

# **COLLECTION DEVELOPMENT POLICY**

Adopted by the Belvedere-Tiburon Library Agency on November 3, 1997  
Revised October 22, 2001  
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The ultimate responsibility for all Library policy lies with the Belvedere-Tiburon Library Agency. Final responsibility for book selection rests with the Director who operates within the framework of policies determined by the Belvedere-Tiburon Library Agency. Professional staff selects materials, organizes the collection, and provides training and guidance in its use.

As a basis for their Collection Development Policy, the Belvedere-Tiburon Library Agency of the Belvedere-Tiburon Library endorses the Freedom to Read Statement and the Library Bill of Rights as adopted by the American Library Association.

It is the goal of the Belvedere-Tiburon Library to select, organize, preserve and make readily available to the residents of Belvedere and Tiburon, as well as Marin County, materials which will assist them in the pursuit of informational, recreational, cultural, and educational needs. Service to the entire community, present and future, is the premise of materials selection. Continuous and periodic examination of the community and its changing needs is necessary to give purpose, vitality and relevancy to the selection of materials.

To meet the diverse needs, tastes and interests of all residents, materials are selected on a wide variety of subjects, from various media, with varying points of view, for all ages, in a variety of languages, and at different reading levels.

Material formats evolve over the years, and the Belvedere-Tiburon Library is committed to moving with the changes. As certain formats, such as cassette tapes, phase out, new formats, such as digital, are added. Factors considered in the phasing out of formats include usage statistics, availability of equipment and technology designed to play the formats, and demand by patrons. The Library will be proactive in adding new formats in line with the demand of the community, taking into consideration the eagerness of Library users to try new technologies. Acquisition of new format materials follows the selection guidelines of this Policy.

## **BOOK SELECTION**

All professional staff are responsible for the selection of Library materials. Each selector is assigned an area of the collection based on the subject strengths and interests of the person and on the needs of the Library.

Each selector is responsible for the maintenance of the collection in their assigned areas. This includes making decisions as to purchasing, weeding, binding, etc. following Library procedures, policies, and standards. It also includes following all of the procedures, policies, and standards of MARINet.

The ultimate decision on the purchase of materials, assignments to selectors, and allocation of funds to purchase areas is the Library Director's.

## **SELECTION CRITERIA**

Selection is based on recommendations in authoritative reviewing media and on requests from the public. The major considerations in selecting materials are the informational, recreational,

and educational needs of the Belvedere-Tiburon Library community. While budgetary and space limitations make it impossible for a small public Library to build a comprehensive collection in all subject and interest areas, the Library does endeavor to offer a collection which is diversified, well-developed and as balanced as possible. Inclusion of an item in the collection does not indicate Library endorsement of its content.

Specific criteria for selection of individual titles include:

- 1) Contemporary significance or current usefulness or interest.
- 2) Authority and competence of presentation.
- 3) Importance as a historical record or of permanent value.
- 4) Relevance to existing collections.
- 5) Availability through MARINet, other networks, or Inter-Library Loan (ILL).
- 6) Requests from users of the Library.
- 7) Presentation of all views of controversial issues.
- 8) Physical qualities of books and digital format of e-resources.
- 9) Balance of individual interest with general demand.
- 10) Cost in relation to the individual title and to the overall collection.

It is the function and duty of the Library to provide objective material on controversial issues. The material should represent a variety of legitimate viewpoints so that each citizen may have free access to thinking on all sides of an issue in order to make his/her own decision. The professional staff exercises its professional judgment in determining which material will meet popular demand and yet preserve the balance of the collection.

The Belvedere-Tiburon Library will consider the holdings of MARINet in its purchasing and weeding decisions. As the purpose of the Network is resource sharing, the Belvedere-Tiburon Library will obtain materials for its patrons and make its holdings accessible through the formal material transfer procedures set up within the Network, through Link+, and through Inter-Library Loan.

### **SELECTION SOURCES**

The librarian is guided in the selection of Library materials by authoritative professional journals and review media. Choices are carefully reviewed and decisions for selection made according to the Library's selection policies. The selectors of the Belvedere-Tiburon Library may use a wide variety of print and online sources including, but not limited to the following, for review of materials for purchase:

- Booklist
- New York Times Book Review
- San Francisco Chronicle
- National Public Radio
- Horn Book
- Publisher's Weekly
- Kirkus Reviews
- School Library Journal
- Library Journal
- VOYA (Voice of Youth Advocates)

Requests from the public and the staff are given careful consideration. Patron expertise can be drawn upon for the collection development of a specific subject area.

## **FICTION COLLECTION**

The professional staff are responsible for maintaining a balanced, well-rounded fiction collection in both digital and print formats that satisfies the interests of a variety of readers in the community. No single arbitrary standard is used in selecting fiction. Each work is judged on individual merit and the needs of the collection as a whole.

The above print and online resources are the major sources for selection of fiction classics and semi-classics that may or may not include the complete works of an author. Care is taken to include translations, experimental novels, and examples of new trends. In addition, best sellers, science fiction, mysteries, westerns, romances, etc. are purchased, based on favorable reviews and the reading interests of the public.

## **NON-FICTION COLLECTION**

The non-fiction collection is extensive and includes digital resources in numerous formats as well as non-fiction books and other resources, the reference collection, magazines, newspapers, etc.

Non-fiction titles are judged on accuracy of information, clarity of presentation, authority of the author, reputation of the publisher, date of publication, suitability to the existing collection, and other general selection guidelines outlined elsewhere.

Occasionally a work may be added despite an unfavorable review or a format not generally chosen (i.e. textbook) if it fills a gap in the collection where a better work is unavailable or if there have been many patron requests. Works are selected to provide a range of viewpoints on issues, recognizing the individual's right to read unorthodox and controversial opinions.

## **REFERENCE COLLECTION**

The Library's role as a source of information requires an extensive and continually updated collection of materials in all subject areas in order to answer the briefest question as well as to provide the detail needed for extended research. The selection of titles for the Reference Collection is done with the help of a large number of authoritative bibliographical and review sources. Reference sources may be purchased in a variety of formats, increasingly digital in nature.

All materials in the Library may at one time or another serve in a small reference capacity. Reference materials are generally works that are consulted rather than read in their entirety. The variety of titles and formats is large – digital databases, encyclopedias, dictionaries, directories, genealogical and historical sources, career information, biographical dictionaries, maps and atlases, business and law sources, current magazines and newspapers. The previously mentioned selection tools used to acquire and maintain the entire Library collection are also part of the Reference bibliographic collection. Many generic titles are updated whenever revisions are released. Standing orders enable the Library to receive new editions as they are published. As digital database and reference work collections increase in size, scope, and availability, preference is given to this format due to its accessibility and popularity with library users. Paper reference works will continue to be acquired as required by demand.

Paper reference works and some databases are for use in the Library.

## **CHILDREN AND YOUNG ADULT SELECTION**

Materials for the Children's Room are selected by the Children's Librarian. Materials for young adults are selected by the Teen Librarian and housed in the Teen alcove and within the adult collection, labeled as YA. The principles that guide the selection of materials for children and young adults are fundamentally the same as those for adult materials. Great emphasis is placed on a quality collection that will encourage pleasurable reading, provide information, expand the individual's world, and encourage and satisfy curiosity. Materials may be purchased, if appropriate, to supplement the schools' resources.

Materials are chosen for children and young adults for all years through high school.

The Library does not assume that all children and young adult materials will be suitable for every individual. Responsibility for a child's reading, audio visual and digital choices rests with his/her parents.

## **DIGITAL**

The Library acquires, makes available, and encourages the use of digital materials. These materials include digital downloads available to users at home or in the Library to a wide variety of devices. Formats include, but are not limited to ebooks, e-audiobooks, e-magazines, and e-videos.

The selection of materials and the development of these collections follow the principles and guidelines of the Belvedere-Tiburon Library's selection policies.

## **VIDEO FORMATS**

Materials in all genres and all subjects will be collected as long as the subject and/or its treatment is deemed suitable to the e-Video or DVD format. Old formats such as videotapes will not be collected unless unavailable in any other format, and then only if demand requires it. Generally, the selection of e-Videos and DVDs follows the same standards as for print material. However, e-Videos and DVDs are recognized to have some fundamental differences and should be evaluated accordingly.

DVD/e-Video programs are evaluated as a whole and not on the basis of particular scenes or segments. A work will not be excluded from the collection just because it presents an aspect of life honestly or because it exhibits frankness of expression. An item need not meet all of the criteria to be acceptable. In some instances, materials may be judged primarily on artistic merit, or because of scholarship, or as valuable historic records, or as critical to the information needs of the community. In some instances, criteria may be determined by substantial demand.

In selection of material by subject, consideration is given to such matters as popular and timely demand for the item; relationship of the material to the general collection and to other materials available on the subject; the likely attention of critics, opinion makers, and the public to the item; its importance as a document of our times; and the cost of the item as compared with comparable material on the same subject.

The professional staff is responsible for the selection and collection management of DVDs and e-Videos. Items are considered for collection inclusion based on favorable reviews from authoritative professional selection tools and on popular demand. Regularly scheduled selection meetings will be held at which all the selectors will gather to discuss issues concerning collection matters. Each selector is responsible for acquiring DVDs and e-Videos in their assigned areas (Children's librarian will purchase children's DVDs and e-Videos.)

### *Non-Fiction*

Nonfiction DVDs and e-Videos are purchased when the format provides a useful and eclectic way of presenting information to Library patrons. All general subjects will be acquired. Documentaries, plays and dramatizations of classic literature, film study, local and regional topics, lecture series, how-tos, concerts, operas, dance, and other musical productions, along with children's films, are considered important to the collection.

### *Children's and Young Adult*

The importance of the visual experience in the lives of children is recognized by the Library. These materials should be useful and relevant to everyday needs, interests, and activities. Special emphasis will be placed on a child's developmental needs for stimulation of imagination and mental growth. A DVD or e-Video with children as the intended audience must possess and demonstrate respect for the child's intelligence, taste, and integrity.

Programming specifically designed to sell a product will not be purchased. Video adaptations of children's books, folk tales and fairy tales, animated videos and concept videos (videos teaching basic concept skills – such as shape, color, number recognition) will be included.

Young adult materials will emphasize current, popular, lively themes that contribute to the development and pleasure of this group. Also, programs concerning specific timely social and personal issues of interest to young adults will be collected.

### *Feature Films*

Classics – Motion pictures considered classics by scholars will be added to the collection as the budget allows. Preference will be given to DVDs and e-Videos that illustrate the history and development of film as an art form. The collection will also include the most important works of acclaimed producers, directors, actors and actresses.

American Feature Films – Features will be purchased to satisfy the public's need for recreational materials, and to serve differing tastes and interests.

Foreign Films – DVDs and e-Videos of foreign made films can be an important source of information on a country and its culture. The Belvedere-Tiburon Library will endeavor to collect foreign films that have won a major award in their country or ours and/or have received critical acclaim.

## **AUDIOBOOKS ON CD**

Audiobooks on CD are one format purchased for spoken word and language instruction recordings. Selection criteria include subject demand, technical quality and clarity, and author recognition. Audiobook cassettes are no longer purchased and are being phased out of the collection.

### *Adult Fiction*

This collection consists of classic and contemporary fiction.

### *Adult Non-fiction*

The adult non-fiction collection covers a variety of subject areas, including lecture series, language instruction, music instruction, business law, biography, plays, and general non-fiction.

### *Juvenile*

The Children's and Young Adult audiobook collection consists of fiction and non-fiction. The collection is intended for users at the pre-school, elementary, middle and high school levels. The fiction collection contains read-alongs, book CD sets, and books on CD. The non-fiction contains poetry, language instruction, biographies, and general non-fiction.

### **COMPACT DISCS**

Compact discs are the format of choice for all adult musical recordings. The collection represents all genres, styles, time periods, composers, and performers. Selection criteria include reviews, sound quality, performance, and various music awards.

### *Classical*

The classical collection covers vocal and instrumental music, from solo to large group, and represents composers of all eras. The Library seeks to have a broad, definitive collection of works by major composers; to purchase works by contemporary composers; to include performances by noted artists of the time; and to have a collection that represents the world of classical music.

### *Opera*

The collection includes operas from most countries and from all major composers. Operas are selected with consideration given to the composer, the conductors, the performers, and the soloists. The Library seeks to have a broad, representational collection with all major operas.

### *Popular/Rock*

This collection includes traditional pop, rock, heavy metal, new age, gospel, musicals, and some movie soundtracks. A small sampling of greatest hits, collections or anthologies, and movie soundtracks is selected depending on reviews and budget. The Library seeks to have a balance of local, national, and international artists.

### *Jazz*

This section includes rhythm and blues, ragtime, and big band, covering vocal and instrumental, solo and group recordings. The jazz greats and all jazz eras are represented.

### *Folk*

This section covers U.S. and world folk music and contemporary folk artists. The Library seeks to represent all styles and to have a balance of local, national, and international artists, historically as well as currently.

### *Country*

Recordings by soloists and groups of all styles are selected, from country-rock to country western to country folk.

### *Juvenile*

CDs are selected from popular artists for pre-school through high school levels.

### **COLLECTION MANAGEMENT**

It is the function of the professional staff not only to select but also to discard (weed) materials. Weeding is the continuous examination and thorough analysis of Library materials for the purpose of maintaining and strengthening the collections. Discarding of materials requires judgments as important as those used in selection. Duplicates or older editions, damaged or

worn items, and materials outdated, no longer useful to the collection, or not used by patrons may be withdrawn.

The Belvedere-Tiburon Library is built to house a collection of approximately 60,000 items. In order to free up space for newer materials, older materials must be reviewed for their relevancy, timeliness, and accuracy. The MARINet database is consulted before an item is withdrawn. If a book or other item is available within the MARINet system at another library and the circulation statistic on the item is low, it may be withdrawn for space reasons as the item can be obtained for use by our patron from another library.

The library makes every attempt to offer withdrawn materials to other nonprofit organizations. The library may sell the items online or as part of a library sponsored book sale program.

### **BOOK MENDING, BINDING, ETC.**

Any Library materials that are found through shelf review or at the Circulation desk in need of repair will be given to the selector responsible for that area of the collection for review. The selector should take into account the value of the item to Belvedere and Tiburon and/or MARINet, the cost of the repair, and the patron use of the material. Accordingly, the material may be kept as is, withdrawn, replaced, repaired, or rebound.

### **GIFTS**

Gifts of books, periodicals, and other materials may be accepted only if their use and final disposition is subject to the regulations of the Library. They are accepted with the understanding that they may not necessarily be added to the collection. The Library reserves the right to add the material to its collection, sell, offer the materials to another Library, or discard.

### **CENSORSHIP**

It is the function and duty of the Library to provide material on controversial issues. The material should represent a variety of legitimate viewpoints so that each individual may have free access to thinking on all sides of an issue in order to make his or her own decision. Since no adequate criteria exist for judging controversial material, the professional staff exercises its professional judgment in determining which material will meet popular demand, and yet preserve the balance of the collection.

The Belvedere Tiburon Library Agency recognizes its right and responsibility to provide worthwhile materials of interest to its readers, including those on all sides of controversial issues. If materials meet the criteria of selection, they will not be removed from the collection because of pressure by any individual or group. The Library will not indicate through labels or other devices, particular philosophies presented in Library materials.

It is deemed the responsibility of parents to determine what their children may borrow. Selection of material for the adult collection is not restricted by the possibility that young people may obtain material their parents consider inappropriate.

Access to Library materials shall be controlled only to the extent necessary to protect it from damage or theft.

### **PROCEDURE FOR REVIEW OF LIBRARY MATERIALS**

Anyone objecting to any Library materials may fill out a form requesting review of the item in question. After receipt of a written request for review of certain Library materials, the Library Director will respond to the individual, initiating the discussion of the nature of the objections. The Library Director will then make a decision on challenged material and notify the complainant of that decision in writing.

If the complainant wishes to appeal the decision of the Library Director, said person must notify the Belvedere-Tiburon Library Agency in writing within thirty days of the receipt of the decision of the Library Director. The Agency will notify the complainant as to the decision of the Agency regarding a hearing. A decision of the Belvedere-Tiburon Library Agency shall be final.