

DALY CITY PUBLIC LIBRARY POLICY: Collection Development

1. Collection Responsibility

The City of Daly City and the Library Board of Trustees delegate the ultimate responsibility for materials selection to the Director of Library and Recreation Services who operates within the framework of policies endorsed by the Library Board of Trustees. The responsibility for selection of library materials lies with the staff of the Library.

2. Freedom to Read and the Library Bill of Rights Statements

The Daly City Library Board of Trustees endorses the American Library Association's "Freedom to Read" (Appendix B) and "Library Bill of Rights" (Appendix C) statements. These statements assert that "publicly supported library service is based upon the First Amendment right of free expression. The publicly supported library provides free and equal access to information for all people of the community it serves."

The Library does not endorse the beliefs or viewpoints of those whose works are represented in its collections, but recognizes that important works representing a wide range of opinions should be included in the collections. In no case is any material excluded because of the race, nationality, social, political or religious views of the author or others associated with the item.

3. Collection Scope

The Library provides dynamic collections of materials about a variety of subjects for users of all ages and levels of experience. Materials are provided in a variety of formats, including but not limited to books, magazines, newspapers, microfilm, CDs, DVDs, books on tape, electronic books and other digital resources. The Library also purchases materials in a variety of languages, with current collections in English, Spanish, Tagalog, and Chinese, as well as materials that represent a diversity of cultures.

Selection Criteria

Staff utilizes accepted reviewing sources and basic lists of standard works as an aid in selection. Staff welcomes recommendations from the public. When selecting, staff considers community interest and popularity as well as individual requests.

The following factors may also be taken into account when considering whether any title should be added to the collection:

- The creator's reputation and other works.
- Accuracy and reliability of the content.
- Originality.
- Special features and/or multiple editions.
- Appropriateness of the format and presentation for intended audience.
- The duplication of content already in the collection or readily accessible online.
- Diversity of viewpoints, genres, styles and approaches.

Available shelving space also limits the size of the physical collection as a whole.

Formats and Collections

Printed Books:

This collection includes picture books for young children, easy-to-read books for beginning readers, and fiction and non-fiction works for older children, young adults and adults. Selectors acquire best sellers, classics, and titles of current interest.

Large Print:

In order to serve patrons with visual impairments, the Library purchases materials with large type. These materials are included in the adult collection and include both fiction and non-fiction titles.

Graphic Novels:

Book-length collections of non-fiction and fiction told through sequential art are included in the children's, young adult, and adult collections.

Honorbacks:

In order to provide recreational reading options for patrons without active library cards, a collection of paperback books is maintained and lent without any restriction. Honorbacks are selected for children, young adults, and adults, and includes mostly donated fiction titles.

Reference:

Reference sources for children and adults are selected to provide general information and answers to patron requests. Material is selected on the basis of accuracy, clarity, organization, and ease of use by staff and patrons. In the areas where currency is an important consideration, such as medicine, new material is selected to replace outdated information or standing orders are maintained. Print reference materials are used in the Library only.

Non-English Collections:

To serve the needs of native speakers and language learners, collections of work in Spanish, Tagalog, and Chinese are maintained for adults, young adults, and children and include books, magazines, newspapers, and/or audiovisual materials.

Newspapers:

Newspapers are available for use in the Library only. Titles are selected based on local coverage, popularity, availability, and reputation.

Magazines:

Magazines are selected for children, young adults, and adults and include materials in English, Spanish, and Chinese. Titles are selected based on popularity, general interest, and local interest.

Audio Books:

This collection consists primarily of fiction and non-fiction books, but may include other spoken word recordings. Primarily unabridged titles are selected for children's, young adult, and adult collections. Titles are available as audio cassettes and CDs. New materials are purchased in Audio CD and MP3 CD formats.

Music:

The music collection is for all age groups and attempts to represent the most significant and broadly-known musical literature including, but not limited to, each of the following genres: classical, jazz/blues, rock/pop, rap/hip hop, country, soundtrack/film, musicals, children's, folk and world music. Selection is based on artistic and technical merits, inclusion in standard discographies, favorable reviews, popularity, and recommendations by community experts. Titles are purchased in compact disc format.

Videos:

The adult collection consists of educational and instructional titles, musicals, opera, theatre, as well as feature films and television programs. Emphasis is on classic and contemporary films of enduring value but is not limited to such.

The young adult collection consists of educational and popular culture titles, such as screen adaptations of comic books and anime.

The children's collection consists of educational titles and popular entertainment features such as Pokémon, Disney, etc.

Selection is based on artistic and technical quality, high production values, popularity, and favorable reviews in professional journals and general publications when available. Non-English language films with subtitles are preferred to dubbed versions. Titles are purchased in DVD format. Donated titles in VCD or Blu-ray format may also be included.

Special Collections**Filipiniana:**

The Filipiniana collection at the Serramonte Main Library is a special collection devoted to the

Filipino culture and experience. Materials are selected in English and Tagalog, and include both fiction and non-fiction.

Microfilm:

A limited selection of periodicals is available on microfilm reels. These items, primarily local interest and local history titles, may be accessed at the Serramonte Main Library. New items are no longer purchased.

Local and California History:

A separate, non-circulating collection of Daly City and California historical materials is available for individuals conducting research on local topics at the Serramonte Main Library. Some titles are duplicated in the circulating collection.

Online Resources

Electronic Books:

To increase access when the Library is closed and to provide titles in a wider range of formats, electronic books and digital audio books are included in the collection. Books are purchased in formats compatible with the widest range of consumer devices and which utilize user-friendly distribution methods. This collection includes fiction, non-fiction, and instructional titles.

Other Digital Collections:

The Library provides a range of digital resources including, but not limited to, magazine and newspaper subscriptions through online databases, Reference sources, multimedia and interactive collections, and links to relevant web sites. These resources are provided based on similar criteria to their print counterparts, but also taking into account vendor terms, accessibility in and outside of the Library, and other factors.

4. Collection Limitations

The Library selects and adds materials to its collections within the limitations of budget, space, and availability of materials. The main reference and circulating collections are held at the Serramonte Main Library, the largest library in the Daly City Public Library system. Branch libraries maintain collections of basic reference works and circulating collections of standard and currently popular materials appropriate to the needs and interests of the communities served.

Series:

The Library makes every effort to provide access to popular materials, but does not always include or retain every title in a given series. Instead, the Library may rely on other members of the Peninsula Library System or Interlibrary Loan services to provide access to titles not owned by Daly City.

Multiple Copies:

As with popular series, the Library cannot guarantee funds to purchase multiple copies of all popular titles. Multiple copies are selected based on anticipated need and demand, and are subject to the limitations of the collection budget.

Types of Materials Not Routinely Purchased:

- Out-of-Print
- Older Formats (Audio Cassettes, VHS Tapes, LPs, etc.)
- Delicate
- Materials that invite the reader to write in them
- Textbooks

Adding and Removing Formats:

Changes to dominant technology and community habits necessitate that the collection be refreshed with new formats on an ongoing basis. Selectors meet regularly to discuss issues related to the collection. As a body, selectors will submit a recommendation to the Director of Library and Recreation Services for approval when adding or removing a format from the collection.

5. Collection Maintenance

The Library keeps its collections vital and useful by retaining or replacing essential materials and removing on a systematic and continuous basis those works which are worn, outdated, of little historical significance or no longer in wide demand. The Library will discard worn, damaged and outdated materials and may sell other used materials to the public.

6. Collection Content and Access

The Library assures all users free access to its holdings. The Library does not censor access to materials or protect patrons from information. Materials will not be excluded because they may cause concern to some individuals. They will not be excluded solely because they contain political, religious or moral views that are controversial, such as language or frank representation. Care is taken to provide the fullest practicable provision of timely, accurate and reliable materials presenting a variety of points of view concerning problems and issues of our times.

All materials accessible through the Library are provided equally to all Library users. Restriction of a minor's access to any materials is the responsibility of the child's parent or legal guardian.

7. Gifts to the Collection

The Library gratefully accepts gifts of books or other materials for the collections, but reserves the right to evaluate, dispose of or sell items which do not meet the established collection scope, format or limitations criteria.

8. Challenged Materials

By endorsing the Library Bill of Rights, the Library Board of Trustees affirms, "Materials should not be excluded because of the origin, background, or views of those contributing to their creation," and "materials should not be proscribed or removed because of partisan or doctrinal disapproval."

Any attempt, be it legal or extra-legal, to regulate or suppress materials in the Library will be closely scrutinized to the end that protected expression is not abridged.

Materials that are questioned by community members will be judged in their entirety and not by passages taken out of context. Censorship of materials urged or practiced by others may be challenged by the Library authorities in the maintenance of their responsibility to provide public information and enlightenment to the larger community. In the event that an item in the collection is challenged the following steps will be taken:

- a. The Complainant must complete and submit a written "Request for Reconsideration of Library Materials" (Appendix A) form. Criticism must indicate the author, title, and publisher of the work, specific objections about the work (including page numbers if applicable), and the reason for objections.
- b. The review of questioned materials will be treated objectively and without bias.
- c. The materials subject to complaint will not be removed from use while final action is pending.
- d. The Director of Library and Recreation Services will consider the objections and direct appropriate library staff to provide a written recommendation for her review.
- e. The Director of Library and Recreation Services will provide a written response to the Complainant about the disposition of the questioned material.
- f. If the Complainant is not satisfied with the review by the Director of Library and Recreation Services, the Complainant will be referred to the Library Board of Trustees for its review.
- g. The Library Board will create a Review Subcommittee made up of 3 trustees. The subcommittee will decide if the questioned material is to be (a) retained or (b) not retained.

The decision of the Review Subcommittee will be final and will be reported to the Complainant, to the Library Board of Trustees and to the Director of Library and Recreation Services.

Endorsed by the Daly City Public Library Board of Trustees: 11/17/98; Revised: 10/19/10; 8/20/13

Appendix A

Request for Reconsideration of Library Materials

Date: _____

Branch: Serramonte Westlake John Daly Bayshore

Name: _____ Phone: _____

Address: _____

Are you acting as the official spokesperson for an organization?

No Yes Name of organization: _____

Material on which you are commenting:

Book Magazine/Newspaper Video Audio Other

Title: _____ Author: _____

Publisher: _____ Publication Date: _____

1. What brought this title to your attention? _____

2. Did you read/listen to/watch the entire item? Yes No, only these parts:

3. What do you believe the library should do about this material? _____

4. What resource(s) do you suggest to provide additional information on this topic?

5. Please comment on the material as a whole as well as being specific about those matters that concern you. (You may use the reverse side if you need more space.)

Thank you for your interest and for completing this form. You will receive a reply.

Appendix B

The Freedom to Read Statement

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. *It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.*

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. *Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.*

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. *It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.*

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

4. *There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.*

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

5. *It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.*

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. *It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.*

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

7. *It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.*

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.

<http://www.ala.org/advocacy/intfreedom/statementspols/freedomreadstatement>: Accessed 7/24/13

Appendix C

Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries that make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; inclusion of "age" reaffirmed January 23, 1996.

A history of the Library Bill of Rights is found in the latest edition of the [Intellectual Freedom Manual](#).

<http://www.ala.org/advocacy/intfreedom/librarybill>: Accessed 7/24/13