



VICTORVILLE CITY LIBRARY

COLLECTION DEVELOPMENT POLICY

15011 Circle Drive
Victorville, CA 92395
(760) 245-4222

* Acronym Section:

ILS: Integrated Library System
FOL: Friends of the Library
SBCL: San Bernardino County Library
ALA: American Library Association
VCL: Victorville City Library
Librarian = City Librarian

TABLE OF CONTENTS

SECTION I: LIBRARY ADMINISTRATION	3
1. LIBRARY MISSION, VISION, AND VALUES	3
2. LIBRARY GOVERNANCE	3
SECTION II: COLLECTION DEVELOPMENT	4
1. SELECTION	4
2. ADDING ITEMS.....	5
3. LOCAL HISTORY/GENEALOGY	5
4. GIFT BOOKS AND OTHER MATERIALS.....	6
5. MENDING.....	6
6. WITHDRAWING ITEMS	6
7. DISPOSAL OF ITEMS.....	7
8. REQUEST FOR CONSIDERATION.....	7

SECTION I: LIBRARY ADMINISTRATION

1. LIBRARY MISSION, VISION, AND VALUES

OUR MISSION

The Victorville City Library's mission is to enhance and improve new and traditional user services as well as promote communication and collaboration within the community. The collection meets the broad and diverse interests of the community and respects both the library's autonomy and their specific community needs. 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.

OUR VISION

The Victorville City Library provides a means through which materials and services are provided for community residents of all ages for personal enrichment, enjoyment and educational needs. Lifelong learning needs are met by providing easy and equitable access to information. The public library serves as a center for voluntary inquiry and the dissemination of information and ideas.

OUR VALUES

Victorville City Library believes in the right of all individuals to learn and to grow through access to ideas and information representing all points of view. The Library believes in quality service, diversity, fairness, professional ethics, and respect for our patrons and our community. The right of the public to receive access to a range of social, political, aesthetic, moral, and other ideas and experiences is acknowledged.

2. LIBRARY GOVERNANCE

The Victorville City Library is governed by the Victorville City Council which acts as the Board of Trustees for the Library, the Department of Community Services, and , the City Librarian. The Department of Community Services and the City Librarian bear general responsibility for the development and management of library collections, according to the norms established in the Library's Collection Development document, and appropriately delegates specific responsibilities to subordinates.

SECTION II: COLLECTION DEVELOPMENT

1. SELECTION

The Library believes in the free expression of ideas, freedom of speech, and seeks to create a collection that spans a wide and diverse spectrum of ideas, thinking, cultural and social expressions. Items contained in the library do not constitute agreement with the ideas or positions expressed by those materials. The library will receive suggestions, recommendations, and comments regarding the library's collection and library administration will consider those concerns thoughtfully. The library reserves the right to select or deselect any item.

1.1 GUIDELINES

The VCL has adopted this policy to guide librarians and help the public understand how selections are made.

The VCL maintains a carefully selected collection of timely, accurate and useful information of permanent value and current interest in print, audio-visual, electronic, and other material types. Because the Library cannot meet all the demands placed upon it, the Library has adopted priorities of service and materials acquisitions.

Selection of materials is based on community needs: reference, community information, early childhood services, popular, reference, and educational materials for elementary, secondary school students and adults. These standards of selection apply equally to materials purchased and to those received as gifts.

The VCL provides materials presenting various points of view without regard to race, nationality, or the political, social, moral and religious views of an author. Works are judged on their content as a whole, not from excerpts. The Library provides unrestricted access to all materials to all patrons regardless of age. Parents concerned about their child's reading or viewing materials should provide appropriate guidance.

The Library and staff will cooperate fully with students using resources available within the Library and will also make known to students the library's interlibrary loan facilities, but the Library does not purchase school textbooks.

1.2 RESPONSIBILITIES

The City Librarian and appointed designees have the responsibility for the selection and withdrawal of materials. Responsibilities include:

- selecting current/best seller/popular titles
- ordering replacement copies
- deciding gift, FOL purchases, or Adopt a Book purchases
- marketing the collection
- withdrawing materials
- maintaining complete & accurate profiles
- minor mending

1.3 ORDERING

ADULT, YOUNG ADULT AND CHILDREN'S ORDERING

The Librarian and designees select current/best seller/popular titles that fit within the Victorville City Library's Collection Development Policy. Materials will be selected based on basic interest and usefulness to the Library's community.

DVDs AND BLU-RAYS

All DVDs and Blu-Rays purchased for the library collection should be evaluated according to selection guidelines in the Collection Development Policy. If a DVD is donated to the library, the Librarian or designees may approve or reject the item.

2. ADDING ITEMS

Only designated staff trained in copy cataloging with the Online Computer Library Center (OCLC) has the ability to add new records to the system. If a record already exists, staff trained in adding items may do so.

Only designated staff may catalog DVDs and Blu -Rays.

3. LOCAL HISTORY/GENEALOGY

Local history collections consist of materials about the history of VCL's immediate area in which the library is located. General titles about the county or an area within the county must meet the selection guidelines; in-depth works on non-contiguous communities do not.

Local author works must meet selection criteria for VCL. Limited interest, polemics, didactic, self-published works or works with poor reviews do not meet the selection guidelines.

How-to genealogy works are consistent with the selection guidelines. Genealogists wishing to research individual family histories will find materials at the Apple Valley Branch of the San Bernardino County Library; the National Archives in Laguna Niguel; LDS family history centers, and genealogical societies' archives.

4. GIFT BOOKS AND OTHER MATERIALS

Gift books and other materials are accepted with the understanding that the Library determines whether they will be added, sold or discarded. Donated materials and public suggestions will be considered for addition to the collection in accordance with the selection guidelines.

The Librarian or designees may add gift material to the collection if it meets selection guidelines.

5. MENDING

VCL will perform minor mending. Materials in poor condition should be withdrawn and added to a replacement list.

6. WITHDRAWING ITEMS

To maintain an up-to-date, useful collection, worn and obsolete materials are continuously withdrawn based on information found in the Collection Development Policy. Materials may also be withdrawn if they are little used or are superseded by new editions or superior works on the same subject.

Landmark works of non-fiction, literary classics, literary works by important contemporary authors, and items in demand are replaced as quickly as possible when they are worn out, lost, or stolen. If they are out of print, the library attempts to acquire used copies in good condition.

Missing works are identified by the following guidelines:

- from computer-generated reports of items not returned from circulation
- from interlibrary requests submitted by VCL patrons for titles listed in the catalog
- from unfilled requests from other libraries for items listed in the catalog
- from patrons' reports to staff
- by staff members' observation
- by formal inventories

6.1 ADULT/YOUNG ADULT

Libraries need to periodically withdraw materials for several reasons: outdated information, books whose condition has deteriorated and material which no longer circulates. Guidelines are found in the Collection Development Policy.

6.2 CHILDREN'S MATERIAL

To ensure a vital children's collection of continued value to this user group and to make room for new materials, items which are no longer useful are to be withdrawn according to the guidelines found in the Collection Development Policy.

7. DISPOSAL OF ITEMS

Materials are selected for withdrawal per the VCL's Library's Withdrawal of Items policy. Librarian or designee approves materials for withdrawal.

Withdrawn materials and donations may be donated to Friends of the Library, or discarded. Donated or sale materials must be provided to all groups or individuals on an equal basis.

Staff members and/or Friends of the Library members may not purchase donated or withdrawn materials until they are available for sale.

7.1 BOOK SALES

Sales of donated and withdrawn material are a means used by the Friends of the Library to raise money which in turn is used to fund special events and functions that are sponsored by the Library or to purchase special items. Book sales may be publicized on the library's web page and by other means such as the press, flyers, etc. for additional advertising opportunities.

8. REQUEST FOR RECONSIDERATION

The Victorville City Library supports intellectual freedom and subscribes to the principles of the American Library Association (ALA) Library Bill of Rights. The library staff applies the selection criteria described in the Collection Development Policy to provide books and materials that reflect the diversity of viewpoints within the community.

Library patrons may nominate books or other materials to be either added to or removed from the collection. When a request for reconsideration is made by a patron, the following procedures shall be implemented:

- a) A member of the library staff shall explain the selection policy to the patron.
- b) The patron can complete a written "Request for Reconsideration of Library Materials" form obtained from a staff member and submit it to the Librarian.

- c) The material in question shall remain in the collection and available to patrons during the reconsideration process.
- d) The completed form shall be reviewed by one or more members of the library staff who have the responsibility for materials selection and by the Librarian. The director and library staff members shall review the questioned material to determine if the criteria and principles stated in the materials selection policy were applied in the selection process.
- e) Subsequent to that review, the Librarian or a member of the staff shall make a written response to the requester. This response shall occur within 14 days of the date that the reconsideration form was submitted. A copy of the response shall be kept on file and available upon request from City Administration.
- f) If the requester is not satisfied with the decision of the Librarian, the person may appeal in writing to the Librarian within 14 days of the date that the response is given. The Librarian shall then provide a fair and equitable review of the decision.
- g) In reviewing the request for reconsideration, the Librarian shall employ the selection criteria described in the materials selection policy, and consider other appropriate information, including professional reviews and recommendations, comments from the library staff, and comments from the requester.
- h) Staff should fill out the Staff Materials Complaint Log to provide the Librarian additional information. (See Forms). This form is to be sent to the Librarian immediately along with material in question, if possible.