

## **Huntington Beach Public Library Collection Development Policy 2024**

### **Purpose**

To offer guidance to the professional librarians assigned as library selectors (Selectors) for the selection, evaluation, and retention of materials. In the event of any conflict or confusion between this policy and the Municipal Code, the Municipal Code shall prevail.

### **The Collection**

HBPL offers and maintains a popular materials collection of fiction and nonfiction for all ages. These materials may be split into sections by age group or content as determined by library staff and or the Director or their designee. The collection includes print, digital, and non-print materials intended to provide greater access to education, recreation and enrichment for library patrons.

### **Responsibility**

Materials in the collection are selected by the library staff with formal training in collection development.

### **Formats**

Selectors purchase materials in a variety of formats. Formats are not maintained past their relevance. Relevance will be decided based on circulation statistics, patron demand and accessibility.

### **Books Containing Sexual Content**

"Sexual content" is any content of a sexual nature, whether in the form of written text, or in the form of graphic depictions such as photos, drawings, cartoons, images, etc., for example, textual or graphic content including sex, sexual organs, sex acts, relationships of sexual nature, or sexual relations in any form.

Books intended for minors 17 and under, containing genital nudity and depictions or descriptions of simulated or actual sexual acts or sexual content, must be cataloged into the appropriate area of the adult collection. Exceptions to this include but are not limited to as determined by the Director or approved library staff, religious books, art books, mythology books, dictionaries and encyclopedias. Nothing in this section is meant to limit the ability of any member of the Community Parent-Guardian Review board to request the review of any children's book containing sexual content.

While staff receive books cataloged by the book distributor, based on publisher input, staff reserve the right to recatalogue the material to the appropriate age section based on community standards.

## **Suggestions**

HBPL welcomes suggestions from library patrons. All suggestions for purchase are subject to the same selection criteria as other materials and are not automatically added to the collection. Suggestions for purchase are used to guide Selectors in developing collections with serve the interests and needs of the community.

Patrons may make suggestions for purchase by filling out the Collection Suggestion Form or emailing [book@hbpl.org](mailto:book@hbpl.org). Digital providers may offer separate suggestion forms on their sites.

## **Collection Maintenance**

The Library evolves in response to the needs of the community and the collection will be maintained through an ongoing re-evaluation process by Selectors. HBPL does not keep a permanent archive of materials.

## **Evaluation**

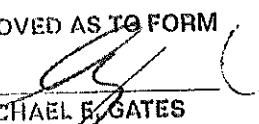
Materials are removed from the collection by Selectors based on the following criteria:

- Low circulation
- Outdated information
- Damage or wear.
- Waning relevance to the community
- Availability in another format
- Availability of newer editions or superior replacement
- Space restrictions

## **Requests for Reconsideration or Removal**

The Library has a formal process for the review of materials which includes a complete review of the material. Library users may initiate the formal review of any item in the collection by completing a Library Materials Evaluation form which can be obtained at any public service desk. Staff will strive to keep review times brief, but the length of materials and staff time restraints may require a review period of up to one year. Patrons will receive a written response to their concern.

Patrons may appeal their Reconsideration Request determination to the Community Parent-Guardian Review Board at the next regularly scheduled meeting.

APPROVED AS TO FORM  
By:   
MICHAEL E. GATES  
CITY ATTORNEY  
CITY OF HUNTINGTON BEACH

Dear \_\_\_\_\_

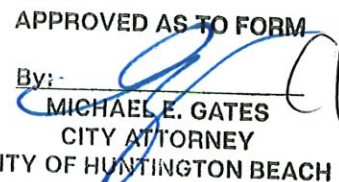
Thank you for taking the time to share your concerns regarding the title \_\_\_\_\_ by \_\_\_\_\_ . I appreciate all feedback and want to assure you that the selection of books, music, films and other resources is something the Community & Library Services Department takes very seriously.

*(Include result of review, data about the book/author, if applicable)*

Again, thank you for sharing your concern about a material in our collection. We appreciate your continued patronage of the Huntington Beach Library.

Should you wish to appeal this decision, you may at the next scheduled meeting of the Community Parent Guardian Review Board.

Thank You

APPROVED AS TO FORM  
By:   
MICHAEL E. GATES  
CITY ATTORNEY  
CITY OF HUNTINGTON BEACH