

*City of Irwindale*



# **Irwindale Public Library Collection Development Policy**



## **MISSION STATEMENT**

To provide access to ideas, knowledge, and intellectual resources in various formats that satisfy the educational and recreational needs of the community; to develop and provide services for the community with an awareness of the differing needs of different people and to be a lifelong learning center for all.

## **PURPOSE**

The Collection Development Policy (“Policy”) reflects the mission of the Irwindale Public Library (“Library”) and serves as a guide for staff in regard to collection development, management, and material selection. The Policy also serves to inform the public about the Library’s collection and the principles that govern the selection process.

The Irwindale Public Library promotes equitable access by following the guidelines set forth by the American Library Association’s “Library Bill of Rights,” “Freedom to Read,” and “Freedom to View,” as outlined in the Appendix section. Further, the California Freedom to Read Act, AB 1825, passing in 2024, requires the following statements to be included in public library collection development policies:

1. The collection meets the broad and diverse interests of the community and respects both the library’s autonomy and their specific community needs.
2. The public library serves as a center for voluntary inquiry and the dissemination of information and ideas.
3. 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.
4. The right of the public to receive access to a range of social, political, aesthetic, moral, and other ideas and experiences is acknowledged.

The Library will continuously work to provide a current and relevant collection of materials and resources that anticipate and meet the needs of its community.

## **RESPONSIBILITY FOR SELECTION AND COLLECTION MAINTENANCE**

Selection and collection maintenance of Library materials is delegated to qualified Library staff, under the authority and at the discretion of the City Librarian. All staff members and the City of Irwindale community are encouraged to recommend materials for consideration.

## **SELECTION CRITERIA**

All materials, whether purchased or donated, are considered in terms of the criteria listed below. An item need not meet all these standards in order to be added to the collection.

- Popular interest or demand
- Contemporary significance
- Currency of information

- Authority
- Comprehensiveness and accuracy
- Local emphasis
- Readability and style
- Objectivity
- Creative, literary, or technical quality
- Representation of diverse points of view
- Sustained interest
- Relevance and use of information
- Relationship to other materials and adequacy of coverage in subject area
- Significance of item within subject area
- Professional reviews from a variety of sources
- Relationship to materials in other area libraries
- Requests from the public
- Cost and availability
- Physical appearance and condition
- Space limitations

In congruence with our support of equitable access, all Library cardholders have the right to access all materials in the Library. Parents and legal guardians have the responsibility to monitor the use of library materials by their children.

### **SCOPE OF COLLECTION**

The Library maintains a varied and current collection covering a wide range of subjects, points of view and formats. The Library's collections are dynamic, with an emphasis on up-to-date and in-demand materials. The primary responsibility of the Library is to serve its community by providing a broad choice of materials that includes, but not limited to, books, magazines and newspapers, audiobooks, DVDs, eBooks, electronic databases, and downloadable audiobooks to meet informational, educational, and recreational needs.

Collections are developed in response to current use patterns, community needs, budgetary and space constraints, evolving technology, and the Library's mission. The collection embraces broad fields of knowledge with basic, representative works in most subject areas, emphasizing materials that are useful for the public. Textbooks and materials of a highly technical or specialized nature of limited community interest are generally not part of the collection.

Collections in languages other than English will be guided by needs of significant population groups living within the City of Irwindale. Access to other specialized and comprehensive collections that exist elsewhere in the state of California may be provided through interlibrary loan.

## **SUGGESTIONS FOR PURCHASE**

Recommending a title for our collections enables the Library users to request that the Library purchase a particular item, title, or subject. These suggestions are used to help the Library develop collections which serve the interests and needs of the community. Suggested items are not automatically added to the collection, and all suggestions for purchase are subject to the same criteria as other materials. Budget and space constraints may also apply.

## **COLLECTION MAINTENANCE**

The CREW Method, Continuous Review, Evaluation, and Weeding, is used to maintain a current, useful, and dynamic collection that makes the best use of floor and shelf space. At the same time, it also assesses the collection's strengths and weaknesses. The CREW Method recommends removal of an item if it fits one or more of the following conditions:

- Misleading or factually inaccurate
- Worn and torn or in disrepair
- Superseded by a newer edition
- Trivial or of no real discernable value
- Irrelevant to the needs and interests of the community
- Available elsewhere or in a different format

## **REPLACEMENT**

Replacement of damaged, missing, and withdrawn materials is not automatic. The decision to replace is determined by the selection criteria listed in this Policy.

## **GIFTS**

The Library reserves the right to accept or discard, at its discretion, any donated materials.

## **REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS**

The Library welcomes feedback from Irwindale Residents about Library resources. Residents have the right to express their concerns about Library materials.

Residents who have a concern about Library material may bring that concern to the City Librarian. If the concern cannot be fully resolved through that conversation, the customer can collect a Request for Review of Library Material form, in person, at the Library. Once the customer returns the completed form, a reevaluation of the material is completed by the City Librarian. Customers who provide their contact information on the form will receive a formal response as to the outcome of that reevaluation from the City Librarian. Items will remain in circulation during the reevaluation process. Only one request per patron will be considered at a time. Once a title has been considered, it will not be reviewed again for a period of two (2) years.

ATTACHMENTS

APPENDIX A	American Library Association's Bill of Rights
APPENDIX B	The Freedom to Read Statement
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APPENDIX D	Request for Review of Library Materials

## **APPENDIX A**

### American Library Association's 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 which 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.
- VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

## 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.

## **APPENDIX C**

### Freedom to View Statement

The FREEDOM TO VIEW, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore these principles are affirmed:

1. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

## APPENDIX D

### Request For Review of Library Materials Irwindale Public Library

#### Contact Information

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

Email address \_\_\_\_\_

#### Type of Resource

Books     Magazine/Newspaper     DVD     Audiobook

Electronic Database     Other

Title \_\_\_\_\_

Author/Producer \_\_\_\_\_ Publisher \_\_\_\_\_

Publication Date/Edition \_\_\_\_\_ Call number, if applicable \_\_\_\_\_

**Please briefly answer the following questions about the material you are requesting for review.**

What brought this title to your attention?

Did you read, view, or listen to the entire work or just a portion of the work?  All  Part

Have you seen or heard reviews of this material?

Please describe your concerns regarding this material.

What specific pages or sections are examples of your concerns?

What action are you requesting?

What resource(s) would you suggest to provide additional information on this topic?

Please use the back of this form if additional space is needed.

Thank you for taking the time to complete this form. Your Request for Review will be given careful consideration and a response will be provided.

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Signature and Date