Roseville Public Library Policy

Section Title: Collection Development Policy **Effective Date: 03/03/2014**

Purpose

The purpose of the Collection Development Policy is to provide guidelines for the selection and acquisition of all library materials. Additionally, the policy provides a vehicle for the continuous evaluation of the library collection as a whole.

Responsibility

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

Philosophy

The Roseville Public 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. We do not select materials that are too in-depth on any one subject; rather, we aim to select materials that represent a variety of interests and viewpoints on a broad level.

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 strongly 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. You can make a suggestion online by logging in to your library account and selecting "My Purchase Suggestions."

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Gifts

The Roseville Public Library accepts gifts for the library's 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.

All gifts must be in excellent condition. Monetary gifts to the collection are welcome.

Discarding Library Materials

The collection is reviewed and weeded as part of an annual cycle 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 given to the Friends of the Roseville Library for the book sale(s). 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.

When a book is damaged or in poor condition, Selectors determine whether to repair it in-house or discard it. Care is exercised and very selective decisions made in sending books to mending. In many cases, it is more cost effective to buy a replacement or to buy a newer title. This also helps keep the collection looking new. Mending is reserved for titles which cannot be replaced or would be too costly to replace. Materials which cannot be repaired are withdrawn from the collection.

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Public Challenges to Library Materials

Community members wishing to challenge a particular item in the library collection may submit a Request for Reconsideration of Library Materials form, which will be reviewed by the Collection Development Librarian and the Library Director in relation to the library's mission statement and the selection criteria of this collection development policy. After evaluating journal reviews and other materials, a response will be made by the Collection Development Librarian within 30 days of receiving the formal objection.

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.

Scope of the Collection

The library seeks to collect popular materials on a reading level suitable to the general public and in a variety of formats. Emphasis is placed on acquiring materials of wide-ranging interest that reflect a variety of perspectives. The library does not collect scholarly or highly specialized materials typically found in large college or university libraries.
The Roseville Public 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.” We all own and share the collection.
We prefer to purchase books in electronic, hardback, or library binding format; however, we also purchase paperback copies 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.

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.

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.

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E-books & E-resources

E-books and Electronic resources play a large role in our collection, due to the access available to all customers. The online collection comes from a variety of sources and includes ebooks, databases, online access to magazines and newspapers and specialized sources for reading.

The choice to buy books or electronic sources rests upon the available resources, their cost and accessibility. It is often cheaper to purchase an ebook that can be accessed by all internet users than 3 copies of a reference book that can only be accessed when the library is open.

Audio Books

Spoken word audio books are purchased to meet the demand for popular and classic titles in audio format. Audio books are available in compact disc and downloadable audio.

DVDs

Fiction and non-fiction is collected in this area. Weeding in this area is typically done on condition only. Fiction DVDs cover: classic films from the past; winners of Academy Awards; blockbuster new releases; popular, award-winning cable network series; and popular youth television programs and animated films. Children's DVDs usually have a rating of G or PG, PG-13 and higher ratings are shelved in the general area.
Non-fiction DVDs cover information films and documentaries on subjects throughout the Dewey Decimal System. Exercise and travel are popular among adults and teens; animals, construction, transportation and science are popular subjects for children. Materials that come from PBS, the Discovery Channel, and National Geographic are popular among all ages.

Music

Both children's and our general music area are browsing collections with a strong emphasis on popular American artists along with Grammy and other award winners. A small selection of famous classical musicians and composers are available. Movie and Disney tie-ins are popular for children.

Video Games

This collection focuses on popular recreational games for various platforms. Wii, Nintendo DS, Xbox 360 and PS3 games are some of the platforms that games are collected for. Due to the high price of video games, used items that are still like new condition may be purchased.

Graphic Novels

Graphic Novels for are collected for children (generally ages 5-12), teens (ages 13 – 18) and adults (18+). This collection typically focuses on fiction with small amounts of non-fiction available; teen graphic novels focus on popular and best-selling series, supplemented by stand-alone graphic novels. The visual representation of the story is just as important as the written words. Formats vary in size and shape.

Spanish Language Materials

Spanish language materials in fiction and nonfiction are very lightly collected. This is the only language outside of English that is collected.
Spanish language authors are preferred by our Spanish speaking customers over translations of English authors, and so those are the ones we concentrate on.
Nonfiction materials in Spanish are very, very lightly collected and cover mostly medical, legal and self-help materials.
Spanish language DVDs are very popular, again mostly those which come from Mexico, rather than translations of English language films.
The majority of materials for children are picture books and readers. Most children who do speak Spanish at home are usually in local schools and quickly become proficient in English and need to do their required reading in that language. The nonfiction collection for children is very small and only on the most popular topics.

Adult Collection

Fiction
Classic literature, popular bestsellers, general fiction, mysteries science fiction and fantasy novels make up the fiction collection. All genres are interfiled by author.
Current bestsellers are purchased in multiple copies through the lease program as demand requires. We aim for a hold ratio of 7:1 for most fiction works, but we cannot always meet this ratio with some of the more expensive titles. First time authors and less known writers are also purchased. Our community places high demand upon our bestsellers and we seek to balance purchases for these against a collection that has a wider interest.

Non-Fiction
Most of the Adult Non-fiction titles will be basic. It serves to introduce and define the subject and to indicate the varieties of information available elsewhere. The emphasis is on popular materials and materials that provide a general overview. It will include popular titles, significant works or classics, and some reference works. Textbooks will only be considered for the collection when they supply the best or only information on a specific topic.
000 Generalities & Computers
100 Philosophy, psychology, self-help
200 Religion
300 Social Science: Personal finance, tax preparation, citizenship, legal issues, true crime
400 Languages
500 Pure Sciences: mathematics, astronomy, chemistry, life science
600 Applied Science and Technology: medical information, cooking, gardening, pets, business, management, parenting
700 The Arts: fine arts, crafts, music, dance, theater, film, sports and games
800 Literature: style manuals, letter writing, collections of speeches, essays, poetry, plays and criticism
900 History and Travel

Biography
The biography collection consists of factual information about popular people in history and in contemporary life. Autobiographies and memoirs are also kept in this collection.

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Reference

This non circulating collection contains materials from all subjects in the collection. Its purpose is to provide access to information that is either too expensive to let circulate, too important to be without or too specific to be read easily. Most areas are represented with a good overview providing background material. Materials considered for the reference collection include legal and medical information, a general encyclopedia for adults, U.S. and world history, and histories of California and Roseville including budgets, and city codes. Reference materials are interfiled with the circulating non-fiction books.

Large Print

This collection is a miniature version of our fiction, nonfiction and biography collections. Emphasis is placed on fiction, as it is the most popular. Since this format is more expensive, only the most popular titles are collected.

Teen Collection

Teen Fiction (generally for teenagers in grades 7 – 12)

This collection is comprised of popular American and other English-speaking writers, focused on best-sellers and high-demand titles. Special attention being given to "best of" lists through the Young Adult Library Services Association (YALSA) and other organizations that award good literature. Popular series are chosen for their high interest, and most genres (mystery, romance, science fiction, fantasy, etc.) are represented. Some material may overlap with children's and adult literature, depending on the reading ability and age of the teen.

Teen Non-Fiction (generally for teenagers in grades 7 – 12)

Non-fiction for teens is very lightly collected, as most teen research needs are met with the Adult Non-Fiction section and online database subscriptions. General topics of interest to teens (college applications, money management, self-help and body/image concerns) are interfiled with Adult Non-Fiction to make materials "find-able".

Children's Collection

Board Books

These books tend to be small for little hands with thick cardboard pages that are difficult to rip. They are designed for use by babies and toddlers, allowing them to hold the books and turn pages easily by themselves. They are very popular with parents and children.

Picture Books

Pictures books can be both recreational and educational. They are distinguished by their illustrations which enhance, extend or replace the words on the page. They are usually designed to be read to a child, although material appropriate for older readers can be found in the picture book collection, as well.

Readers

This collection is aimed at the beginning reader, from pre-Kindergarten through 2nd grade. They are often all the same size, easy for young hands to hold. The titles range in difficulty from letters and sounds through beginning chapter books. The vocabulary is usually limited and repeated, with lots of white space and illustrations to help the story along. Nonfiction readers can be found here as well as in the nonfiction area, but the tendency is to place nonfiction readers into the nonfiction classification they belong to.

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Fiction

This collection begins with material just past the Readers up to the 6th grade level. Materials in the children's fiction collection are often called chapter books. An effort is made to acquire award winners for this collection, in addition to the most popular titles. This collection aims to provide for the recreational reading of children, but school demands for students to read from recommended lists are taken into consideration. Genre labels are placed on Dogs, Horses, Mysteries, Science Fiction, Fantasy and Historical Fiction. There is overlap between what 6th through 8th grade students read here and in the Young Adult Fiction, due to varying abilities and interests of students.

Accelerated Reader (AR) is a reading program active in local schools that assigns level ratings to each book and a point system to the comprehension tests that are attached. While we do not arrange our material by AR nor do we place stickers indicating levels, we are happy to look up a title on the AR website and give the rating level to our customers.

Youth Non Fiction

This collection provides a general survey of all areas of interest to children and in part, supports the California Department of Education's Common Core standards. Material is collected to meet the recreational, informational and educational needs of children.
The collection is broad but not deep. Although we aim for a balanced representation with all subject areas, community interest and demand plus availability of resources on a topic can create an area of greater or lesser strength. Material is collected to suit as many reading levels as possible on a subject so that even the very young can enjoy learning about a topic of interest to them. We try to purchase preschool level materials all the way through 6th grade materials on any one topic. Areas of higher demand, for example, dinosaurs or science experiments, will have more materials.

000s: circulating encyclopedias, unexplained phenomena such as monsters and UFOs.
100s: ghosts, personal growth and development, psychology and astrology
200s: religions of the world and mythology
300s: folk and fairy tales, disabilities, holidays, civil rights and environmental issues
400s: language, dictionaries, emphasis on English, sign language
500s: science experiments and projects, astronomy, earth and life sciences, dinosaurs, animals
600s: human body, health, pets, cooking, transportation, space flight, and inventions
700s: crafts, hobbies, music, sports, cartoons, movies, dance, and art
800s: poetry and plays and short story collections
900s: world and U.S. history, native people, state information, especially of California, ancient civilizations, and countries of the world
Biography: lives of important people living and dead

Reference

The reference collection for children supports the information and educational needs of children through 8th grade. It is a very small collection, consisting mostly of encyclopedia sets and expensive items either in high demand or in a format (such as a 3 ring binder) that doesn't hold up in circulation. The newest general encyclopedia set will be found here, with superseded editions moved to the circulating collection. Popular areas for reference sets include countries, science experiments, ancient civilizations, California missions and California native people. This collection is integrated with the circulating collection and should be up to date.

Databases purchased by the library for internet access play an increasingly important role in reference. Access to materials is available 24/7 from home and in the library using a valid Roseville Public Library card. Moreover the cost to make access available to all users is usually much less than buying 3 sets of the reference work, if it is available in print. Databases for Kindergarten through 6th grade cover such topics as general report sources for biographies, science, world and U.S. history, medical information, magazine and newspaper access, literary criticism and a source for helping to choose good books to read.

Magazines

A very small collection of magazines of interest to children from babies to preteens are selected. The selection ranges between titles just for fun and those that educate. Selection is based on expected usage.

Audio Books

The most popular fiction books are selected on CD. A small selection of nonfiction and biographies are collected. Items of interest for family listening are the most popular. In addition, picture books and readers are purchased in book and cd sets which are shelved together in hanging bags.