

# **GLENDALE PUBLIC LIBRARY COLLECTION DEVELOPMENT POLICY**

## **INTRODUCTION**

The Glendale Public Library System serves a population of approximately a quarter million citizens, and is composed of four facilities: the Main Library next to historic Sahuaro Ranch Park, the Velma Teague Branch in downtown Glendale, the Foothills Branch in north Glendale, and the Heroes Regional Park Library in west Glendale.

## **GLENDALE PUBLIC LIBRARY MISSION STATEMENT**

To empower our community by providing equitable access to information, technology, cultural, educational, and life-enhancing materials and services.

## **PURPOSE**

The purpose of the Library Collection Development Policy is to serve as a guide for the selection, acquisition, maintenance, and deselection of materials by establishing roles, responsibilities, and a process for addressing Library patron concerns.

## **COLLECTION DEVELOPMENT GOALS**

When selecting materials for the collection Library staff adhere to the principles and philosophies outlined by the American Library Association (ALA), the professional organization for all libraries nationwide. ALA's three key intellectual statements include *Freedom to Read*, *Freedom to View*, and the *Library Bill of Rights*.

*Freedom to Read* governing statements:

1. It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.
2. Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.
3. It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.
4. There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.
5. It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.
6. It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.
7. It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.

*Freedom to View governing statements:*

1. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantees of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

*The Library Bill of Rights:*

1. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
2. 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.
3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

Glendale Public Library staff will select and purchase materials according to the above ALA principles and within the Library's financial ability to meet the following goals:

- Patrons will receive the information they want about popular culture and social trends, as well as materials that provide satisfying experiences
- Patrons will receive the information and answers to questions they need on a broad array of topics related to work, education, personal, and professional life
- Patrons will enjoy opportunities to gain an understanding of their own cultural heritage and the cultural heritage of others
- Patrons will have the information they need to develop their careers or business pursuits

**RESPONSIBILITY FOR SELECTION OF MATERIALS**

The responsibility for selection of materials lies with professional Master's degree-holding librarians. The general public and all staff members are welcome to recommend materials for selection. Selections will be made on the merits of the work in relation to building the collections, and to serving the needs of Library patrons in accordance with the Library's stated goals.

**GENERAL CRITERIA FOR SELECTION**

The Library acquires popular materials in all subjects and formats, based upon the merits of a work in relation to the needs, interests and demands of the community. Each item is evaluated as a whole, and not on the basis of a particular chapter or section. The following general criteria are used in selecting materials for purchase:

- Relationship and importance to the collection
- Significance of/need for subject matter
- Timeliness and/or popularity of a subject, title or author
- Particular credentials of author
- Professional reviews from reputable journals and sources
- Award-winning or award-nominated material

- Availability from contracted vendors
- Purchase price
- Local history or interest (subject, author, or publisher)
- Availability of materials on the subject, including the provision of alternative viewpoints
- Reputation or authority of the publisher or producer
- Accessibility to materials elsewhere in region. Holdings of other libraries within the community are considered when developing the Library's print collections. Print materials not available in the collection may be borrowed from area libraries via interlibrary loan.
- Suitability of format to Library purposes
- Technical characteristics, e.g., quality of paper, typography, binding, margins
- Scarcity of information in subject area
- Patron request

Each of these criteria may not, and need not, be used to evaluate each item, but they are applied as general guidelines for consideration of all materials.

### **DIGITAL RESOURCES & FORMATS**

Digital resources fall into two classes: owned material, and accessed material. Owned or purchased material is selected by librarians and will fall under "General Criteria for Selection." Accessed material will undergo additional considerations including:

- Price
- Ease of use/accessibility of platform
- Accessibility to patrons (in-house use and/or remote access; 24/7 access)
- Availability from contracted vendors
- Need or interest from the community
- Terms of licensing agreements
- Cost-per-use analysis

Many accessed digital resources are curated by third-party sources, and as such the Library does not control the content. Digital resources are evaluated annually to determine ongoing need for the collection.

### **SPECIAL COLLECTIONS**

#### **Spanish Language Materials**

Professional selection staff will buy materials representative of the Library's Spanish-speaking communities. Materials ordered will be based on the same guidelines listed under "General Criteria for Selection."

#### **Southwest Archive**

The Library is primarily a popular collection. However, materials specific to the southwest and especially Arizona that are considered to be archival, unique, one-of-a-kind, or out of print may be added or included as part of the Southwest Archive.

#### **Arizona Authors**

Books by local authors may be donated to the Library and included in the Arizona Authors collection. These books may be considered as carefully as other gifts and purchased books, and will follow the same cycle of addition, circulation, review, and deselection as all other materials.

## **COLLECTION MAINTENANCE AND DESELECTION**

The Library regularly evaluates the health of its collection. Methods include but are not limited to:

- Statistical analyses
- Condition
- Age
- Accuracy
- Duplication of materials
- Ongoing subject demand
- Needs of the community
- Consideration of available space

Materials that no longer meet these criteria may be deselected and withdrawn from the collection. The Library may dispose of deselected items through book sales or other agencies, recycled, or discarded as per City or Library discretion.

## **SUGGESTIONS FOR PURCHASE**

The Library encourages patron recommendations for the collection, and makes every effort to add those suggestions that meet the Library's selection standards. Library patrons may make suggestions for purchase at any public service desk, or on the Library's website.

## **GIFTS AND DONATIONS**

Gifts may be added to the collection if they meet the same standards required of purchased materials. Added gifts will be integrated into the regular Library collection in normal sequence, made available to all Library patrons, and will follow the same cycle of integration, circulation, and deselection as all other Library materials.

All gifts, whether general or memorial, become the sole property of the Library and cannot be returned. The Library retains the final prerogative to accept or reject any gift. The Library will not accept gifts with stipulated conditions as to their deposit or location. The Library cannot evaluate or appraise gifts for tax purposes.

### **General Gifts**

The Library gladly accepts gifts in good condition, but cannot accept or add materials in poor condition.

Examples of materials in poor condition include:

- Materials with excessively worn or missing covers
- Materials with yellowed, brittle pages or damaged spines/bindings
- Stained, water-damaged, dirty, or mildewed materials
- Scratched or damaged media
- Outdated materials

Gifts that are outdated, duplicate existing materials, or are in an unsuitable format may be given to other organizations, sold, or recycled.

### **Memorial Gifts**

The Library welcomes gifts that present an opportunity to carry on the life interests of an individual or group, or that celebrates a special and meaningful occasion. Donors may suggest a particular subject, or selection will be made by Library staff. The donor's name and the person or organization being honored are inscribed on a book plate placed in each book. The materials are then placed on Library shelves for the enjoyment of all Library patrons.

## **Monetary Donations**

General monetary donations may be made in support of Library resources and services. Monetary donations may be made at any Library public service desk, or through the Friends of the Glendale Public Library.

## **RECONSIDERATION OF LIBRARY MATERIALS**

The usage and enjoyment of Library materials by patrons is a matter of individual choice. The Library strives to have balanced collections for the community. Selections will be made solely on the merits of the work in relation to building the collections, and to serve the needs of Library patrons in accordance with the Library's stated goals. The Library recognizes that materials selected for the collection may be controversial or hold opposing viewpoints, and that any given item may offend any individual. Parents and/or legal guardians are responsible for monitoring their children's access to materials. Selection of materials for adults will be based on professional judgment and discretion, and will not be influenced by the possibility that some materials may be unsuitable for children.

The Library supports freedom, and endorses the American Library Association's *Freedom to Read*, *Freedom to View*, and *Library Bill of Rights* intellectual statements. While persons may reject materials for themselves and for their children, they cannot exercise censorship to restrict access to the materials for others.

Citizens wishing reconsideration of Library materials must complete, in its entirety, the Statement of Concern About Library Resources. Only signed statements will be considered. The form is available online and at all Library Service Desks. Library staff responsible for selection of materials will consider each request. The appropriate Administrative Librarian will send a letter to the complainant stating the Library's position concerning reconsideration of the materials. If the complainant is unsatisfied with the Library's response, and wishes to pursue the issue, a committee of three staff members will evaluate the material by applying objective criteria to determine if the material supports the Library's stated goals. Evaluators will submit their recommendation to the Chief Librarian, who will make a final decision concerning the material. The Chief Librarian will notify the patron who submitted the Statement of Concern of the decision.

## **LINKS TO REFERENCED FORMS AND SUPPLEMENTAL MATERIAL**

ALA Freedom to Read Statement

<https://www.ala.org/advocacy/intfreedom/freedomreadstatement>

ALA Freedom to View Statement

<https://www.ala.org/advocacy/intfreedom/freedomviewstatement>

ALA Library Bill of Rights

<https://www.ala.org/advocacy/intfreedom/librarybill>

Statement of Concern

<https://gplaz.org/statementofconcern>

Collection Purchase Request

<https://form.jotform.com/52817899572979>

Arizona Authors Form

<https://gplaz.org/arizonaauthors>

Memorial Donation

<https://form.jotform.com/230586034066050>

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