

**Purpose**

The Collection Development Policy helps library staff meet collection goals related to the Library's mission, ensures equitable access to information and resources for all community members, advances the Library's commitment to sustainability, and informs the community about the principles by which materials are selected for inclusion. It also guides how the Library allocates its collection funds, ensuring responsible stewardship of public resources and alignment with community priorities.

**Policy**

The Library maintains autonomy in curating a collection that reflects the broad and diverse interests of its community, honoring both professional expertise and local needs. Library staff make selections to provide a broad and relevant collection while being good stewards of the community's tax dollars. The greatest value is received by focusing on the most popular and widespread formats and not duplicating the comprehensive collection efforts of college and research institutions.

Material selection is based on awareness of community interests and concerns, national and international issues and events, publishing trends, new insights, societal trends, and the professional judgment of staff regarding the material's value to the Library's collection. The library selects materials in various formats and languages that best serve the community's needs. To enhance the collection, BTLA participates in regional, state, and national cooperative networks and facilitates interlibrary loans to obtain items for users that the library does not own or cannot purchase.

The Library is committed to building a collection that reflects the diversity of its community in culture, language, identity, and lived experience. It also considers environmental impacts in acquisitions by prioritizing durable, reusable formats, minimizing waste, and leveraging shared resources through cooperative networks.

**Intellectual Freedom**

The library will uphold the freedom to read as expressed in the Library Bill of Rights, the Freedom to Read Statement, the Freedom to View Statement adopted by the American Library Association, and California's Freedom to Read Act (AB 1825). The Library serves as a center for voluntary inquiry, promoting the free exchange and dissemination of information and ideas. While anyone is free to select or reject materials for themselves or their minor children, the freedom of others to read or inquire will not be restricted. The library does not stand in loco parentis (in the place of parents). Parents and guardians, not the Library or staff, are responsible for guiding and directing their children's reading, listening, and viewing choices. The Library affirms the public's right to access a wide range of social, political, aesthetic, moral, and other ideas and experiences, and reflects this commitment in its collection.

## **Acquisition and Selection**

The responsibility for selecting library materials rests ultimately with the Library Director. Under the Director's guidance, the professional staff is responsible for selecting materials. All staff members and the general public are encouraged to recommend resources for consideration. The library collection shall be an unbiased and diverse source of information, representing as many viewpoints as possible. Library materials are provided for the interest, information, and enlightenment of all people, and should present diverse points of view in the collection as a whole.

Budget allocation for materials is based on public demand, usage statistics, relevance to the collections, available resources, environmental considerations, and space limitations. Budget and space limitations require focusing on materials that appeal to a broad range of users rather than the academic and highly technical works collected by universities and other research institutions.

General criteria for selecting materials include, but are not limited to:

- Community-driven and based on local demand
- Historical significance of author or subject
- Timeliness of material
- Local emphasis and connection to Belvedere, Tiburon, and surrounding areas
- Authority, accuracy, and factualness
- Format appropriate for circulation and durability
- Literary acclaim and highly regarded literature, including classics
- Diversity of viewpoint and representation
- Cultural influence
- Environmental impact and sustainability of production and distribution

Additional criteria are considered when selecting items in digital formats:

- Accessible or universal formats compatible with current digital platforms
- Compliance with accessibility standards for users with disabilities

BTLA welcomes suggestions from the community for possible purchases of resources. All suggestions are given consideration using the same criteria as all other materials purchased for the Library. When appropriate, patrons will be redirected to participate in the library's Zip Books program for requests.

## **Formats**

BTLA maintains a broad selection of entertainment, informational and instructional materials in a variety of formats, including but not limited to physical books, digital books and resources, audiobooks, DVDs, and music. Additionally, the Library collects and circulates a variety of realia and specialty items. Format selection is informed by both equity and sustainability goals, prioritizing items that are accessible to users of differing abilities, available in multiple languages where feasible, and designed for durability, reusability, and shared community use.

## **Gifts and Donations of Books and Materials**

BTLA accepts donations that supplement and enhance its collections. Gifts earmarked for addition to the collection are evaluated by staff in alignment with the same criteria applied to purchased material, in addition to cost considerations related to processing. Priority is given to gifts of local interest and in good condition.

The Library reserves the right to accept or refuse all donations. BTLA accepts donations with the understanding that no restrictions will be applied to the donation, except such restrictions jointly agreed upon by the library and donor. Once a donation is accepted, the donation becomes the sole property of BTLA and may be handled in any way BTLA deems appropriate. The Library reserves the right at all times to dispose of any gift without notification to the donor, if, in the judgment of BTLA, such item no longer serves the purposes of the Library. The donation must be free and clear of all encumbrances and donors must have full legal rights to make the donation to BTLA. Gifts and donations are most often items intended for the circulating collections; retention of these items follows the general guidelines for deselection and collection maintenance. Gifts not retained for the Library's collection may be redistributed to support literacy and access in underserved communities, sold to raise funds for the Library, or recycled in an environmentally responsible manner.

### **Deselection and Collection Maintenance**

Weeding or deselection of materials in the collection is another component of collection development and maximizes the library collection's usefulness. Continuous evaluation is necessary and materials are regularly removed to maintain a current, accurate, and appealing collection and to facilitate its ease of use.

Four criteria are typically taken into consideration when identifying material for routine deselection:

- Condition. Wear and extensive damage that render the content unusable, such as missing content and liquid damage.
- Redundancy. Multiple copies of the same item, duplication between physical and digital collections, or between the Library's holdings and those of organizations with which the Library has reciprocal borrowing agreements.
- Out-of-scope. Incomplete serials holdings, low-use items, or titles superseded by later editions.
- Access. Technologies required to access items are outdated, or the library cannot meet environmental storage requirements.

Deselected items will be handled in a manner consistent with the Library's mission, commitment to sustainability, and benefit to the community. At the Library's discretion, materials may be:

- Donated to the Belvedere Tiburon Library Foundation for sale at Corner Books;
- Sold through partners such as Better World Books;
- Redistributed to local organizations and events such as the Senior Fair, area schools, or correctional facilities;
- Provided to other partner agencies for resale, redistribution, or donation;
- Recycled or otherwise disposed of in an environmentally responsible manner.

The Library reserves the right to make final determinations regarding the disposition of all materials.

### **Controversial Materials and Creators**

Individual items, which in and of themselves may be controversial or offensive to some, 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 ability to serve its community. Individual authors and creators of works may also be controversial due to their viewpoints or personal actions. Their works may also be included if the work will contribute to the Library collection. Their works will not be removed solely for the history or situation of the author/creator.

## **Misinformation and the Library Collection**

For the purposes of evaluating informational material, the Library draws a distinction between material that may cause controversy or objection, and material that contains misinformation. While potential controversy does not disqualify material from the Library's collection, material that purports to be factual and/or authoritative but contains inaccurate or misleading information does not meet the Library's standard for selection and may be deselected, reclassified, or weeded at the Library staff's discretion.

This distinction is addressed in the selection criteria for the Library's collections, including but not limited to:

- **Authority and Accuracy.** Content authority and accuracy can be evaluated through the expertise of the material's creator(s), corroborating sources, independent fact-checking and analysis, and professional and industry review. Opinions, commentaries, and analyses may be subject to this evaluation unless they are unambiguously presented as fact.
- **Timeliness of Material.** Some informational subjects may require only the most up-to-date materials in order to provide factual information, while other subjects may contain or rely on older materials in order to provide context, history, and depth of coverage.
- **Diversity of Viewpoint.** The Library is not obligated to balance every informational material in the collection with one of an opposing viewpoint or to add misinformation to Library collections solely because it represents an additional viewpoint.
- **Cultural Influence.** Relation to current events does not outweigh the Library's commitment to the authority and accuracy of informational material in its collection. The Library may but is not required to facilitate access to material of cultural importance that may contain misinformation through other means, including but not limited to interlibrary loan, internet access, and reference services.

## **Concerns Regarding Library Materials**

Patrons raising concerns about a book or other material in the Library collection will be offered to complete a formal written request for reconsideration using the library-provided form to include an explanation of their objections, citing specifics from the material in question. This request for reconsideration process is limited to books or other materials available at the Belvedere Tiburon Library location, and patrons seeking to request reconsideration of books or materials located at other libraries in the MARINet system or through Inter-Library Loan shall go through the process required by the respective library. The appropriate library staff and Library Director will review the request. The patron will receive a final written response to the submitted request for reconsideration within 90 days of the Library receiving the request. Requests for reconsideration of materials may only be submitted by persons with an active Belvedere Tiburon Library card in good standing and living within the Belvedere Tiburon Library's tax jurisdiction. Once an item has undergone the reconsideration process, it cannot be reconsidered by the Library (regardless of who requests the reconsideration) for five (5) years. Any person wishing to appeal the Library Director's decision must notify BTLA in writing within 30 days of receiving the decision. BTLA will notify the patron of the decision to host a challenge hearing. A decision by BTLA shall be final.

## **Policy History**

Adopted by the Belvedere Tiburon Library Agency in November 1997, revised in October 2001, January 2013, October 2023, and August 2025.



**Request for Reconsideration of Material Form**

The Belvedere Tiburon Library Agency has established a collection development policy and a procedure for gathering input about particular items. Completion of this form is the first step in that procedure. If you wish to request reconsideration of a resource, please return the completed form to the Library Director. Requests for Reconsideration will only be considered by patrons with an active Belvedere Tiburon Library card in good standing and who reside in the Belvedere Tiburon Library's tax jurisdiction.

Date: \_\_\_\_\_ Library Card Number: \_\_\_\_\_

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Do you represent yourself? \_\_\_ Or an organization? \_\_\_ Name of Organization: \_\_\_\_\_

1. Resource on which you are commenting (one per form):

\_\_\_ Book/eBook    \_\_\_ Magazine    \_\_\_ Digital resource    \_\_\_ Newspaper

\_\_\_ Movie    \_\_\_ Audio recording    \_\_\_ Realia    \_\_\_ Other

Title: \_\_\_\_\_

Author/Producer: \_\_\_\_\_

Library Call Number: \_\_\_\_\_

2. What brought this resource to your attention?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Have you examined the entire resource? If not, what sections did you review?

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4. What concerns you about the resource?

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5. Are there resource(s) you suggest to provide additional information and/or other viewpoints on this topic?

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6. What action are you requesting the Library Director consider?

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