



Title: Collection Development and Management Policy

Policy#: 6001

Effective Date: 3/4/2019

I. Policy Statement

The purpose of this policy is to provide guidelines for the development and ongoing evaluation of a high quality collection of public library materials, and to inform the public of the principles upon which collection decisions are made and how they can be reviewed.

II. Definition

- A. Materials:** All formats of resources provided by the Library, including but not limited to books, documents, photographs, periodicals, audio-visual recordings, kits, other tangible objects, and electronic resources.

III. Policy

A. Library Materials

In support of its mission, the Sonoma County Library is committed to providing a variety of library materials and resources to meet the general informational, educational, recreational and cultural interests of the residents of Sonoma County. To that end, the Library will develop, maintain, and provide free access to materials collections which reflect the changing needs of the people in its service area, taking into consideration their ages, abilities, education, economic levels, ethnic origins, occupations, religious beliefs and human conditions.

As a public library, the Sonoma County Library system primarily provides current and popular materials. In addition, the Library also maintains special collections which contain materials specific to local history, genealogy, the wine industry and other matters of local interest.

The Sonoma County Library's collections are managed with the goal of endorsing the principles documented in the American Library Association's Library Bill of Rights, Freedom to Read and Freedom to View statements.

B. Repository

The Sonoma County Library is designated as the official repository for the archival records of the County of Sonoma.

In addition, the Sonoma County Library is a selective federal depository library through the U.S. Federal Depository Library Program.

C. Responsibility for Selection of Materials

The Library Director is responsible for selecting materials to be included in the Library's collection (see First Amended and Restated Joint Powers Agreement for the County-Wide Provision of Library Services by the Sonoma County Library, at section VIII.A). The Library Director has the authority to delegate this selection responsibility to Library staff who are qualified by reason of education, training or expertise to make such decisions.

D. General Guidelines for Selection of Materials

The Library selects materials for its collections based on the following guidelines and goals:

1. To provide a broad and balanced public library collection covering many subjects, multiple titles on a subject, and a broad range of viewpoints on a subject, consistent with accepted principles of public library management.
2. To provide materials for all ages and reading levels.
3. To provide titles in a variety of formats.
4. To provide materials requested by Library staff or the public if consistent with its other collection goals and limitations.
5. To provide specialized collections for matters of local interest including local history, genealogy and the wine industry.
6. To refrain from excluding any material from its collections merely because it is controversial.
7. To provide materials that are in good condition and fit for public use.
8. To provide textbooks only if they have enduring content value and meet the general needs of the public (the Library will not purchase a particular title solely because it is used as a text in a class offered in the community).
9. To address requests for materials made by Library staff and the public.

All guidelines for selection of materials are to be considered within the limits of space, budget and industry trends.

E. Review and Withdrawal of Materials from the Collection

Library staff should review the Library's materials collection on an ongoing and regular basis to maintain their quality, relevancy and physical condition. General criteria for retaining, replacing, repairing or withdrawing items from the collections include physical condition of the item, space considerations, superseded materials, inaccurate or out-of-date content, usage statistics, availability of item in alternative formats, feasibility/cost of repair, and historical and/or local significance, interest or value.

F. Requests to Reconsider Materials in the Collection

Any patron who objects to an item being included in the Library's collection is encouraged to speak with a librarian. If the patron wishes to pursue objections to the item further, Library staff shall provide the patron with a Request for Reconsideration of Library Resources form. Staff will also provide general information as to the process for requesting removal of an item from the Library's collection, as set forth in this policy.

Upon receipt of a patron's completed form Request for Reconsideration of Library Resources, staff will scan the form and email it to the Collection Services Division Manager. In addition, staff will make and retain a copy of the form at the branch, and send the original form to the Collection Services Division Manager.

The procedures set forth below shall be utilized to review, consider, and resolve a patron's Request for Reconsideration of Library Resources.

- a. Upon receipt of a patron's Request for Reconsideration of Library Resources, the Collection Services Division Manager will form a Reconsideration Committee consisting of three librarians, taking into account the type of material being reviewed and the related expertise of the appointed librarians.
- b. The Reconsideration Committee will review the material, investigate the request for reconsideration, and provide a written decision to the patron within 30 days of the Library's receipt of the request. If the Reconsideration Committee denies the patron's request, then it shall also provide the patron with information regarding the process for submitting an Administrative Appeal on the issue.
- c. Patrons may administratively appeal denials of their Requests for Reconsideration of Library Resources to the Library Director and, thereafter, to the Library Commission, pursuant to the Administrative Appeals process established in the Library's By Laws.

V. Revision History:

Policy Number	Effective Date	Significant Changes	Approved By	Previous Policy Number and Date
#6001	3/4/2019	Reformatted to new policy template, clarified role of special collections, deed of gift, federal depository	Commission	
	4/2/2018	Added withdrawal criteria, textbook section, renamed policy	Commission	