

COLLECTION DEVELOPMENT POLICY

Purpose: Intellectual Freedom, Organizational and Administrative Ease,
Upholding Citizens' Rights

POLICY:

Outline of the Statement

- Introduction Including Demographics and Library History
- Philosophy of Collection Development
- Collection Development Statement
- Selection as a Means of Carrying Out Library Objectives
- Intellectual Framework
- Endorsement of Library Bill of Rights, Freedom to Read and Freedom to View
- Authority for Materials Selection Policy
- Responsibility
- Budget
- Grants
- Materials Selection (process)
- Criteria for Materials Selection
- Adult Materials Selection
- Selection for Young Adults
- Selection for Children
- Duplication by Age Level
- Selection for School Services
- Textbooks
- Carlsbad City Library (Dove Library) Collection
- Carlsbad City Library (Georgina Cole Library) Collection
- Spanish Language Materials
- Learning Center Collection
- Genealogy Collection
- Local History Materials
- Newspapers
- Periodicals
- Government Documents
- Vertical File
- Abridged Editions
- Alternative Formats
- Maintenance of the Collection
- Assessment, Including Scope Statements
- Weeding
- Controversial Items
- Labeling
- Complaints
- Challenged Book Procedure
- Donations of Materials
- Donations of Funds

Appendices:

A. ALA Statements

- Library Bill of Rights
- Freedom to Read
- Freedom to View

B. Carlsbad City Library Policy Regarding Access by Minors to Motion Picture Videos and DVD's

C. Scope Statements

Introduction:

The Carlsbad City Library, Carlsbad, California, serves the city of Carlsbad, whose 2007 population is 101,337. It also serves patrons from the surrounding north San Diego County area.

Demographics:

The population figure of 101,337 is from the California Department of Finance estimates of population, January 1, 2007.

Non-Hispanics are 87% of the population.

Hispanics are 13%.

Whites are 78% of the population.

Blacks/African Americans are 1%.

Asians are 5%.

Other races are 5%.

The median age of the Carlsbad population is 40.

Ages under 14 = 19%

Ages 15 – 19 = 6%

Ages 20 – 34 = 15%

Ages 35 – 55 = 32%

Ages 55 – 65 = 11%

Ages 65 and over = 13%

Housing is 67% owner-occupied and 33% renter-occupied.

Of the population over age 25, 14% are high school graduates, 25% have some college, 30% have a Bachelor's degree, and 16% have a graduate or professional degree.

Carlsbad is served by four school districts: Carlsbad Unified, Encinitas Elementary, San Dieguito High School, and San Marcos Unified School District. The Georgina Cole Library (Cole Library) in the north part of the city serves one school district, Carlsbad Unified. The Carlsbad City Library on Dove Lane (Dove Library) in the south part of the city serves all four school districts. Of the school age population, 42% are in elementary school (grades 1 – 8), 20% are in high school (grades 9 – 12), and 25% attend an institution of higher learning.

Library History:

The Carlsbad City Library became an independent city library in 1956. For several years it lived in a variety of facilities. In November 1967, it moved into a new building at 1250 Elm Avenue. A branch library in La Costa opened in February, 1984, to serve the southern part of the city. The Adult Learning Program and the Centro de Información were created through a combination of grants, outreach facilities and staff in the late 1980's and the early 1990's. In September 1999, the new Carlsbad City Library opened in the southern part of the city. After extensive remodeling, the previous Main library, newly named the Georgina Cole library, reopened in April, 2000. The city now has two full service library facilities serving the populations in the northern and southern areas of the city, in addition to the Learning Center, located near the Cole Library, across from Holiday Park.

2007 figures show materials holdings of 376,000 items and an average annual circulation of 1.3 million.

The mission of the Carlsbad City Library states:

The Library provides community members of all ages with convenient access to high quality resources and services to inform and enrich individual and community life.

The Collection Development Plan supports the mission of the library as stated above and sets forth the major goals for collection development in the library. This statement will *a)* enable those who select materials to work with consistency to develop a strong collection within the framework of limited funds, and *b)* inform the staff generally, the trustees and the library users of the scope and nature of the collection and the principles upon which selection decisions are made.

By using input from the community, making the most efficient use of financial resources, working cooperatively with other area libraries, and utilizing the most appropriate print and alternative formats, Carlsbad City Library can provide a collection which meets the needs of the people of the community.

The needs of the community should be determined by studies of the use of the existing collection and by using input from the community. To maximize the Library's ability to serve the needs of all members of the community, whether they are currently library users or not, the library should make use of both the traditional print materials and materials that are available in a wide range of alternative formats. Alternative materials should also be used as a solution to space limitations.

Collection management includes allocation of the materials budget, collection assessment, selection and weeding. Collection assessment is an ongoing process of examining what is in the collection, how the collection is used, and what users need and request. Collection assessment leads to decisions about what to select and what to weed or discard. One of the written products of assessment is scope statements. Scope statements define the current state and outline the plans for future development of specific areas of the collection. Assessment, selection and weeding are delegated by the Library Director to the Collection Development Librarian and the selectors, who are guided by the principles in this Collection Development Plan.

In 2006, the total allocation for materials is approximately 9% of the overall library budget. Taking into account the overall use of the collection and the constraints of the physical space available in the various library facilities, the materials budget is allocated by percentages between print and non-print materials, between adult and children's materials, and amongst the library's facilities.

A base level of funding is allocated annually to each of the areas covered by a scope statement. Additional funding for some areas will be allocated annually, based on priorities and goals contained in the scope statements. These priorities and goals are formed by using such collection assessment tools as statistics, use and user studies, standard bibliographies,

and availability of materials.

The guidelines and principles contained in this Collection Development Statement are endorsed by the Board of Trustees of the Carlsbad City Library.

Philosophy of Collection Development

The purpose of the library materials collection is to provide books and alternative formats to meet the informational, cultural, and recreational needs of the people of Carlsbad. The library offers individuals and groups the opportunity to educate themselves, to keep up with progress in a wide range of fields of knowledge, to keep informed about public issues, to discover and develop creative capacities, and to use leisure time. The library seeks to supply materials to meet the needs of all its users, and emphasizes books and materials which are of interest to a majority of those users.

The collection, taken as a whole, will be an unbiased and diverse source of information representing as many viewpoints as possible. Subjects and viewpoints will be covered in sufficient depth and breadth to meet anticipated and expressed individual and community needs.

Collection Development Statement

The Collection Development Librarian will prepare a Collection Development Statement outlining the philosophy and general policies of materials selection at Carlsbad City Library. Revisions which reflect changes in the community and in collection development needs will be made at least every five years. A major portion of the statement will consist of scope statements by subjects, topics or formats. Scope statements define the current state and outline plans for future development of specific areas or formats of the collection. They are based on assessment of the materials, statistics, use and user studies and standard bibliographies. These statements will be prepared by the selectors.

Selection as a Means of Carrying Out Library Objectives

The materials selection policy is based on knowledge of the community, the existing collection of the library and the services which the library is expected to perform. It is necessary to be aware of the changing needs of the many kinds of people the library serves.

The purpose of the selection process is to obtain materials in print and other formats to further the library programs of providing information and reference assistance, to help those engaged in educational pursuits, and to provide materials for general reading.

Intellectual Framework

The Carlsbad City Library endorses the Library Bill of Rights, the Freedom to Read statement, and the Freedom to View statement. The full text of these statements is in the appendix to this Plan.

Authority for Materials Selection Policy

The final authority for the determination of policy to guide the selection of library materials is vested in the Board of Trustees.

Responsibility

The responsibility for all materials selected rests with the Library Director, who operates within the framework of policies determined by the Board of Trustees. Direct selection of library materials is delegated to staff members qualified for this duty by education, training, interest and job classification. These staff members have the authority to interpret and apply this policy in daily operation.

Budget

Annually, the Director will establish budgets and objectives for the purchase of books and other materials and will secure funds during the annual budget process.

Grants

When available, grants may be applied for in order to increase or upgrade the collection. Money from grants will not be used to replace regular operating budget funds allocated for the purchase of materials, but will be supplemental only.

Materials Selection

Selection of materials is delegated to the selectors, under the supervision of the Collection Development Librarian. They meet annually to allocate the budget for various formats and subject areas. Their decisions are based on a combination of statistics and other use/user input. The selectors make selections for their areas based on the selection criteria in the Collection Development Statement and their scope statements. The selectors are responsible for using their professional judgment, information and other resources as available to make non-biased selections that meet the collection objectives of the library.

The selectors choose materials of current imprints and review their areas to insure that standard items and older imprints relevant to the collection are included.

The general public may recommend the purchase of library materials by completing appropriate forms and submitting them to the staff. These requests are given consideration based on the selection criteria outlined below.

Criteria for Materials Selection

In general, the library's policy is to purchase materials which best satisfy the clientele of the library within budget limitations. The established criteria for all fields include:

- * permanent or timely value
- * accurate information
- * clear presentation and readability
- * social significance
- * presentation of both sides of controversial issues
- * balancing of special interests with general demand
- * author's reputation and significance as a writer
- * importance of the subject matter to the collection

(Books of doubtful value are occasionally included for their timeliness. These are discarded when they have served their purpose.)

- * scarcity of material on the subject
- * reputation and standing of the publisher
- * price
- * availability of materials elsewhere in the area

Titles are selected on the basis of their content without regard for the personal history of the author. The general criteria for material selection shall be applied to all formats of materials and to both new material and older titles being reconsidered for discard, replacement and/or duplication. This also includes gifts. An item need not meet all of these criteria to be acceptable.

Adult Materials Selection

The library seeks to select materials of varying complexity and points of view because its public contains a wide range of ages, educational backgrounds, interests, and reading skills. The library attempts to include materials of contemporary significance and of long term value.

Points considered in adult materials selection are literary, educational, informational and recreational value; effectiveness of presentation; available funds, and all of the general selection criteria mentioned above. Scope statements, contained in the appendix, outline in more depth the criteria for specific subject areas.

Selection for Young Adults

The purpose of library service to young adults is to introduce them to library materials which stimulate and enrich the pleasure of recreational reading, provide for their information needs and contribute to their intellectual and emotional growth. Selection is generally geared to the secondary school ages. Middle school readers (grades 6 – 8) are served by the JYA collection located in the children's areas. High school readers (grades 9 – 12) are served by the YA (Young Adult) collection. Because of the diverse nature of the audience, some duplication between children's, YA and the adult collection will exist.

Criteria for book selection for young adults emphasize current popular appeal rather than permanency. However, materials that are recognized as classics for the age group will also be included. Contemporary fiction is selected which interprets life in a realistic, honest fashion and which contributes to an understanding of the adolescent or adult world. An effort is made to select materials with sensitivity, while exposing young adults to the widest spectrum of beliefs and attitudes in the broadest range of materials. The Young Adult nonfiction collection focuses on issues of interest to teenagers' lives. Nonfiction used in support of homework assignments is found in the general adult nonfiction collection, and teenagers have access to the library's electronic resources either in the library or remotely via the library's website. Magazines of special interest to teenagers are located in the Young Adult area.

Selection for Children

Children's materials, in print and alternative formats, shall be selected to meet the informational, recreational and literary needs of children from infancy to the middle school student and attempt to represent all points of view. Some materials will be included to meet the needs of adults working with children, such as in children's literature, storytelling,

parenting, and educational activities. Adult and young adult materials will be considered for purchase in the juvenile collection when they meet an informational need. The collection should include materials of general use and appeal which meet the demands of the majority of children, as well as specialized topics which meet the demands of children with special needs, issues, or talents. Multiple copies will be bought when quality and on-going demand suggest that need.

Additional factors for consideration of juvenile materials are the suitability of reading levels, interest levels and treatment of the subject to the age of the intended audience. The primary focus will be on materials that meet the general criteria for materials selection outlined above, but materials will be considered that meet a specific need in the collection despite lesser quality.

Duplication by Age Level

Duplication may occur in the public areas which provide service to the various age levels. Duplication of the same title between children's, young adult and adult is permissible, though kept to a minimum.

Selection for School Services

The public library's materials are selected to provide educational, informational and recreational services to the total community. The library seeks to cooperate with the local schools of all levels, but it cannot accept the responsibility of duplicating the same title in sufficient quantity to satisfy an entire class, nor can it purchase all titles that are on various reading lists created by the schools.

Textbooks

The library purchases or adds textbooks only if the book is of value because of its content. The need for the material in the collection and the permanent demand by the general public are prime considerations. The library is not responsible for adding a volume solely because it is a textbook for a class offered in the community.

The children's area at the Cole and the Dove libraries each has a set of textbooks from the Carlsbad Unified School District for the subjects of Social Studies, Math and Science. These textbooks are donated by the Carlsbad Unified School District. They are kept behind the Children's Reference desk and are for use only in the library. These sets are updated every other year. The library will maintain textbook sets for all public school districts serving the citizens of Carlsbad if those public school districts express an interest in regularly donating the sets.

Carlsbad City Library (Dove Library) Collection

The adult materials collection at the Carlsbad City Library (Dove Library) facility provides the greatest breadth, depth and scope of the library's facilities. The adult collection is intended to meet a broad range of use by public library patrons, including general introductions and some advanced works, with recency of coverage given a high priority. The adult collection includes a wide selection of treatments of a subject. Its reference collection is more in-depth and includes more extensive back runs of indexes and periodicals.

The children's materials collection at the Dove Library has good representation of classic and contemporary fiction at all levels. The children's nonfiction collection includes materials designed to help children learn about subjects and to assist them with their school assignments. Multiple copies of titles are purchased as needed to meet demand and as space allows.

Carlsbad City Library (Georgina Cole Library) Collection

The Georgina Cole Library collection meets the general educational, informational and recreational interests of the community on a wide variety of subjects. The adult collection includes both general introductions and some more advanced works to meet the majority of user needs. It also includes a supporting reference collection, with standard reference tools and limited back runs of periodicals. The children's collection at the Cole Library has a good representation of classic and contemporary fiction at all levels. The children's nonfiction collection includes materials designed to help children learn about subjects and to assist them with their school assignments. Multiple copies of titles are purchased as needed to meet demand and as space allows.

Because of the smaller size of the Cole facility, there can be fewer overall materials. Both the adult and children's collections should provide coverage of subjects and authors within those space constraints.

Spanish Language Materials

Spanish Language materials are held at three facilities: Carlsbad City Library on Dove Lane, Georgina Cole Library and the Learning Center. These materials satisfy general information needs and introduce adults and children to the pleasures of reading. The Spanish Language collections at Cole and Dove are given separate locations within the adult and juvenile areas.

Learning Center Collection

The materials collections at the Learning Center are separated into two collections. The literacy section of the Learning Center provides materials to meet the needs of two groups of people: adults who are learning to read or who are improving their low-level of reading skills, and the tutors who work with them. These materials are provided for circulation and for use in the classrooms of that section.

Another section of materials at the Learning Center is directed at adults and children whose first language is Spanish. These materials are primarily in Spanish and in bilingual Spanish-English. There are English language materials: some that focus on Hispanic culture and some that support children's homework assignments. Children's materials include picture books, fiction and nonfiction. Adult books include popular and standard fiction, and nonfiction that emphasizes practical and how-to-do-it information. Spanish Language reference materials include dictionaries and encyclopedias. Print and audio materials on how to learn English as a second language are included.

Genealogy

The Genealogy collection is a special reference and research collection with materials on family history, located at the Georgina Cole Library. These materials include books, microfilm and microfiche, periodicals and computer-based information sources. Most of the materials are reference. Some duplicate copies of items are allowed to circulate.

Local History

The library makes a special effort to collect materials relating to local history, since these resources are of permanent value and are generally not available from any other source. Anything written about the Carlsbad community or the general north San Diego County or San Diego County area and any non-print materials such as photographs, maps and pamphlets are always given high priority. This type of collection is intended to be as extensive and as accessible to the community as possible. However, due to the rare and sometimes fragile nature of these materials, they are available for reference and photocopying only and cannot be checked out.

A computer database of local history photographs is available to the public by appointment through the local History Room. The Local History collection is located at the Georgina Cole Library.

Newspapers

The library purchases the following types of newspapers in both paper and online electronic formats:

1. local newspapers
2. representative newspapers from metropolitan centers in the United States.

This group is determined by such criteria as:

1. the permanent reference value of the newspaper
2. the reflection of regional opinion of local and national issues.
3. the stature of the newspaper in the national or international scene.

Paper issues are retained for limited times; longer periods of back issues are available in electronic format, either in the library or remotely via the library's website, and in microforms.

Periodicals

The library's periodical collection is intended to enrich the total resources of the library by providing current information not available in other forms of materials. In many subject fields, periodicals are the primary source for reporting advances in research. They are effective media for the presentation of information, opinions, artistic and literary expressions on topics which have not gained wide public acceptance. Many patrons prefer a periodical format for brief or specific information and for recreational reading.

Selection criteria for periodicals include:

1. the periodical is indexed in one or more of the indexes provided by the library
2. reputation of the publisher, editors, and contributors
3. accuracy and honesty of presentation
4. popular demand
5. awareness of the holdings of other area libraries.

The retention of periodical titles is determined by the above as well as by space considerations. Periodicals are kept in a variety of formats: current issues in paper, back issues in electronic format, which are available either in the library or remotely via the library's

website.

Government Documents

The library acquires government documents as appropriate for the collection. The library is not a depository for federal or state documents. Items are selected to fill information needs, and are catalogued and shelved with other print materials. Periodicals published by the federal and state governments will be filed with other periodicals.

The library will carry copies of Carlsbad City documents, including budgets, planning documents, environmental impact statements, etc. These will be kept for a reasonable amount of time, depending on supersession and space considerations, and in consultation with city departments on public noticing requirements.

Vertical File

The adult vertical files at both the Cole and Dove libraries include career information and a collection of maps to be used for reference purposes. The career information provides information about careers for students and others investigating job possibilities.

The maps are of major United States cities, some of the states of the United States, and of cities and countries in the rest of the world. The maps are intended for use by travelers and students of geography, and so only current copies of maps are kept.

The Carlsbad City Library on Dove Lane also keeps a vertical file of clippings of copies of newspaper articles relating to Carlsbad. These clippings are categorized by subject and are a valuable source of local information.

Abridged Editions

The library does not purchase or add abridged editions of print materials which are best read in their entirety. Abridgements of scholarly works edited for popular consumption may be purchased or accepted, and some abridged audio books are added to the collection.

Alternative Formats

The library will collect materials in alternative formats, including audio tapes, CDs, MP3CDs, DVDs, CDROMs, electronic formats and others. All of these formats enhance, enrich and complement the print materials.

Audio tapes and CDs include a wide range of music and spoken word materials. DVDs focus on educational and documentary content, but also cover literature on film, award-winning movies and popular entertainment. Circulating CDROMs focus on educational topics.

Reference electronic resources include directories, indexes, full-text databases of magazines and newspapers, encyclopedias, medical information, state and country information, and related materials. These are available at computer workstations in the library, and most are available remotely via the library's website.

Not all materials and information found via the Internet are part of the Library's collection. Only web-based resources accessed over the Internet that are specifically selected using the

criteria outlined in this policy are part of the collection. Sites selected from the Internet and linked from the library's website are subject to the same selection criteria as other materials and are also subject to the policies and procedures of the City Information Technology department.

Internet access is available at computer workstations throughout the library. Separate policies address Internet access for adults and children.

Criteria for selection of alternative formats include the general criteria mentioned above. In addition, for audio and visual materials, the technical quality of the production is an important consideration. For online electronic databases and downloadable material, the ease of use of the product, the availability of information to multiple and concurrent users, and technical requirements and support needed are also given strong consideration.

When deciding to add a new alternative format to the general collection, these criteria are considered:

- Is the format in demand by the public?
- How would this format enhance the materials collection?
- If a physical item, would the format circulate? Will it withstand circulation? What special supplies and procedures will be necessary for circulation?
- If an electronic format item:
 - Is the content of value to the public?
 - Does the electronic format deliver better value and accessibility than a print format? Or would the electronic format be in addition to the print format?
 - Is the cost within the materials budget?
 - Is the format easy to use?
 - What technical accommodations are needed to provide access on or via the library's website?
 - What technical support and training are required?
 - Is the equipment that is needed to use this format standardized and of reasonable cost?

All of these questions should be carefully considered before adding a new alternative format to the collection.

Maintenance of the Collection

Assessment, Including Scope Statements

Collection assessment is the ongoing process of evaluating what is in the collection, how it is used and what users need and request. Selectors use a variety of tools, including statistics from circulation and surveys of users, reports on use, standard bibliographies and physical assessment of materials to assess their subject areas. They evaluate how well the collection covers standard titles, new materials, periodicals and alternative format materials in their areas. This assessment is reflected in the scope statements, which define the current state of the collection and outline what is needed to develop the collection.

Weeding

Weeding is the continuous evaluation of the content and physical condition of the collection.

It is an integral part of collection development, and is needed to maintain a strong, vital, relevant, useful and up-to-date collection.

Weeding is the responsibility of the Collection Development Librarian and the selectors. Weeding is determined on the basis of incorrect, misleading or obsolete content; poor physical condition; excess number of copies in the collection; and the combination of little use and questionable value.

Discarded materials will be clearly marked to indicate withdrawal, and will be disposed of with general library refuse if not in condition to be saved for resale by the Friends of the Library. Discarded materials will not be given nor sold to the public or staff except at the book sales run by the Friends of the Library.

Controversial Items

The library asserts its responsibility to keep on its shelves a representative selection of materials on all subjects of interest to its readers, including materials on all sides of controversial questions. Materials on any subject are properly acquired by the library. Selection of materials by the Library does not mean endorsement of the contents or the views expressed in those materials. The library will not acquire materials that have been declared obscene by the courts.

In support of the goal of providing free and equal access to ideas and information, the Carlsbad City Library is committed to the following:

1. Opposing censorship and all other barriers, limits, or hindrances to ideas and information.
2. Protecting the privacy of the library user.
3. Creating, in the library staff and in the public, an awareness of the issues of intellectual freedom.
4. Providing the broadest coverage of ideas and opinions in the materials acquired by the library.
5. Cooperating with other organizations that are committed to the free flow of information and free access to ideas.

The library recognizes that many materials are controversial and that any given item may offend some patrons. Selection decisions are not made on the basis of anticipated approval or disapproval, but solely on the merits of the work in relation to the balance of the collection. Individual items, which in and of themselves may be controversial or offensive to some patrons or staff, may be selected if their inclusion will contribute to the range of viewpoints in the collection as a whole and to the effectiveness of the library's ability to serve its community.

While anyone is free to select or reject materials for themselves or their own minor children, the freedom of others to read or inquire will not be restricted. The Library does not stand in loco parentis. Parents and guardians, not the Library, have the responsibility to guide and direct the reading, listening and viewing choices of their own minor children.

Labeling

The library will not indicate particular philosophies outlined in materials by using labels or other devices. To do so is to establish in a user's mind a judgment before the person has had the opportunity to examine the material.

The Library collection will be organized, marked, and maintained in a non-judgmental, objective manner to help people find the materials they want. Materials will not be restricted, sequestered, altered or labeled by the Library because of controversy about the author or the subject matter.

Complaints of Patrons and Staff

Forms are available so that patrons and staff can indicate that they would like a particular item to be reclassified or discarded by the library. The library will review challenged material only upon receipt of a signed, written complaint form.

Challenged Book Procedure

A patron wishing to challenge a book must fill out the form and sign his/her name. Then three reviewers will read, listen to and/or view the material in its entirety. The reviewers will vary depending on the item challenged. One reviewer will be the selector for the area of the challenged item. The other two reviewers will be selectors or other library staff with knowledge of the area of the challenged item. The Collection Development Librarian will serve as a coordinator of the review process. Each reviewer will submit in writing to the Collection Development Librarian her/his opinion regarding the item and whether it should be discarded, retained, or reclassified. A majority decision of the reviewers determines the result. The Collection Development Librarian will notify the complainant of the decision in writing, within 60 days of the complaint.

If the reviewers decide to discard an item, it will be disposed of with other library refuse.

If the complainant disagrees with the decision of the reviewers, he/she may appeal the decision by meeting with the Library Director. The decision of the Library Director regarding the item will be final.

Donations of Materials

The Carlsbad City Library welcomes and is grateful for donations of materials. The criteria for materials selection apply in the acceptance of donations of books and other materials.

The library reserves the privilege of deciding whether donations should be added to the collection and to which collection the material will be added. Once a donation is accepted by the library, it becomes the property of the library, and if it is not added to the library's collection, it is made available to the Friends of the Carlsbad Library and may be sold by the Friends at their book sales. The library will provide the donor a letter of acknowledgment, upon request, to serve as a tax receipt. The library does not place a value on the donation.

Donations of magazine subscriptions may be accepted by the library subject to the same selection and retention policies as regular subscriptions.

Due primarily to space limitations, gifts of special collections will be accepted only if there are no restrictions for their use. Special collections are made available to all users on an equal basis, with no special privileges for individuals or groups. Gifts of special collections become the property of the library with respect to housing, use, circulation and withdrawal.

The library makes an effort to collect materials by local and visiting authors for inclusion in the library collection. The library will not add or purchase an item solely because it is a rare book or valuable for its age, unless it is useful to the general collection, or of interest in the areas of Local History and Genealogy. Rare book items offered to the library or located in the general donations, if not added to the library collection, will be set aside for special handling by the

Friends of the Library at their sales. The library does not accept responsibility for appraising books for an individual collection.

Donations of Funds

The Library accepts gifts of cash directly through the City for the purpose of collection enhancement.

Gifts of real property, cash or securities are also accepted through the Friends of the Carlsbad Library, or the Carlsbad City Library and Arts Foundation, incorporated, non-profit organizations which exist to support the Carlsbad City Library.

A memorial donation is created when funds are donated to add materials to the collection, usually in memory or honor of an individual or group. The library welcomes suggestions for purchases with memorial donations, and tries to find materials which are satisfactory to both the donor and the library. A memorial may be placed in the library collection for either reference or circulating use.

Groups or individuals may work with the Collection Development Librarian to set up memorial funds for larger or long-term purchases of materials or to set up standing arrangements for purchases of memorials. The library reserves the right to accept or reject any such proposed fund, standing arrangement or donation of funds. Proceeds from investments of these funds and additional contributions to them will be used to purchase materials for memorials.

Appendix:

LIBRARY BILL OF RIGHTS

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services:

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.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgement of free expression and free access to ideas.
5. A person's right to use the library should not be denied or abridged because of origin, age, background, or views.
6. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 18, 1948. Amended February 2, 1961, June 27, 1967, and January 23, 1980, by the ALA Council. © 2007 American Library Association

Appendix:

THE FREEDOM TO READ

1. It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those which are unorthodox or unpopular with the majority.
2. Publishers, librarians and booksellers do not need to endorse every idea or presentation contained in the books 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 books 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 with any expression the prejudgment of a label characterizing it 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.
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.

This statement was originally issued in May, 1953, by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953; revised January 28, 1972, January 16, 1991, and July 12, 2000, by the ALA Council and the AAP Freedom to Read Committee. © 2007 American Library Association

Appendix:

FREEDOM TO VIEW

The Freedom to View, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore these principles are affirmed:

1. To provide the broadest possible 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 guarantee 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 and 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.

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989. Endorsed by the ALA Council January 10, 1990. @ 2007 American Library Association

Appendix:

POLICY REGARDING ACCESS BY MINORS TO MOTION PICTURE VIDEOTAPES AND DVD'S

The Carlsbad City Library uses the ratings of the MPAA (Motion Picture Association of America) as a guide for minors and their parents, to assist them in evaluating content of videos and DVD's. In accordance with these guidelines, a person under age 17 must have the approval of an accompanying parent or adult guardian in order to check out an R-rated video or DVD.

This policy agrees with the statement in the Carlsbad City Library Collection Development plan that, "Parents and guardians, not the library, have the responsibility to guide and direct the reading, listening and viewing choices of their own minor children."

The MPAA ratings are listed below.

- G General audiences (intended for people of all ages).
- PG Parental Guidance (some material may not be suitable for children.)
- PG13 Suggests parents give special guidance to children under 13.
- R A person under age 17 must have the approval of an accompanying parent or adult guardian.
- NR Not rated. These include many older movies (older than 1968), foreign films, and non-fiction titles that were not given MPAA ratings. The viewer is responsible for reading descriptions and reviews of these videos and DVD's to determine their suitability.

Appendix:

SCOPE STATEMENTS

Subject

Subject area: example religion, computer science, etc.

Dewey Numbers Considered

Some subject areas encompass several Dewey numbers

Anticipated User Group(s)

Who will be most interested in this subject? Children, young adults, businessmen, students, consumers, etc.?

Narrative Description of Present Collection

Indicate the scope of the present collection and formats. What topics have strong coverage? What are the gaps? Does it have reference and periodical backup? Computer database coverage? Audio material, video material, other alternative formats?

Other Community Resources

List other libraries, agencies, bookstores, etc. that have information in the subject area which is available to the public.

Narrative Description of Optimum Collection

How must the collection be enlarged, enriched, weeded, developed to meet the community needs in this subject area?

Recommended Alternative Formats

What formats exist to deliver this subject information that are not used by the library?

Three Year Plan

Outline three years of specific materials to be purchased and weeding to be done in this subject which will lead towards development of the optimum collection outlined above.