

Library Material Selection Policy

LIBRARY MATERIALS SELECTION POLICY

The Arcadia Public Library develops and maintains a materials collection to serve our mission to bring people, information, and ideas together to enrich lives and build community through equal access to materials and services that meet the educational, informational, historical, and individual interests of a diverse community. The Library's core values of innovation, accountability, and excellence are demonstrated in the Library's approach to implementing this policy. The Library uses professional staff expertise, data, professional journal reviews, and community input and feedback to curate the best collection of materials possible for the residents of Arcadia, creating a library for all.

Collection Management Overview

The Arcadia Public Library is a small library and recognizes that it is impossible to collect all library resources. Limited physical space and a finite budget guide what we can purchase and retain.

The Library's collection is a living, changing entity. As items are added, others are reviewed for their ongoing value and sometimes withdrawn from the collection if no longer relevant, timely, or accurate. Great care is taken to retain or replace items that have enduring value to the community. Decisions are influenced by patterns of use and the shelving capacity within the Library. The final authority for the Library collection rests with Library management. Implementation of collection development policy and management of the collection is assigned to professional Library staff. Staff review the collection regularly to maintain its vitality and usefulness to the community.

The purpose of the Collection Development Policy is to serve as a guide for library staff in regards to collection development, management, and materials selection and de-selection. It defines what comprises the collection, specifies the types of materials that are included, and explains the basis for making collection management decisions. The Policy also serves to inform the public about the Library's collection and the principles that govern the selection process. In addition, it is to ensure that the Library continuously works to curate a collection representing a wide array of people, cultures, ideas, and experiences. The process of curating, maintaining, and providing a diverse and equitable collection is an ongoing process which is considered during all aspects of collection management. The Collection Development Policy ensures that over time, the Arcadia Public Library's collection will remain on course and reflect the needs of the community, while creating unique experiences of meaning and inspiration for the individual patron. In doing so, the Library strives to provide materials in a variety of formats, taking into consideration the varied preferences, languages, interests, reading abilities, and accessibility needs of the public served within the limitations of library funds.

In support of its mission, the Library builds its collections with the following principles and endorses, and has continuously adopted, the following statements used as guidelines for the development of the Library collection: *American Library Association's* "Library Bill of Rights", "Freedom to Read", "Freedom to View", ALA Access for Children and Young Adults to Non-Print Materials, ALA Policy Concerning Confidentiality of Personally Identifiable Information about Library Patrons, presented in Section 7: ALA Policy Guidelines. Further, California State Law, AB 1825, passed in 2024, requires the following statements to be included in public library collection development policies:

- The collection meets the broad and diverse interests of the community and respects both the library's autonomy and their specific community needs.
- The public library serves as a center for voluntary inquiry and dissemination of information and ideas.
- Library materials should be provided for the interest, information, and enlightenment of all people, and should present diverse points of view in the collection as a whole.
- The right of the public to receive access to a range of social, political, aesthetic, moral, and other ideas and experiences is acknowledged.

The goals and objectives stated in this policy will not replace the judgement of library professionals and are designed to assist library professionals in the selection process.

Collection Development Goals and Scope

The primary responsibility of the Arcadia Public Library is to provide a broad and diverse choice of materials to meet the current educational, informational, cultural, historical, recreational, and individual needs of the community in a variety of formats. Therefore, the Library's collection is reviewed regularly, and no less than every three years, to ensure that collections are current and materials that are outdated or no longer used, are weeded from the collection, especially as it relates to science, technology, medical, and legal materials.

Patron use, circulation, patron purchase requests, and hold levels also are all closely monitored, influencing the purchase of new items and additional copies of high demand items. The Library provides materials for all ages and does not place value on one patron's needs or preferences over another's. The Library upholds the right of the individual to access information, even though the content may be controversial, unorthodox, or unacceptable to some.

Materials for children and teenagers are intended to broaden their vision, support, recreational reading, encourage and facilitate reading skills, supplement their educational needs, stimulate and widen their interests, lead to recognition and appreciation of literature, and reflect the diversity of the community. The reading and viewing activity of children is ultimately the responsibility of the parents, legal guardians, or caregivers who guide and oversee their own child's development. The Arcadia Public Library does not intrude on that relationship and the Library does not serve *in loco parentis*.

Scope of the Library Collection

The Library collection contains core fiction and non-fiction collections in multiple formats including, but not limited to, print, audio, video, online and streaming formats. It includes materials of enduring nature as well as current-interest materials. The Library collection represents the diverse viewpoints and interests of the community the Library serves. The Reference collection contains current and historical non-circulating publications to support reference services for the public, students, and businesspeople. The online collection includes citation and full-text databases; eBooks, eAudio, learning resources, streaming media, and instructional and/or reference materials. Special collections, specifically the Arcadia History Collection, provides research level, primary, and secondary materials in a variety of formats. Items are purchased through the general collection budget as well as donations from the public. A deed of gift is provided to those items donated. Generally the items in this collection are for in-library use only.

International Languages Collection provides materials in multiple formats in various languages, predominantly in simplified and traditional Chinese, Korean, and Spanish.

Selection Criteria

This Materials Selection Policy gives assurances that the Library's collection will include:

1. Popular materials.
2. Standard classics representative of American and international cultures.
3. Contemporary works providing patrons with an appreciation of the varied trends in modern thought, expression, and world culture.
4. Library materials are provided for the interest, information, and enlightenment of everyone and present diverse points of view in the collection as a whole. 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 or creator.

In selecting materials for purchase, adding gift materials, or when items are being evaluated for retention or replacement, the Librarian takes into consideration some or all these attributes:

1. Literary, artistic, historical, scientific, or intellectual merit.
2. Relevance to interests or needs of the community.
3. Extent of publicity, critical review, and current or anticipated demand.
4. Relevance to the existing collection's strengths and weaknesses.
5. Reputation and qualifications of the author, publisher, or producer, with preference generally given to titles vetted through examination of professional reviews (ex. *Library Journal*, *Publisher's Weekly*, *Kirkus*, *School Library Journal*, *Booklist*), though not exclusively as best seller listings from the *New York Times*, *Los Angeles Times*, as well as popular book clubs like Oprah, Reese Witherspoon, or top sellers or author talks at local bookstores are also taken into consideration.
6. Timeliness and significance of the subject.
7. Reliability and accuracy of factual material.
8. Relationship to other materials and adequacy of coverage in subject area.
9. Depth and diversity of viewpoint.
10. Reputation/significance of author.
11. Date of publication.
12. Price, availability, space available in the Library and available Library budget.
13. Local/regional/national significance.
14. Community needs, interests, and demand for a specific item, including local industrial, business, and professional needs and interests.
15. Advance notices and pre-publication announcements supplied by publishers and professional reviewing services.
16. Opinions expressed by reviewers in review media.

17. Cost of the item in relation to funds available.
18. Physical condition of the item and space limitations.
19. Duplication of material already in the Library.
20. Availability of material in nearby libraries if local interest is limited to small or specialized groups.

In selecting materials, library staff will use professional reference resources, judgement, knowledge and experience to select those materials, and will proactively solicit advice from, as well as anticipate, the needs and interests of the community.

Collection Development Guidelines

The selection of any material or resource does not constitute an endorsement of the Library, the City of Arcadia, or its staff.

The Library recognizes that some materials and resources may be controversial.

Selection decisions are guided by the merits of the work, collection needs, and interests of a diverse collection which can support the varying roles of the Library, including reference, local history, and popular collections for all ages.

Selection decisions are not based on or influenced by the possibility that material may be accessible to children. Responsibility for children's use of library materials lies with their parents, legal guardians, or caretaker.

The Library selects a wide range of materials of varying complexity, media, and format because it serves a public that includes a wide range of ages, educational backgrounds, interests, sensory preferences, and reading skills. When staff review and select materials, they consider the needs of the entire community.

The Library may select materials that are to be used by the Library only or accessible by appointment only (Local History collection).

Library materials will not be marked or identified to show approval or disapproval of contents and nothing will be sequestered except to protect it from theft or damage.

Library materials that experience high demand, may or may not, meet the general or specific criteria contained in this policy. Volume and nature of patron requests from the Arcadia community are a serious consideration for selectors. Additionally, as the community's social and intellectual climate changes, materials not originally recommended for purchase, may become of interest.

Materials donated to the Library are not automatically added to the collection. These items are reviewed by Library staff according to the selection criteria. The Library may add works produced by authors, printers, or publishers with Arcadia connections that meet the purpose and objectives of this policy.

Budget and space limitations require a focus on materials that appeal to a broad range of users, rather than the academic, highly technical, or otherwise specialized collections which are the missions of the area's universities and research institutions. These items may be available through the Library's Interlibrary Loan Service.

The selection of Library materials is not informed by who may encounter them. All Library users, including minors ages 17 years and younger, may access all materials in the Library. Parents and legal guardians have the responsibility to provide oversight of what their child or teen reads, listens to, and/or views. The Arcadia Public Library does not act in *loco parentis* and is not responsible for what resources a child inadvertently reads, listens to, or views at the Library.

Electronic Databases and Resources: Arcadia Public Library subscribes to various online databases and eBook platforms. Content for some of these is selected by Arcadia Public Library staff, the Southern California Digital Library (for eBooks and resources), the Southern California Library Cooperative (SCLC), and/or the California State Library. Some of the platforms for e-resources are preloaded with content, and therefore Arcadia Public Library does not control or make collection decisions for all digital materials to which our patrons have access.

Arcadia Public Library generally follows the following criteria for the purchase or selection of electronic resources:

- Ease of use and remote access potential.
- Agreements for cooperative support of consortium resources.
- Hardware, software, networking, and storage requirements.
- Licensing requirements in a consortium setting.
- Comparison of content and cost with other available formats.
- Availability and access rights in line with Southern California Digital Library (for eBooks and resources), the Southern California Library Cooperative (SCLC), and/or the California State Library standards.

Patron Recommendations and Requests

Patrons may request items the Library does not currently own. Each request is reviewed for inclusion in the collection and will follow the collection maintenance guidelines and selection criteria listed in this policy. Requests may be made in person, online, or by telephone.

Preference is given to those that live or work within the community.

The Library does not purchase the following types of materials: costly books of little demand, collectibles, used books or items, textbooks, family genealogies, or from direct solicitation from authors, unless it deems to be suitable for community and collection.

Maintenance of Library Materials

Most library materials are processed in such a way as to ensure their maximum use under normal circumstances. All items are inspected upon return and any item returned in poor condition is set aside. Items damaged but still usable, are mended and noted on the item. Titles and items that are in poor condition are withdrawn from the collection with the option of the selector to purchase a new copy. Items may also be withdrawn if they are worn, obsolete, or seldom used; superseded by a newer edition or better work on the subject; or physically damaged or in poor condition.

Responsibility for the selection of library materials rests with the Director of Library and Museum Services. Under the Director's supervision, selection and de-selection is delegated to the

professional members of the staff and their professional judgement. Library management retains the authority to reject or select any item contrary to the recommendation of staff.

Criteria for Weeding and Withdrawal

The following criteria are used in selecting materials for withdrawal:

- Damage or poor condition.
- Number of copies in the collection.
- Relevance to the needs and interests of the community.
- Current demand and frequency of use.
- Accuracy and timeliness.
- Lack of local interest.
- Relevance to Arcadia Public Library's reference and research collection.
- Availability and ease of access elsewhere including other libraries and online.
- Deemed to be of an enduring nature.
- Availability of improved or newer editions.
- Space availability.
- Outdated or harmful representation of groups of people.

Replacement of withdrawn materials is not automatic. The following criteria are considered:

- Number of copies currently in the collection.
- Existence of adequate coverage of subject matter.
- Demand for the specific title or for material in that subject area.
- Existence of a newer format as a replacement.
- Availability for purchase.

Withdrawn items are donated to the Friends of the Library for reuse or recycling. Materials unsuitable for transfer are discarded and/or recycled. The Library will not accept requests to hold weeded materials for individuals due to lack of space and staff time. Donated items not added to the Library collection may be disposed of or given to the Friends of the Library who sells them to fund donations that benefit the Library.

Collection Audits

The Library routinely performs an audit of the collection to identify gaps in subjects and equitable representation of voices. The results of the collection audit, similar to damaged or lost items, are purchased with the standard annual collection budget unless a grant or other one-time funds are infused.

The Library subscribes to the philosophy articulated in the Library Bill of Rights, the Freedom to Read and the Freedom to View statements.