

# COLLECTION DEVELOPMENT POLICY

## Statement of Policy

The Collection Development Policy serves to guide staff in the selection and retention of materials for the El Segundo Public Library, inform the public about the Library's philosophy for selection and collection maintenance, and to defend intellectual freedom.

The library provides access to a diverse, inclusive array of information via physical materials, online databases, interlibrary loan of materials from other libraries and access to the Internet.

The City of El Segundo is comprised of people with varied needs and interests. Recognizing the varied tastes, backgrounds and abilities of the public served, the guidelines are also based on the long-established principles of the [Library Bill of Rights](#), [Freedom to Read Statement](#), and [Freedom to View Statement](#) as adopted by the American Library Association. As a defender of intellectual freedom, the Library will adhere and support these principles.

The Library strives to select well written and authoritative materials to represent all sides of an issue. The library user must determine for oneself items of interest or value. It is not the Library's purpose to advocate moral, religious, or political points of view or to censor materials that some find objectionable.

The Library supports the position that while anyone is free to reject for oneself material that does not meet with an individual's approval, one person cannot exercise this right to restrict others' freedom to read. Parents and legal guardians have the responsibility to monitor the use of Library materials by their children, and the Library encourages parents to play an active role in their children's Library use until the parent feels their child is ready to select their own materials.

The Library supports the philosophy stated in Article II of the American Library Association's Library Bill of Rights: "Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval."

The Library welcomes expressions of opinion by patrons, but will be governed by the Collection Development Policy in making additions to or deleting items from the collection. Patrons raising questions regarding library materials may complete a Request for Reconsideration of an Item in the Collection form.

## Collection Objectives

The El Segundo Public Library provides a contemporary, relevant collection of materials in a variety of formats to meet the informational, educational and recreational needs of its diverse community. The Library strives to meet these needs within the limitations of space, staffing and budget.

The Library is a popular materials collection with added breadth and depth in the area of local history. Materials and formats are not maintained past their relevance. This ensures a collection of current interest to our patrons. Textbooks and materials of a highly technical or specialized nature more appropriate for research or special libraries are generally excluded from the collection.

### **Responsibility for Selection**

Ultimate responsibility for materials selection rests with the Library Manager who operates within the framework of policies approved by the Library Board of Trustees. The Library Manager delegates and divides responsibility for materials among Library staff, who make their selections after reviewing professional journals, magazines, newspapers and other standard review sources and considering public recommendations. Materials will not be excluded or removed because of the writer's race, sex, or nationality or their political or religious views.

### **Materials Selection Guidelines**

Collection development is based on these specific criteria:

- Community needs, interests, and demands
- Significance and compatibility of the work to the collection
- Recommendations of reviews from professional journals or publications of national reputation
- Reputation and qualifications of the author, illustrator, publisher, or producer
- Availability of other information on the subject
- Literary, artistic, historical, scientific, or intellectual merit
- Suitability of format
- Price and availability for purchase
- Author or creator already has popular works in the collection
- Significance of the author's work to the El Segundo area
- Suitability of subject and style to intended audience

The importance or weight of each of these factors will vary from one acquisition to another, others may be considered, and materials for adults, teens, and children will each be judged differently.

Selection of library materials will not be limited by the possibility that children may inadvertently come in contact with them. The Library does not act in loco parentis and is not responsible for inadvertent viewing at the library.

The library does not disseminate particular beliefs or views, nor does the selection of any book imply endorsement of an author's viewpoint. Within the framework of the Library Bill of Rights and the Freedom to Read statements adopted by the American Library Association, it provides

resources where an individual can examine different points of view and make educated and informed decisions.

Library materials will not be marked nor identified to show approval or disapproval of the contents, and no item will be sequestered.

## **Donations**

The Library only accepts materials in usable condition. All donations become the sole property of the El Segundo Public Library upon receipt and cannot be returned. The Library reserves the right to decide whether donated items are added to the collection and to determine the conditions of display, storage and access.

All donations added to the collection must meet the same selection criteria as purchased materials. Donations not added to the collection are given to the Friends of the El Segundo Public Library for sale. Proceeds from the Friends directly benefit the Library.

## **Collection Maintenance**

To maintain the quality and relevance of the collection, the Library regularly withdraws materials that are worn, outdated, superseded, or obsolete. Space limitations require that duplicate copies no longer in demand also be discarded.

As materials become worn, damaged, or lost, replacement will be based on whether or not:

- The item is still available
- There is ongoing demand or need
- Another item or format might better serve the same purpose
- Updated, newer or revised materials would better replace a given item
- The item has historical value in this or another library based upon mission and guidelines
- Another library system could better provide the item or a comparable item in the future

## **About the Collections**

### **Books**

The adult fiction collection consists of a wide variety of contemporary fiction from all genres, international works in English translation, and classic literature, with emphasis on new popular and bestseller titles. The adult nonfiction collection contains works that provide basic knowledge on essential or intriguing topics and consists of works written for a general readership.

## **Periodicals**

The periodicals collection consists of current, popular titles for the purpose of responding to the community's informational, education, and recreational needs. Newspapers collected includes major local newspapers (e.g. The Daily Breeze), regional newspapers (e.g. The Los Angeles Times), and major national newspapers (e.g. The New York Times).

## **Youth Collection**

The youth collection provides materials to satisfy the informational, recreational, cultural, and educational needs of children, from birth to 8<sup>th</sup> grade. Materials are selected with regard to the stages of emotional and intellectual maturity of children.

## **Teen Zone Collection**

The teen collection supports the recreational needs of high school age teens (grades 9-12) and includes popular reading titles as well as school-assigned titles.

## **School Library Collections**

The City of El Segundo partners with the El Segundo School District to administer the four school libraries. Selection of materials for the school libraries is coordinated by Senior Librarian staff with input from Library Staff assigned to School Library locations and the El Segundo School District Librarian [for high school].

## **Local History Collection**

Maintained by the Friends of the El Segundo Public Library, the El Segundo Local History Collection includes historical photographs, City Directories, early editions of the El Segundo Herald, vertical clipping files, Californiana, and a variety of other El Segundo memorabilia since the incorporation of the City in 1917. Acquired mainly through donations, these documents have been organized and arranged in a separate room so that they are easily accessible to the public and are available to view by appointment. The Library does not attempt to serve as the City archive.

## **Digital Collections**

The electronic resources collection includes online subscription databases, downloadable audiobooks, downloadable electronic books (eBooks), streaming media, and authoritative links to Internet information. The Library favors electronic sources which are device and platform neutral, which use open and/or public file formats, and which support the traditional legal principles of first sale and fair use.

The Library offers access to a collection of historic El Segundo images. The collection is primarily acquired through donations. Historic materials may be digitized and included in the Library's online digital collections.

### **Audiovisual**

The audiovisual collection includes digital video discs (DVDs), audio compact discs (CDs), and unabridged audiobooks on CD (BOCD). Emphasis is on current popular titles, established artists, and educational interest topics. Audiovisual materials complement the Library's other collections and public programs.