

COLLECTION DEVELOPMENT POLICY

Purpose: Intellectual freedom
Organizational and administrative ease
Upholding citizens' rights

POLICY:

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Introduction

Carlsbad City Library serves primarily those who live, work and play in Carlsbad, California. It also serves patrons from the surrounding San Diego County area and genealogy researchers from all over the United States.

Demographics

The city’s population figure of 109,004 as of June 30, 2016 is from the State of California’s Finance Department. The following demographic data are from the United States Census Bureau’s American Community Survey Demographic and Housing estimate in 2015.

Non-Hispanics are 85.1 percent of the population.
 Whites are 73.5 percent.
 Hispanics are 14.9 percent.
 Asians are 9.9 percent.
 Other races are 4.6 percent.
 Blacks/African Americans are 1.8 percent.

The median age of the population is 41.9.
 Ages 14 and under = 19.6 percent.
 Ages 15 to 19 = 5.3 percent.
 Ages 20 to 34 = 15.9 percent.
 Ages 35 to 54 = 30.5 percent.
 Ages 55 to 64 = 13.1 percent.
 Ages 65 and over = 15.5 percent.

Housing is 62.6 percent owner occupied and 37.4 percent renter occupied.

Of the population aged 25 and older, 11.6 percent are high school graduates, 19.7 percent have some college, 10.3 percent have an associate’s degree, 31.4 percent have a bachelor’s degree and 22.8 percent have a graduate or professional degree.

Of the population older than age 3 enrolled in school, 8.5 percent attend preschool, 4.3 percent attend kindergarten, 44.9 percent attend elementary school (grades 1 to 8), 19.5 percent are in high school (grades 9 to 12) and 22.9 percent attend an institution of higher learning.

Library History

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 Ave. (later renamed Carlsbad Village Drive). A branch library in the La Costa neighborhood opened in February 1984 to serve the southern part of the city. Two outreach services for specific user groups, adult literacy learners and people bilingual in Spanish and English, were developed in response to identified needs in the community during the late 1980s and the early 1990s. In September 1999, a new Carlsbad City Library facility (informally called Dove Library) opened at 1775 Dove Ln., replacing the branch in the La Costa neighborhood. The library on Carlsbad Village Drive was extensively remodeled, newly named Georgina Cole Library, and re-opened in April 2000. In August 2008, the adult literacy and bilingual services were relocated into a city owned building specifically renovated to house them. This building is called the Library Learning Center and is located in the northern part of the city near the historic Barrio neighborhood. In 2015 and 2016, extensive renovations updated Georgina Cole Library and Dove Library in response to current and expected future trends in library usage including greater use of technology, comfortable seating and more spaces for collaboration.

Library Mission

The mission of 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 policy sets forth the major goals for collection development in support of the library's mission. This policy a) enables those who select materials to work consistently to develop a strong collection within the framework of allocated funds, and b) informs the staff generally, as well as the Carlsbad City Library Board of Trustees and the library users of the scope and nature of the collection and the principles upon which selection decisions are made.

The guidelines and principles contained in this collection development policy are approved by the Library Board of Trustees. By using input from the community, making the most efficient use of financial resources, working cooperatively with other area libraries and providing the most appropriate print and alternative formats, Carlsbad City Library can provide a collection which meets the needs of the community.

The needs of the community are determined by analysis of the use of the existing collection as well as 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 makes use of both traditional print and media materials as well as resources that are available in a wide range of alternative formats.

Philosophy of Collection Development

The purpose of the collection is to provide library materials in various formats to meet the informational, cultural and recreational needs of Carlsbad City Library patrons. The library offers individuals and groups the opportunity to educate themselves. Resources assist patrons in keeping current in a wide range of fields of knowledge and public issues, and help them to discover and develop creative capacities in using their leisure time.

The collection, taken as a whole, is an unbiased and diverse source of information representing as many viewpoints as possible. Subjects and viewpoints are covered in sufficient depth and breadth to meet anticipated and expressed individual and community needs. The collection includes materials of varying complexity and points of view because the community contains a wide range of ages, educational backgrounds, interests, and reading skills. The collection includes materials of both contemporary significance and of long term value. The library seeks to supply materials and resources which meet the needs and interests of a majority of its users. Its focus is on resources of interest to the general public over esoteric or highly academic resources. Specialized resources may be obtained for patrons via interlibrary loan service. With specific exceptions, such as “young readers” editions and adaptations written for adult literacy learners, the library does not purchase or add abridged editions of titles.

Carlsbad City Library endorses the American Library Association’s 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 document.

Collection development includes allocation of the materials budget, collection assessment and maintenance, selection and deselection. Collection assessment is an ongoing process of examining what is in the collection, how the collection is used and what users need and request. Thoughtful assessment leads to decisions about what to select and what to withdraw or move to a different collection area. One of the written products of assessment is a collection management guidelines document. Guidelines define the current state and outline the plans for future development of specific areas of the collection. Assessment, selection and deselection tasks are delegated by the Library & Cultural Arts director to the lead librarian responsible for collection development, who provides oversight to staff selectors, all of whom are guided by the principles in this collection development policy.

Collection Development Policy

The lead librarian responsible for collection development maintains the collection development policy, which outlines the philosophy and general policies of resource selection at Carlsbad City Library. This document is carefully crafted to reflect and meet needs specific to the City of Carlsbad community and is a core document of how the

library serves the community. Revisions to reflect changes in the community and in collection development needs are scheduled at least every five years.

Selection as a Means of Carrying out Library Objectives

The materials selection criteria are 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 and diverse needs of the people the library serves.

The purpose of the selection process is to provide high quality materials and resources in easily accessible formats to support the library's mission of educational and recreational programming.

Authority and Responsibility for Materials Selection

The final authority for the review and approval of policy to guide the selection of library materials is vested in the Library Board of Trustees. The responsibility for all materials and resources selected rests with the L&CA director, who operates within the framework reviewed and approved by the Library Board of Trustees. The lead librarian responsible for collection development oversees selection of library materials as delegated to staff members known as selectors. Selectors are qualified for this duty by education, training, job classification and knowledge of the community. These staff members have the authority to interpret and apply this policy in daily operation.

Funding

Annually, the L&CA director establishes budgets and objectives for the purchase of physical materials and other resources, and secures funds during the citywide annual budget process. When available, donated funds may be used to increase or enhance the collection. Donated funds are designated not to replace regular operating budget funds allocated for the purchase of materials, but rather to supplement operating funds.

In fiscal year 2017-18, the city's budget allocation for materials was approximately 7.8 percent of the overall library budget. Taking into account the overall use of the collection and 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 among the library facilities.

Each year, the lead librarian responsible for collection development allocates the annual budget among the various formats and subject areas. Budget allocation decisions are based on a combination of statistics, use and user analysis and availability of materials in the marketplace. Temporary adjustments in funding for some areas may be made in response to analysis of priorities, goals and community needs.

Scope of Library Facilities

This section describes the scope of each library facility's collection.

Dove Library Collection

The print, audio, video, electronic and other holdings at the Dove Library facility provide the greatest breadth and depth of scope because the Dove Library is the largest of the library's three facilities. The holdings satisfy a broad range of use by public library patrons, including general introductions and some advanced works. Recent publications and releases are given a high priority and classics are retained as long as demand exists. Its reference collection is slightly larger and more in-depth than those of the other two library facilities.

Georgina Cole Library Collection

Georgina Cole Library's print, audio, video, electronic and other holdings meet the general educational, informational and recreational interests of the community on a wide variety of subjects. Holdings also include a supporting reference collection of standard resources. Georgina Cole Library's collections are built to provide adequate coverage of subjects and authors within given space constraints.

The genealogy collection is a special reference and research collection with materials on family history. Staff with subject matter expertise are available to assist researchers. The Carlsbad History collection comprises materials that directly contribute to and enhance users' understanding of the City of Carlsbad's history. Both of these substantial collections are housed at Georgina Cole Library.

Learning Center Collection

There are two distinct collections at the Learning Center intended to cater to two main user groups.

The literacy section of the Learning Center provides materials and resources to meet the needs of English speaking adults and teens who want to improve their basic reading and writing skills, as well as the tutors who work with them. These materials are provided both for circulation and for use in the literacy classrooms.

The bilingual collection of materials and resources at the Learning Center is directed at adults and children whose primary language is Spanish. The collection consists of a range of formats for all ages offered primarily in Spanish and in bilingual Spanish-English. These are mostly popular materials for recreational reading or personal information. Print, audio and online resources on learning English as a second language are included. The Learning Center recently added some English language materials for the use of children who are attending an English language school, but whose families may speak exclusively Spanish at home.

Additionally, there are popular materials that appeal to English language speakers in the immediately surrounding community also served by the Learning Center.

Materials Selection

Selectors make decisions that meet the collection objectives of the library for their assigned areas based on the criteria in this collection development policy, authoritative information resources and their professional judgment. The selectors add current materials and review their areas to ensure that standard items and older imprints relevant to the collection are included.

The general public may submit recommendations of items to purchase. The criteria for materials selection apply in the acceptance of purchase requests.

Criteria for Materials Selection

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

- actual or anticipated community demand or need
- favorable reviews in professional media
- critical acclaim or regional/national awards
- literary, educational, informational and recreational value
- permanent or timely value
- accurate information
- clear presentation and readability, including professional quality of production: editing, sound/video, art/typography, printing/ binding
- social significance
- presentation of all sides of controversial issues
- balancing of special interests with general demand
- author or creator's reputation and significance
- reputation and standing of the publisher
- importance of the subject matter to the collection
- scarcity of material on the subject
- price
- availability of materials elsewhere in the area
- availability from a United States publisher or distributor

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

Additional selection criteria specific to newspapers, magazines and similar periodicals are:

- permanent reference value of a newspaper
- stature of the periodical in the national or international scene
- reflection of regional opinion of local and national issues
- reputation of the publisher, editors and contributors
- ease of purchase and timeliness of receipt
- interest as demonstrated by requests and use
- availability of the title from other area libraries

Criteria for New Formats

The library may add new materials or resources as well as content provided via new delivery methods to enhance its holdings and support its educational and recreational mission.

Criteria for selection of alternative formats include the general criteria mentioned above. In addition, specific considerations are applied to the decision to include new services or products. The following questions are carefully considered before adding an alternative format to the collection:

- Will the format or content substantially support library programming?
- Is the format in demand by the public?
- Is the content of value to the public?
- How would this format enhance the library's collection?
- Is the cost within the materials budget?
- Is the format easy to use?
- If a physical item,
 - Would it circulate?
 - Will it withstand circulation?
 - What special supplies and procedures will be necessary for circulation?
- If an electronic resource,
 - Does it deliver better value and accessibility than a print format?
 - Would it be in addition to the print format, or a replacement?
 - Does it make information available to multiple and concurrent users?
 - 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?

Maintenance of the Collection

Maintenance of the collection includes regular assessment of policies and procedures of selection and deselection. The library follows nationally adopted guidelines for maintenance, in terms of appropriate evaluation and retention procedures. Staff expertise and local needs and interests also contribute.

Assessment

Collection assessment is the ongoing process of evaluating what is in the collection and how much it is used, as well as what patrons need and request. Selectors use a variety of tools, including statistics from circulation and surveys of users, reports on usage generated from the library's data analysis software, standard bibliographies and physical assessment of materials to assess their subject areas. The staff regularly evaluate how well the collection meets community needs in order to ensure that it provides the optimum level of resources. This assessment is reflected in collection management guidelines, which are written and maintained by each selector about their specific area of responsibility. They define the current state of the collection area and outline what is needed to maintain and develop it.

Deselection

Deselection is one result of the regularly scheduled evaluation of the content and physical condition of the collection. It is an integral part of collection management, and is needed to maintain a vital, relevant, useful and up-to-date collection.

Deselection is the responsibility of the selectors, with the guidance and supervision of the lead librarian responsible for collection development. This work is performed according to current CREW (continuous review, evaluation and weeding) guidelines, which are a national standard for the library profession. Deselection 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 current value.

Deselected materials are clearly marked to indicate withdrawal. Appropriate items still in reasonable condition are transferred to the Friends of the Library for resale. Discarded materials are not given or sold to the public or staff except at the book sales run by the Friends of the Library. Remaining materials, such as those in damaged condition or that are outdated, are recycled using the city recycling utility.

Controversial Items

The library upholds its responsibility to keep on its shelves a representative selection of materials on a wide variety of subjects of interest to its readers, including materials on all sides of controversial topics. Materials on any subject are acquired by the library in accordance with the collection development policy and material selection guidelines.

Selection of materials by the library staff does not indicate 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, Carlsbad City Library is committed to the following:

- Opposing censorship and all other barriers, limits or hindrances to ideas and information
- Protecting the privacy of the library user
- Creating, in the library staff and in the public, an awareness of the issues of intellectual freedom
- Providing the broadest coverage of ideas and opinions in the materials acquired by the library
- 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.

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

The library collection is organized in a non-judgmental, objective manner to help people find the materials they want. Materials are not restricted, sequestered, altered or labeled by the library because of controversy about the author or the subject matter.

Request for Reconsideration

Citizen's Comment Regarding Library Material forms are available at all three library facilities so that patrons and staff can indicate that they would like a particular item held in the collection to be reclassified or reconsidered for its continued inclusion in the library collection. Library staff will review the material only upon receipt of a completed and signed Citizen's Comment Regarding Library Material form.

The lead librarian responsible for collection development will serve as a coordinator of the review process. After a formal review is completed, the coordinator will notify the person who initiated the review of the decision. Decisions may be appealed through a requested meeting with the L&CA director.

Donations

Carlsbad City Library welcomes and is grateful for donations of materials and cash. Upon request, the library will provide acknowledgment to donors to serve as a tax receipt. The library does not place a value on material donations.

Material Donations

Once material is left at the library, it becomes the property of the library and may be considered for inclusion in the library collection. The library reserves the privilege of deciding whether the material should be added, and to which collection. The criteria for materials selection outlined in this document will apply in the consideration of whether to add donated books and other materials to the collection. 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. The library makes an effort to support authors and performers associated with Library & Cultural Arts programming by considering for inclusion in the collection their works that supplement the program and adhere to the materials selection criteria.

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

The library selectively culls some of the donated material and makes it available to library cardholders and non-cardholders on a fine-free basis. This practice provides convenient access to puzzles, games and high demand pocket paperbacks that are not cataloged due to their ephemeral nature. Pocket paperbacks may be duplicates of titles in the cataloged collection or may be titles which are not available in other formats.

Monetary Donations

The library accepts tax deductible donations of cash for the purpose of collection enhancement. 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 general suggestions for purchases with memorial donations, and tries to find materials which are satisfactory to both the donor and the library. Items donated in memoriam may be placed in the library collection for either reference or circulating use.

Groups or individuals may work with the Library & Cultural Arts director or the lead librarian responsible for collection development to set up memorial funds for larger or long-term purchases of materials or to set up standing arrangements for purchases of items donated in memoriam. The library reserves the right to accept or reject any such proposed fund, standing arrangement or donation of funds.

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 abridgment of free expression and free access to ideas.
5. A person's right to use a 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 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; inclusion of "age" reaffirmed January 23, 1996.

The Freedom to Read Statement

The freedom to read is guaranteed by the Constitution and is essential to our democracy. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

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.

This statement was originally issued in May of 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, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.

The Freedom to View Statement

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 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.

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.

Policy approved by the Library Board of Trustees – November 15, 2017

PROCEDURE:

The request for reconsideration procedure consists of the following steps:

- Three reviewers will read, listen to and/or view the content in its entirety. The reviewers will vary depending on the item in question. One reviewer will be the selector responsible for that collection area. The other two reviewers will be selectors or other library staff with relevant subject matter expertise.
- Each reviewer will submit in writing her/his professional considered opinion regarding the content of the item and whether it should be withdrawn, retained or reclassified. A majority decision of the reviewers determines the result.
- The coordinator will reply with the decision in writing within 60 days of the receipt of the signed request.
- If the reviewers should decide to withdraw or reclassify an item, it will be handled according to normal library procedures.

Decisions may be appealed through a requested meeting with the Library & Cultural Arts director. The decision of the Library & Cultural Arts director regarding the item will be final.