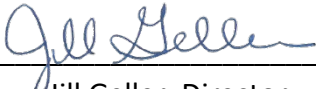


City of Roseville – Parks, Recreation & Libraries

Department Policies & Procedures

APPROVED:



Jill Geller, Director

Number: **11.1.1**

Effective Date: 09/14/2016

Revised Date: 03/23/2023

Last Reviewed Date: 11/01/2023

Subject: Library Collection Development Policy

Purpose

The purpose of the Collection Development Policy is to provide guidelines for the selection and acquisition of all Roseville Public Library (Library) materials. Additionally, the policy provides a vehicle for the continuous evaluation of the Library's collection as a whole. Ultimate responsibility for collection development rests with the City Librarian. The City Librarian delegates the authority for the selection of materials to the Collection Development Librarian and designated staff, who make individual selection decisions in order to provide the community with a collection which is diverse, inclusive, accurate, and relevant.

Policy

Within budgetary and space limitations, the collection will serve to enhance the cultural, literary, recreational and educational pursuits of library users and the needs of the community as a whole. Materials are selected to enrich the quality of life for all community members. To support an informed public, the library collections will strive to represent diverse points of view, and may include materials that some members of the public consider to be controversial in nature. Individual items which may be controversial or offensive to some customers or staff may be selected if their inclusion will contribute to the range of viewpoints in the collection as a whole, and the effectiveness of the Library's capacity to serve its community.

The Library does not select materials that are intended for an academic or a professional audience; rather, the aim is to select materials that represent a variety of interests and viewpoints both broadly and generally.

The Library maintains a "floating" collection—physical materials are shelved at the location where they are returned. The philosophy of this method is "One system, one collection." The branches all own and share the collection. The range of materials available to customers is not limited to the holdings of the Roseville Public Library. Materials not available in the Library's holdings may be made available to customers in one or more of the following ways: digital lending agreements made with and by consortia of which the Library is a member, grant funded programs intended to increase access to library materials, and the Inter Library Loan program.

Selection Criteria: The following criteria are used to evaluate and select items for the collection. An item need not meet all of these criteria to be selected.

- Current and anticipated needs and interests of the public.
- Evaluations in review media.
- Accuracy and timeliness of content.
- Author's, artist's or publisher's qualifications and/or reputation.
- Contribution to the diversity or breadth of collections.
- Presentation of unique or controversial points of view.
- Receipt of, or nominations for, major awards or prizes.
- Physical quality of material.
- Budgetary constraints and availability of material for purchase.

Suggestions for Purchase: The Library welcomes and encourages input from the community concerning the collection. A suggestion for purchase procedure enables community members to request that a particular item be purchased by the Library. All suggestions for purchase are subject to the same selection criteria as other materials and are not automatically added to the collection. It is the Library's intent that suggestions for purchase be used to help the Library in developing collections which serve the interests and needs of the community. Any suggested materials purchased are for the Library collection; the individual making the suggestion does not have a greater claim to the material than any other customer.

Gifts: Monetary gifts are accepted. The Library accepts gifts of materials for the collection that fall within needed subject categories, as determined by the selectors. Gift additions must meet the same selection criteria as purchased materials and are subject to the following limitations:

- The Library retains unconditional ownership of the gift.
- The Library makes the final decision on the use of the gift.
- The Library reserves the right to decide the conditions of display, housing and access to the materials.
- Gifted materials will not be returned. The Library makes every effort to reuse or recycle gifted materials not added to the collection.
- The Library reserves the right to refuse gifts that do not meet the established criteria.

Local Author Collection: The purpose of this collection is to allow for the inclusion of local authors' works in the Library's collection. A local author is a community member of Roseville or an area or community which abuts the border of Roseville. Materials donated to the Library by local authors will be considered under this specific collection development policy. The Library's inclusion or rejection of donated material in the collection does not imply agreement or disagreement with any idea in those materials.

Maintenance of the Library Collection: The collection is reviewed periodically to ensure quality and integrity. Once an item is identified for discard, the decision to replace it with an identical or similar item will be made by the selectors.

Library materials are discarded for one or more of the following reasons:

- Subject matter is no longer timely, accurate, or relevant.
- Damage or poor condition.

- Space limitations/duplicate resources.
- Insufficient use.

Discarded items are offered to the Friends of the Roseville Public Library for their book sales or gifted to other nonprofit organizations to distribute as needed. Discarded items will not be held for or given to individuals.

Replacements & Mending: Replacement of materials withdrawn is not automatic. The decision to replace is influenced by:

- Availability of copies in the system.
- Popular interest in the item or subject.
- Adequacy of coverage in the subject area.
- Significance in subject area.
- Cost and availability.

Books that are out of print will not be replaced. The Library does not purchase used books.

Digital Services: The Library subscribes to many digital services and databases wherein the specific content and materials available to patrons are not chosen individually by selectors, but rather the database or delivery platform has been selected because the Library has determined the service to be of value to the community.

Local History Collection: The Library's Local History Collection is a permanent, non-circulating collection of documents, photographs, media, maps, and artifacts relevant to the history of Roseville. It acquires, preserves, exhibits, and provides access to the documentary and material culture of Roseville and surrounding areas.

Censorship/Copyright Agreements: The inclusion of any item in the Library's collection does not constitute an endorsement by the Library of the item's contents. The Library endorses and upholds the principles documented in the American Library Association's Library Bill of Rights, Freedom to Read Statement, Freedom to View Statement, Code of Ethics, and Core Values of Librarianship Statement. Any community member may request that an item be relocated or removed from the collection by filling out the "Request for Reconsideration" form and submitting it to the Library for review.

Reconsideration Procedure: The following procedure will be employed when a formal request for reconsideration of library materials or resources is made by a Roseville resident. For the duration of this process the material or resource in question will remain in circulation in the library collection.

- The concerned resident who wishes to make a request for reconsideration will be provided with:

Roseville Public Library Collection Development Policy

[Roseville Public Library Request for Reconsideration Form](#)

[American Library Association Library Bill of Rights](#)

[American Library Association Freedom to Read/ Freedom to View statement](#)

[American Library Association Code of Ethics](#)

[American Library Association Core Values of Librarianship Statement](#)

- Residents requesting reconsideration are required to complete and submit the Request for Reconsideration form to Library staff.
- The Collection Development Librarian will review the completed Request for Reconsideration form and the material or resource in question and evaluate whether the selection of the material follows the criteria stated in the collection development policy.
- The Collection Development Librarian will make a determination and provide the individual who requested the reconsideration with a written response outlining the decision reached.
- If the individual is not satisfied with the decision made by the Collection Development Librarian, a written appeal may be submitted within 10 business days to the City Librarian, who will review the appeal.
- The decision of the City Librarian is final.

References

[Roseville Public Library Request for Reconsideration Form](#)

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