

HUNTINGTON BEACH PUBLIC LIBRARY

Library Policies

Collection Development Policy

Purpose: To provide guidance, within budgetary and space limitations, for the selection and evaluation of materials which anticipate and meet the needs of the community.

Background: In support of the library's mission to encourage growth and change through lifelong learning, this policy represents a commitment to serve users of many interests and backgrounds by providing a diverse and balanced collection.

Policy:

The Huntington Beach Public Library is committed to creating and maintaining a balanced, relevant collection that meets the evolving needs of the community. The library upholds the principles documented in the Library Bill of Rights and the Freedom to Read Statement of the American Library Association.

The Collection

The library offers and maintains a large and varied collection to meet the needs of the community. A wide spectrum of fiction and nonfiction materials, at different readings levels, serves both learning and entertainment interests. Print and electronic materials, with an emphasis on evolving formats and technologies, make the collection available to the widest possible audience. The children's and youth collections emphasize the library's strategic goals, which are to encourage early literacy and provide homework assistance by offering resources on parenting, easy readers, picture books, award winners, read-aloud titles and more. The collection is shared with the community through an online catalog, web page, online newsletters, displays, blogs, and programs.

Selection

The collection will be diverse and balanced enough to serve users of different ages, ethnicities and interests, with an array of religious, philosophical and political views. The public library collects, within budgetary and space limitations, for the general reader, and avoids specialized professional and academic materials. Selections are guided by professional review sources, demand, sales charts, community input, and prominent literary awards. All materials, whether purchased or donated, are evaluated based on these guidelines. Selection evaluation depends

HUNTINGTON BEACH PUBLIC LIBRARY

Library Policies

upon the library staff's professional expertise in assessing the needs of the community and the content of the collection.

Suggestions and Donations

The library welcomes suggestions and donations. All suggestions for purchase and donations 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 and donations be used to help the library in developing collections which serve the interests and needs of the community. The Library makes no guarantees on donations, and most donations will be redirected to the Friends of the Library. Donations not added to the collection are usually sold by the Friends of the Library to raise money for future purchases.

Collection Maintenance

Maintenance of the library's collection through constant re-evaluation by the library staff ensures its usefulness and relevancy to the community. The library does not keep a permanent archive of materials. As new items are added, older ones may be removed due their condition, age, relevance, decline in demand, or need for space. The library strives to maintain a print collection that has circulated within five years and a media collection of two years of active use. The Library uses professional tools, resources and data from actual collection activity to make determinations on items in the collection. Last circulation date is not the sole criteria used to retire materials. Other factors such as adequacy of coverage and significance in the subject area, cost and availability, and popular interest will affect the decision.

Requests for Item Removal

The Library supports the right of all individuals to read freely. With such a diverse community and so many points of view, disagreement about the collection can arise. Patrons are asked to respect the right of others to use materials one might not personally endorse, and for parents to be responsible for the appropriateness of their children's choices. The library recognizes the right and responsibility of parents to guide their own children's library use while allowing other parents to do the same. The Library has a formal process for the review of materials. Library users may initiate the formal review of any item in the collection by completing a Library Materials Evaluation form.

HUNTINGTON BEACH LIBRARY MATERIAL EVALUATION

Thank you for your interest in the Huntington Beach Library's collection. We appreciate feedback from our patrons. If you have a concern about a specific item in the collection, please fill out this form. Upon receipt, the Library's Collection Development Staff will evaluate your concern.

Name _____ Date _____

Address _____ State ____ Zip _____ Phone _____

Material on which you are commenting:

Book DVD Magazine Compact Disc Newspaper Library Program

Title _____

Author/Producer _____

Did you read/listen/view the entire material? If not, what sections? _____

Please comment on the material as a whole. _____

What brought this title to your attention? _____

Have you seen or heard reviews of this material? _____

What is (are) the theme(s) of this material? _____

Please note your specific objections. (Identify pages, sections, etc.) _____

In your opinion, what effect do you think the material has upon the reader/viewer/listener? _____

What resource(s) would you suggest to provide additional information or viewpoints on this topic?

Thank you for taking the time to complete this form. Your request for evaluation will be given careful consideration. You will receive a response in writing.

STAFF USE ONLY

Subject Specialist assigned to: Name: _____ Date: _____

MUST RESPOND TO LIBRARY DIRECTOR WITHIN 72 HOURS OF ASSIGNMENT

Reviews acquired: _____

Recommendation: _____

Letter sent by Director No Yes - Date: _____

Approved: _____
Library Director