Library of the item's contents. The Roseville Public Library upholds the principles of intellectual freedom as stated in the American Library Association's "Library Bill of Rights," the Freedom to Read Statement, and the Freedom to View Statement.

Any community member may request that an item be relocated or removed from the collection by filling out the "Request for Reconsideration" form and submitting it to the library for review.

Special Collections

Local Author Collection: The purpose of this collection is to allow for the inclusion of local authors' works in the Roseville Public Library's collection. A local author is a community member of Roseville, Placer County or Sacramento County. Materials donated to the Roseville Public Library by local authors will be considered under this specific collection development policy. The Library inclusion or rejection of donated material in the collection does not imply agreement or disagreement with any idea in those materials. See the end of this policy for the Local Author book donation form.

Local History Collection: The Library's Local History Collection is a permanent, non-circulating collection of documents, photographs, media, maps, and artifacts relevant to the history of Roseville. It acquires, preserves, exhibits, and provides access to the documentary and material culture of Roseville and surrounding areas.

See attachments: Local Author Materials Donation Form, Request for Reconsideration

Local Author Materials Donation Form

Thank you for your interest in donating materials to the Roseville Public Library. The library wishes to recognize the literary efforts of local authors by including their works in the collection when possible. However, these works must meet the library’s selection criteria as stated in the library’s Collection Development Policy. You may view the policy at <http://www.roseville.ca.us/library> or at any branch of the Roseville Public Library.

General Rules

- Local authors must reside in the greater Roseville area
- The book must be a donated copy and will not be purchased by the Library
- Submitted books become the property of the Library and will not be returned.
- Submission of this form does not guarantee selection.
- The author represents and warrants full ownership and/or legal rights to publish all material in this book.

By donating a copy of your work to the Roseville Public Library, you acknowledge that your work is original and free of any legal concerns. Additionally, you give permission to the Roseville Public Library to process your book without restriction.

Name: _____

Phone Number: _____

Email: _____

Title of Book: _____

ISBN: _____

Vendor/Publisher Information: _____

Please include professional reviews, if possible.

Author Signature: _____ Date: _____

I hereby represent and warrant full ownership and/or legal rights to publish all materials in this book, and give the Roseville Public Library permission to add the item to their Local Author Collection without restrictions.

Request for Reconsideration of Library Materials

While much care has gone into the selection of materials, the Roseville Public Library (Library) recognizes that not everything selected meets with the approval of the community. One of the basic responsibilities of a public library is to provide materials from multiple viewpoints of a controversial or debatable issue. The Library, by selecting such material, does not promote or support any particular viewpoint. Items will not be marked, labeled or sequestered to show approval or disapproval of an item. Widely used labeling systems such as the Motion Picture Association of America ratings may be used to identify what audience a video was marketed to. The community may make a request for an item in the collection to be moved or withdrawn by filling out the form below. Upon receipt of the form, the City Librarian will assign the item to a Collection Development Librarian for review and response.

Author: _____ Format: _____ (book, DVD, etc.)

Title: _____

Publisher: _____ Publication date: _____

Request initiated by: _____

Address: _____

Phone: (____) _____ Email: _____

Is this request made on behalf of: Yourself or Organization: _____

Have you read/viewed this title in its entirety? Yes No

What is your objection to the material? (Be specific, cite pages if available)

Is there anything positive about the material?

State the reason for your request:

Action requested:

Have you read the Roseville Public Library collection development policy? Yes No

Has this work been reviewed by literary critics or area subject specialists? Yes No

Please provide names of reviewers and citations for reviews, if known:

Can you recommend another title that would provide the same information and perspective:

Customer Signature: _____ Date: _____

Staff use only

Received by Staff Member: _____ Date: _____

Reviewed & Responded by: _____ Date: _____

Action Taken:
