



## **Collection Development and Material Selection Plan of the City of Hemet Public Library**

Amended June 27, 2005

### **1. Introduction**

The Board of Trustees of the City of Hemet Public Library has adopted the following Collection Development Policy to guide librarians and to inform the public about the principles upon which library collections are developed and maintained.

The Mission Statement of the City of Hemet Public Library guides the Library staff in selection of the materials.

“The Hemet Public Library exists to provide the community with the materials and services necessary for self-education, informed decision making, and recreation. A primary goal is to provide materials of use and interest to the many diverse segments of our community, in all appropriate formats”.

### **2. Philosophy of materials selection**

Since no library can possibly acquire **ALL** the print and non-print materials published, every library must employ a policy of selectivity in the material it can acquire. The City of Hemet Public Library operates with the following philosophy of material selection:

#### 2.1.

The library exists to provide within its financial limitations the widest possible range of informational and recreational materials to the largest number of residents, consistent with current and popular needs as well as potential future requirements.

#### 2.2.

The library subscribes to the principles set forth in the Library Bill of Rights, and further subscribes to the American Library Association’s Freedom to Read Statement (see appendices).

Historically, the public library in America was developed as an agency for the free, public, informal education of individuals. The Hemet Public Library subscribes to these ideals.

Additionally, within the framework of these broad objectives, material is selected based upon:

#### 2.3.

Analysis of current community demographics, future trends, and evidence of areas of interest demonstrated in use statistics.

#### 2.4.

Other community resources and area library resources are taken into consideration when developing collections as library staff may obtain this material through interlibrary loan for a nominal fee.

2.5.

Consideration of what additional information may be obtained through electronic access and the Internet. As library staff determines what information sources should be made available to the public through the Internet, materials will be selected using the same principles that are applied to books and other formats.

2.6.

New formats will be considered for the collection as new technology dictates.

2.7.

All material will be selected exercising impartial and judicious acquisitions practices, employing standards which consider literary, educational, informational, popular, and recreational value. Additionally, when selectors are faced between choices of appropriate material as outlined in this policy, they will rely upon authority and effectiveness of presentation as well as qualities conducive to independent critical thought and understanding.

2.8.

Allocation of the materials budget and the number of items purchased for each area of the collection will be determined by indicators of actual and potential use, the average cost per item and objectives for development of the collection as expressed in the City of Hemet Public Library's Collection Development Plan that follows.

### 3. Library Audience and Roles

The City of Hemet Public Library's primary audience is the residents of the City of Hemet. Secondly, our library serves the residents of the neighboring cities and towns both through interlibrary loan and direct borrowing. However, our collections are developed to meet the objectives of public library service as demanded by the citizens of our city. Because the public library serves a community embracing a wide range of ages, backgrounds, educational levels, and interests, the Library may fulfill a number of roles in the community. The City of Hemet Public Library has selected the following roles to emphasize:

<b>Primary:</b>	<p><b>CURRENT TOPICS AND TITLES</b> - We help to fulfill our public's appetite for information about popular cultural and social trends and their desire for satisfying popular recreational experiences.</p> <p><b>GENERAL INFORMATION</b> - We help to meet our public's need for information and answers to questions on a broad array of topics related to work, school and personal life.</p> <p><b>LIFELONG LEARNING</b> - We help address our public's desire for self-directed personal growth and development opportunities.</p>
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<b>Secondary:</b>	<p>REFERENCE AND COMMUNITY INFORMATION - We address our public's need for information related to business, careers, work, entrepreneurship, personal finances and obtaining employment.</p> <p>CURRICULUM SUPPORT - We provide materials which enhance and support students at the elementary and secondary levels in order to enrich the educational resources available to young people, and to promote lifelong use of public libraries.</p>
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#### **4. Collection Development Objectives of the City of Hemet Public Library**

4.1.

To provide contemporary and popular authors and to insure inclusion of materials with demonstrated enduring worth.

4.2.

To provide materials that meet the customers' interest and needs in a timely manner. Demonstrated community demand may be considered a primary criterion for the selection of popular materials.

4.3.

To provide a broadly based and diverse collection that can support the roles of the Library as outlined above.

4.4.

To strive to provide a balance of viewpoints on all subjects in its collections.

4.5.

To purchase current materials proportionate to levels of demand and use, taking care to anticipate and respond to indications of significant new needs.

4.6.

To practice ongoing collection management, using output measures, reports from the automated library system and other data for continuous collection evaluation. Worn and/or obsolete materials will be weeded from the collection on a regular basis.

4.7.

To keep abreast of technological changes which affect the development of the collection.

4.8.

To be aware of the resources available in surrounding libraries and to avoid unnecessary duplication of resources while ensuring wide coverage of subjects.

4.9.

To continue participation in cooperative programs concerning collection development of shared resources within the Inland Library System or other California cooperative library systems.

## **5. Placement of Material**

5.1.

The placement of material within the City of Hemet Public Library is determined by several factors. The Library uses Dewey Decimal Classification. This classification scheme divides material by subject. Professional catalogers using common cataloging tools place materials ordered in the proper subject area and assign them to Adult, Juvenile, Teen, Reference, etc. areas of the Library. Reviews by professionals in the field recommending age appropriateness of material aid Librarians in choosing and locating material.

5.2.

Although the Library is divided into sections such as Children's, Reference, Fiction, Non-fiction, etc. for the convenience of our users, customers of any age may use all parts of the Library. The classification scheme, reviewed by professionals, and staff expertise contribute to the proper placement of material. It is the responsibility of the parents, not the Library staff, to monitor Library use by children.

5.3.

A Special Collections section of the Library is used to house materials that are of special interest to the area. Material in this collection may include information on the History of Hemet, local heritage, and prominent citizens of the area.

5.4.

Various other formats are purchased for the Library System. To offer ease of use to our customers, these formats may be shelved in separate collections. Included in these categories are Compact Discs, Audio Books, Videocassettes, DVD's, Periodicals, etc.

## **6. Material Selection Plan**

### ***Responsibility for Selection***

6.1.

Ultimate responsibility for material selection rests with the Director who operates within the framework of policies determined by the Board of Library Trustees. All staff members may participate in the selection of Library material. The Director ensures that selections reflect the Collection Development and Material Selection Plan of the City of Hemet Public Library. As designated by the Director, selectors are responsible for choosing appropriate materials, weeding collections to keep them current with need and demand,

seeing that materials are in good physical condition and replacing them whenever necessary, and spending their budgets in a prudent, timely and organized manner.

### ***Methods for Selection***

6.2.

Selection is a discerning and interpretive process, involving a general knowledge of the subject and recognition of the needs of the community. Material is judged on the basis of the content and style of the work **as a whole**, not by selected portions or passages. The Library strives to collect and make available differing points of view. Among standard criteria applied are: literary merit, enduring value, accuracy, authoritativeness, social significance, importance of the subject matter to the collection, cost, scarcity of material on the subject and availability elsewhere. Quality and suitability of the format are also considered. Specific considerations for each area of the collection are noted in the Collection Development Plan. At all times selectors select material that will build a well-rounded collection, which includes varying viewpoints and opinions that will meet supplementary study needs.

### ***Selection Tools***

6.3.

Tools used in selection include, but are not limited to, popular and professional journals, trade journals, subject bibliographies, publishers' promotional material and reviews from reputable sources. Purchase suggestions from customers are welcome and provide library staff with useful information about interests or needs that may not be adequately met by the collection. Customer suggestions will be governed by this Material Selection Policy in making additions or deleting items from the collection.

### ***Material Format***

6.4.

Material is purchased in the most appropriate format for heavy use. Books are generally purchased in hardcover editions for durability. However, paperback editions may be purchased in cases where the hardcover edition is expensive and the title would be either used infrequently or is an item that would be weeded from the collection in a few years. Paperbacks are often purchased as added copies of popular titles to meet customer demand and as part of the paperback browsing collection. Library editions are purchased for heavily used titles in the Children's Department for durability.

6.5.

Textbooks are purchased in areas where there is little or no material in any other format or where they add substantially to the collection. The Library does not routinely buy the textbooks used by the local schools. However, the Library will work with the school district to have copies of current texts donated when available.

6.6.

The library shall provide material in popular non-print formats, including DVD and videos. Non-print material purchased for the Library will concentrate on popular films in general release, classic films, self-help or instructional films, documentaries, travelogues and children's stories. As with print material, all non-print is purchased with attention to potential demand and use.

6.7.

New formats will be considered for the collection when a significant portion of the community population has the necessary technology to make use of the format. Availability of items in the format, the cost per item and the Library's ability to acquire and handle the items will also be factors in determining when a new format will be collected. Similar considerations will influence the decision to delete a format from the Library's collection.

### ***Multiple Copies***

6.8.

While the Library does not have the budget to buy multiple copies of every title it owns, it does buy multiple copies of titles having high customer demand. Each selector determines how many copies of a title should be ordered, and in what format. When there are more than five requests for a title, additional copies may be purchased within the limits of the materials allocation. In subject areas such as resumes and travel books where the interest is in the subject more than a particular title, the Library prefers to buy two or three copies of several noteworthy and reputable titles instead of buying one copy of several different titles. Through this approach, the Library meets its objectives to both satisfy demand and provide a variety, depth, and breadth of material.

### ***Expensive Books***

6.9.

The Library believes that materials selected for the circulation collection should be judged on merit and value to the collection, rather than the cost of an item. If an item is expensive (above \$50 in price), the selector will check to see what other materials on the subject are in the collection, how this new title compares and the importance of the title to the development of the collection. If the selector decides it is needed, the title will be added to the circulating collection and treated as any other item. If it is lost or damaged, the selector will decide if it should be replaced.

### ***Local History and Rare Material***

6.10.

The Special Collections of The City of Hemet Public Library houses a special collection of

local history material within the library's Heritage Room. The library's local history collection is an important resource for the City of Hemet and its community and it must be preserved for future generations of library users. The library's local history collection stored in the Heritage Room contains items in a variety of formats which are of particular interest to the City of Hemet and its community past, present and future. The primary focus of the Heritage collection is the creation and preservation of a permanent record of important events, groups and personalities of the City of Hemet and its pre-existing communities, which may be recorded in materials of a local or regional focus. The historical collections include, but are not limited to, books, newspapers, periodicals, pamphlets, maps, manuscripts, photographs, portraits, prints, microfilm, microfiche, artifacts of various types, and architectural and engineering plans.

6.11.

The library's Heritage Room shelving and work space is currently shared with the local Genealogy Society under arrangement by contact between the City of Hemet and the Genealogy Society. The contract allocates a minimum of 740 linear feet of shelving for the Genealogy Society's collection. The Trustees recognize the importance of the genealogy collection to our community. However the Trustees also recognize that the community's local history is equally important. For this reason, the Trustees require that all requests for use of additional shelving space in the Library's Heritage Room—beyond the minimum already specified by the contract—be approved by the Library Director and the Board of Trustees.

6.12.

Other special collections may be defined by the Trustees at the recommendation of the Library Director.

### ***Weeding of Materials***

6.13.

The Collection Development Plan serves as a guide for weeding and maintaining the collection as well as for the selection of material. Titles are withdrawn from the Library's collection through systematic weeding by the Library staff or because of loss or physical damage. Material that has been lost or damaged may be replaced using the same criteria as for selection. Other factors which selectors must consider when deciding on replacements include the number of copies of a title the Library System owns, the availability of newer material on the subject, the importance of the work in its field, its listing in standard bibliographies and its cost. Generally, in any one year, the Library will not spend more than five to ten percent (5%-10%) of the materials budget allocated to a collection on replacement and retrospective purchases.

6.14.

Systematic weeding of the collection is required of every selector in order to keep the collection responsive to customers' needs, to insure its vitality and usefulness to the community and to make room for newer material. Weeding identifies damaged items, ephemeral material which are no longer used, out-of-date material and extra copies which are not being used. Weeding also helps a selector evaluate the collection by identifying

areas or titles where additional material is needed, older editions that need to be updated and subjects, titles or authors that are no longer of interest to the community. If a selector is uncertain about a title to be withdrawn, standard bibliographic tools in the subject will be consulted to see if the title has historical or literary value.

6.15.

Withdrawn material that is in good condition may be given to the Friends of the Hemet Public Library for sale in the Friends' Bookstore. No material will be held for or given to individuals.

## **7. Evaluation of the Collection**

The collection needs continuous evaluation in order to insure that the Library is fulfilling its stated objectives to provide material in a timely manner to meet customers' interests and needs.

7.1.

At least once every 5 years, a formal collection evaluation should occur in which statistical tools such as circulation reports, collection turnover rates, fill rates, reference fill rates, shelf allotments and volume counts are studied to determine how the collection is being used and how it should change to answer customer usage.

7.2.

The formal evaluation should also include qualitative performance measures in which the collection's holdings are checked against standard bibliographic tools such as Public Library Catalog, Fiction Catalog, Children's Catalog, Best Books for YA and subject specialty catalogs and lists to be sure that the Library is acquiring recommended material.

7.3.

The material is examined for physical condition and frequency of use. Finally, customer input and community surveys should also be used in evaluating the success of the collection in meeting its mission and objectives.

## **8. Gifts**

The Hemet Public Library Board of Trustees adopted a revised Gifts and Donations Policy in April, 2003.

8.1.

This policy dictates that gifts of books and other library material are accepted by the Library with the understanding that they will be considered for addition to the collection in accordance with the Collection Development and Material Selection Plan. The Library reserves the right to sell or otherwise dispose of gift material not added to the collection. Once materials have been donated to the library it becomes property of the City of Hemet Public Library and cannot be returned. Gifts are therefore only accepted with the

understanding that the library may at anytime, even if the material is deemed unsuitable for inclusion in the collection, discard the gift in any way it sees fit.

8.2.

If the title is already in the collection, it will be added only if it is in good condition, if a duplicate is needed, if copies need replacement and if the title has not been superseded.

8.3.

If the title is not in the collection, it will be evaluated on the same merits as other material added to the collection using the Material Selection Plan outlined above.

8.4.

Generally, collections of books may be accepted by action of the Board of Trustees, with the proviso that the Board may dispose of items which do not meet criteria for inclusion in the collection in whatever manner they deem appropriate, including selling or donating the items. Any restrictions which necessitate special housing or which prevent integration of the gift into the general Library collections, or any deviations from this policy, require approval of the Library Board of Trustees. The City of Hemet Public Library will not assign a value to any gift material. However, the Library will make available to customers a gift receipt for the particular number of books, records, boxes of books, with comment on condition.

8.5.

Gifts of funds are always welcome and appreciated. Recommendations from the donor are honored so far as the suggestions are in accord with the Material Selection Plan. Additional information regarding monetary donations for collections is contained within the Library's Gifts and Donations Policy.

## **9. Reconsideration of Library Material**

9.1.

A singular obligation of any public library is to reflect a balanced and diverse set of ideas or differing points of view within its collection. The City of Hemet Public Library does not endorse particular beliefs or views, nor does the selection of an item express or imply endorsements of the viewpoint of the author.

9.2.

Library material will not be marked or identified to show approval or disapproval of the contents, nor will items be sequestered, except for the purpose of protecting them from theft or damage.

9.3.

Comments from members of the community about the collection or individual items in the

collection frequently provide librarians with useful information about interest or needs that may not be adequately met by the collection. The Library welcomes expression of opinion by customers, but will be governed by this Collection Development Plan in making additions to or deleting items from the collection.

#### 9.4.

Customers who request the reconsideration of library material will be referred to the Library Director. Citizens will be asked to put their requests in writing by completing and signing a form, appended to this policy, entitled "Request for Reconsideration of Library Material."

##### 9.4.1.

The Director will routinely keep the Library Board of Trustees informed of any and all requests to reconsider at the next regular meeting of the Board.

##### 9.4.2.

Upon receipt of a formal written request, the Director will convene a committee comprised of the professional staff of the Library. The committee's task will be to supply background information as to criteria used in ordering the material in question, its place in the collection and reasons for having the material in the collection. The committee will also consider the stated reasons for the request to reconsider and prepare a written recommendation to the Library Board of Trustees in regards to the disposition of the request.

##### 9.4.3.

Within thirty (30) days of the initial request, the Library Director shall forward the committee's recommendation to the Library Board of Trustees for adoption, modification, or rejection at the next regularly scheduled meeting of the Board. The Library Director will respond, in writing, to the person who initiated the request for reconsideration with notification of the Board's decision.

## **10. Standard for the Selection of Non-print materials**

### 10.1.

The Library shall select and provide non-print materials under the same provision as those presented herein for print materials.

## **11. Summary**

### 11.1.

This policy is dedicated to a selection of those materials of the highest quality in order to assure an objective collection appropriate for the residents of Hemet, the selection to be

based upon principle rather than personal opinion, reason rather than prejudice, and judgment rather than censorship.