



COLLECTION DEVELOPMENT AND MANAGEMENT POLICY		
Policy #		Effective Date
6001		8/2/2021

## 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 of the library's special collections. The purpose is to inform the public of the principles upon which collection decisions are made and how they can be reviewed.

## II. DEFINITIONS

- 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.
- B. Special collections:** Materials curated by the library on a particular topic that are primarily of long-term historic value, irreplaceable, or rare. The materials may require specialized housing, security, limited access, or a controlled environment.

## III. POLICY

### A. Library Materials

In support of its mission, 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.

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. Special collections

Sonoma County Library is committed to collecting, organizing, preserving, and providing access to historically significant materials related to Sonoma County and, to a lesser extent, the

surrounding regions. To that end, the library will acquire, develop, and maintain special collections related to and documenting the communities, cultures, and unique characteristics of Sonoma County.

The library's special collections focus on local history, genealogy, and the wine industry.

Special collections are managed according to principles grounded in responsible and responsive stewardship, developing and maintaining relationships based on mutual respect, and proper care of cultural records, as established in the American Library Association Code of Ethics for Special Collections Librarians, Society of American Archivists Core Values and Code of Ethics, and the Protocols for Native American Archival Materials endorsed by the American Association for State and Local History.

### **C. Repository**

The library is a selective federal depository library through the U.S. Federal Depository Library Program.

### **D. 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.

### **E. 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 a diverse collection that contains content by and about a wide array of people and cultures to authentically reflect a variety of ideas, information, stories, and experiences. This is in alignment with Sonoma County Library's Statement of Inclusivity.
3. To provide materials for all ages and reading levels.
4. To provide titles in a variety of formats.
5. To provide materials requested by Library staff or the public if consistent with its other collection goals and limitations.
6. To provide specialized collections for matters of local interest including local history, genealogy and the wine industry.
7. To refrain from excluding any material from its collections merely because it is controversial.
8. To provide materials that are in good condition and fit for public use.
9. 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).

All guidelines for selection of materials are to be considered within the limits of space, budget and industry trends. The Library's selection of materials for the collection does not constitute an endorsement of the content.

#### **F. Guidelines for Selection or Acceptance of Materials for Special Collections**

The library selects or accepts materials for its special collections based on the following guidelines and goals:

1. To build a representative and inclusive historical record of Sonoma County by documenting a range of voices, experiences, subjects, and time periods. This includes addressing and filling collection gaps that impact the histories of less-privileged peoples, communities or individuals, including those who are experiencing poverty or homelessness, have a disability, are non-English speakers, are LGBTQ+, and/or are Black, Indigenous, or People of Color.
2. To provide a variety of formats, including print, photographic, born-digital, audiovisual, maps, and ephemeral materials.
3. To provide primary and secondary sources on local history, genealogy, and the wine industry.
4. To provide materials that are in good and usable condition to the public.
5. To refrain from removing, editing, hiding, or omitting contentious historical materials.

All guidelines for selection or acceptance of materials are to be considered within the limits of space, budget, and industry best practices.

#### **G. 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.

Materials in the library's special collections may be reappraised and, in some cases, deaccessioned, based upon the criteria in Section F above and the Library's Gift Policy.

#### **H. 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.

#### IV. REVISION HISTORY

<b>Policy #</b>	<b>Effective Date</b>	<b>Significant Changes</b>	<b>Approved By</b>	<b>Previous Policy # and Date</b>
#6001	8/2/2021	Add definition and more detail about special collections	Commission	
#6001	10/5/2020	Add language re: diversity of collection and non-endorsement of content	Commission	
#6001	3/4/2019	Reformatted to new policy template, clarified role of special collections, federal depository	Commission	
	4/2/2018	Added withdrawal criteria, textbook section, renamed policy	Commission	