



11-14-00

Collection Development Policy

OBJECTIVES

The Fontana Regional Library's goal is to acquire, organize, make accessible and actively promote materials that support the educational, informational, and recreational needs of the community. The Library seeks to maintain current and relevant collections.

RESPONSIBILITY FOR SELECTION

Library Managers are responsible for the selection of materials and development of the collection in accordance with the policies established by the Fontana Regional Library Board of Trustees. Staff members and the public may recommend materials for consideration.

CRITERIA

When evaluating materials for the Fontana Regional Library system, the following criteria are applied according to the professional judgement, knowledge, and experience of the staff:

- Public need, both current and future.
- Popular demand – not necessarily of enduring value or interest.
- Breadth, depth, and variety.
- Accuracy – information is current, correct, and as far as possible, free from unfounded or irrational bias. Opposing viewpoints are represented in the total collection, if not always in individual collections.
- The authority and reputation of the author(s) and publishers(s).
- Favorable reviews by individuals with expertise in the subject.
- Appropriateness for intended audience.
- Recognition as award-winning or classic titles.
- Local or regional significance.
- Inclusion in indexes or bibliographies.
- Style of expression - appropriate to the content and to the intended audience.
- Satisfactory format;
 - ◆ For print materials;
 - Size, shape, typography, design, quality of paper and binding are appropriate to content and intended use.
 - When appropriate, material contains useful and effective illustrations, indexes, maps, tables, and bibliographies.
 - ◆ For non-print media;
 - Media type appropriate to the content and to the intended audience.

- Individual standards of quality that are appropriate to each medium are used in evaluation for selection.
- Cost – the price of an item is considered in relation to its significance to the collection.
- Number of copies – multiple copies are purchased, when appropriate, balancing the needs of the community and the collection.

See Procedures for selection

Library resources are regularly weeded to develop and to maintain a viable, relevant, and useful collection. When materials cease to hold a purpose or interest, they should be withdrawn. The reliability and currency of the collection are improved by discarding outdated or worn material.

See Procedures for weeding

GIFTS

All gifts are subject to evaluation by the criteria listed in the policy for the relevant collections. Donors are informed that any gifts to the Library may or not be added to the collection. Any item that is not added may be donated to another institution, or may be sold through Library book sales. Monies from such sales are used to benefit member libraries of the Fontana Regional Library. ***See Gift forms***

REQUESTS

The addition of Library resources requested by patrons meets the Library selection criteria. If the material is acquired, the requestor will be notified as soon as it is available. ***See Request for library resources form***

POLICIES ON CONTROVERSIAL RESOURCES

It is the policy of the Fontana Regional Library to purchase materials based on the criteria presented above. A number of books and other resources provided which meet these criteria may be offensive to some. The Library provides information on many topics, levels, and opinions. To meet its goals and objectives, the Library must protect the freedom of all to choose their own information. To that end, Fontana Regional Library subscribes to the Library Bill of Rights and its interpretations, the Freedom to Read and Freedom to View statements, all of which are appended to this document.

RECONSIDERATION OF LIBRARY RESOURCES

A patron objecting to a book or other resource at the Library is requested to complete the form, ***Request for reconsideration of library resources***. This form is available by request at any member library. When the complete form is received, the Library Manager reviews the complaint and the questioned material. The Library Manager reviews the complaint with the Fontana Regional Library Director and the County Library Board.

See Procedures for reconsideration of library resources