



## SANTA BARBARA PUBLIC LIBRARY

# COLLECTION DEVELOPMENT POLICY

### Contents

I.	Purpose of the Collection Development Policy	2
II.	Selection Philosophy	2
III.	Selection Responsibility	2
IV.	Donations	3
V.	Scope of the Central Library	3
VI.	Scope of the Branch Libraries	3
VII.	General Criteria	3
a.	Content Criteria	3
b.	New Format Criteria	4
VIII.	Specific Selection Criteria	4
a.	Adult Collection	4
•	Fiction	4
•	Nonfiction	4
b.	Book Club in a Bag Kits	4
c.	Children's Collection	4
d.	DVDs and Blu-Rays	5
e.	Electronic Databases	5
f.	eLibrary Collection	5
g.	Government Documents	5
h.	Graphic Novels and Manga	5
i.	Large Type	5
j.	Library of Things	6
k.	Local Author	6
l.	Local History	6
m.	Periodical Collection	6
n.	Reference Collection	6
o.	Spanish Language Materials	7
p.	World Language Materials	7
q.	Young Adult Collection	7
IX.	Collection Maintenance	7
a.	Discarding Library Materials	7

b.	Replacements	7
X.	Reconsideration of Materials	8
XI.	Policy Review and Revision Statement	8

The Santa Barbara Public Library is dedicated to supporting education for all ages through classes and events, building a community of readers, empowering individuals with free access to information, and connecting people to community resources. The Library’s collection is a critical component in serving this mission. The Library provides access to information and collections in order to support the free expression of ideas, an informed public, and participation in government and civil society in support of the public good.

### **I. Purpose of the Collection Development Policy**

The collection development policy is intended to provide guidance, within budgetary and space limitations, for the selection and evaluation of materials which anticipate and meet the needs of the community the Santa Barbara Public Library serves. It directly relates the collection to the Library's mission statement, and defines the scope and standards of the various collections.

As the community changes, the Library will need to reassess and adapt its collections to reflect new and differing areas of interest and concern. The collection development policy will be periodically evaluated and revised as necessary to provide guidance for implementing changes in the collection.

### **II. Selection Philosophy**

The Library upholds the right of the individual to secure information, even though the content may be controversial, unorthodox, or unacceptable to others. Materials available in the Library present a diversity of viewpoints, enabling citizens to make informed choices. Full and confidential access to information is essential in order for patrons to exercise their constitutional rights.

The Library does not stand in loco parentis. Parents and guardians, not the Library, have the responsibility to guide and direct the reading, listening, viewing, and Internet browsing choices of their minor children.

The Library collection will be organized, marked and maintained in an effort to make it easy for patrons to find the materials they are looking for. Materials will not be restricted, sequestered, altered or labeled by the Library because of controversy about the author or the subject matter.

### **III. Selection Responsibility**

Though the overall responsibility for the collection rests with the Library's management staff, the responsibility for selecting and retaining materials is delegated to qualified and knowledgeable staff who employ the criteria outlined in this policy. The final responsibility for materials selection and retention resides with the Library Director.

### **IV. Donations**

The Santa Barbara Public Library accepts donations for the Library's collection that fall within needed subject categories, as determined by the Library Director and the staff. Donated additions must meet the same selection criteria as purchased materials and are subject to the Santa Barbara Public Library [Donation of Money and Materials](#) Policy.

## **V. Scope of the Central Library**

The Central Library serves the Santa Barbara Public Library service area as a whole, in addition to serving as a resource for the branch libraries. As an urban Library, the Central Library places major emphasis on access to information. A broad choice of circulating print and non-print materials is selected to accommodate the diversity of tastes, reading levels, languages, and interests of users of all ages. The Central Library provides a strong collection of materials relating to the City and County of Santa Barbara.

## **VI. Scope of the Branch Libraries**

The branch libraries serve specific neighborhoods within the Santa Barbara Public Library service area. Budget and space limit each branch's collection to materials of high interest to its patrons. The interests and needs of the actual and potential users of the branch are continually evaluated so that each Library has a collection reflecting the community that it serves. While each branch serves basic reference needs of its neighborhood with a small core of materials, it does not duplicate the in-depth sources or special collections of Central Library and other community resources.

## **VII. General Criteria**

- Suitability of format or physical form for Library use and as user demand dictates, based on universal criteria established in this policy
- Cost relative to the value the item contributes to the collection
- Space required relative to the value the item contributes to the collection
- The extent to which the item supplements, expands on, or supports the existing collection, rather than duplicates it
- Relevance to observed and anticipated community needs and desires
- Reputation and qualifications of the author, creator, or publisher of the work as established through evaluation in professional journals, or through expert or local sources
- Local significance of the subject, author, or creator of the work
- Exceptions to the above criteria may be made if an item is of significant community interest, demonstrated by being a bestselling item for a sustained period of time and being requested by multiple members of the local community, as long as the content does not incite hatred or violence against a group of people, at the discretion of the Library Director.

### **a. Content Criteria**

- Comprehensiveness of treatment, including breadth and depth
- Skill and purpose of author or creator
- Consideration of the work as a whole, rather than a specific passage or passages
- Evaluation of the currency and accuracy of the information contained, to the extent that is possible
- Representation of diverse points of view
- Representation of important movements, subjects, genres, or trends of local, regional, national, or global significance
- Long-term or historical significance or interest
- Relevance of the information to immediate local requirements

**b. New Format Criteria**

The Library must continually assess new formats and evaluate the capabilities and enhancements that they offer over existing formats. When deciding whether to replace or augment existing formats, the following factors are considered:

- Ease of use of the product
- User demand
- Equipment requirements
- Enhancement over the current format equivalent (if any) in terms of speed, flexibility, utility, accessibility or availability
- Anticipated improvements in information storage and retrieval
- Continued access to retrospective information when necessary or desirable
- Staff and space requirements

**VIII. Specific Selection Criteria**

**a. Adult Collection**

- **Fiction**

The Library's collection includes a wide variety of contemporary works of fiction representing all genres, international works of fiction, classics, and important novels of the past. The Library makes every effort to acquire fiction which is representative of the cultural and ethnic community that it serves and to satisfy the diversity of interests and recreational needs of its users.

- **Nonfiction**

The Library's nonfiction collection includes a variety of materials which provide a core of basic knowledge. The collection seeks to find a balance between the educational needs and recreational interests of the community, and the Library makes an effort to maintain a diverse collection of books that represents the variety of cultural backgrounds, identities, and interests of the community it serves.

**b. Book Club in a Bag Kits**

Book Club in a Bag kits are created to offer easy access to popular titles for local book clubs. Titles are selected primarily by popularity, prioritizing fiction and paperback titles. Additional titles may be added as part of collaborations with partner organizations.

**c. Children's Collection**

The primary goal of the children's collection is to meet children's learning and literacy needs by providing materials that support recreational, informational, and educational reading. The Library provides materials in a variety of formats and genres to engage children from infancy through the preteen years. Offering a broad, representative, and diverse collection is crucial to meeting the needs of young readers and their families. Materials are selected based on several criteria, including quality of literature, award winning titles, appeal for young readers and their families, representation of diverse cultures, and relevance to specific community interests.

- Early Literacy Kits serve this goal by combining children’s literature with an interactive activity to enrich learning for young children.
- Leveled Reader Kits serve this goal by grouping children’s books at the same reading level with an interactive activity to provide targeted reading practice to emerging readers and are designed to be used in conjunction with local schools’ curriculum.

**d. DVDs and Blu-Rays**

The Library collects DVDs and Blu-Rays to meet the educational and recreational needs of adults and children. Titles are collected under the same general guidelines as other collection materials.

**e. Electronic Databases**

Online computerized databases extend the collection by providing timely and versatile access to information in electronic formats. Many of the databases contain specialized information beyond the scope of the Library's print collections; others have information that does not exist in print format. Databases are selected on the basis of cost relative to value, and to provide information not available through free sources on the internet.

**f. eLibrary Collection**

The Santa Barbara Public Library provides access to downloadable print and audio materials that include fiction and nonfiction titles for all ages that follow the general guidelines and content criteria for print materials.

**g. Government Documents**

The Library is a selective depository for the State of California and collects federal, state, and local government publications related to the communities served in order to make information published by the government accessible to citizens. These materials are provided to the Library and are not actively selected by Library staff.

**h. Graphic Novels and Manga**

The Library develops a graphic novel collection of core and popular titles that serve the informational and recreational interests of children, teens, and adults. The Library strives to choose graphic novels that serve a wide age range of audiences and that cover a wide range of interests and ideas. Children’s graphic novels are shelved in the Children’s section, while graphic novels for adults and teens are interfiled in the general Graphic Novels section. It is the responsibility of parents or legal guardians to determine which materials are appropriate for their children.

**i. Large Type**

The large type book collection meets the needs of visually impaired patrons. The focus of the collection is popular fiction, along with high interest nonfiction such as biographies and health-related materials.

**j. Library of Things**

The Library of Things consists of durable, reusable goods for completing tasks, learning skills, or creative making. Items are selected for the collection based on community interest, cost relative to value, and the Library’s ability to maintain, store, and lend them. Items may fall in these broad categories: home improvement and assistive devices, audiovisual equipment, technology devices,

educational manipulatives, and toys that support developmental growth in young children, musical instruments, scientific instruments, or crafting tools. Use of individual items may require a liability waiver or be restricted to adult use.

**k. Local Author**

The Library offers writers local to, or writing about, Santa Barbara county an opportunity to share their work with the community by donating it to the Library under the following conditions:

- Authors must be Santa Barbara County residents, or the book must take place in Santa Barbara County, or otherwise demonstrate a strong local interest, and be appropriate for a popular collection
- Books for the Local Authors collection will be accepted as donations from the author or publisher; however, at the discretion of the collection development librarian, a book may be considered for purchase if published reviews in standard sources are available or there is strong evidence of appropriateness
- Donated materials may be removed from the collection if they do not circulate regularly in accordance with the Collection Maintenance Plan
- Materials that are donated become the property of the Santa Barbara County Public Library System and as such cannot be returned to the donor

Some Locals Author titles are interfiled with their respective collections, but most are shelved in the Local Author Collection.

**l. Local History**

The Library actively collects works relating to the local history of Santa Barbara County. Effort is made to preserve access to these titles over time by collecting non-circulating copies in addition to any copies added to the circulating collection.

**m. Periodical Collection**

The Library's newspaper and magazine collection consists of a diversity of publications in fields which are of interest to patrons, providing current and retrospective information aimed at meeting the research and recreational reading needs of the community. Journals which are highly technical or scholarly are generally not included in the collection.

**n. Reference Collection**

The Library maintains a small reference collection which is used to serve the informational needs of Library users. These items do not circulate and are interfiled in the nonfiction section. This collection compliments the Library's robust database collection.

In addition, the reference collection includes the Library's microfilm archives of local newspapers. The archive includes various publications covering the years 1855 - 2020 and is no longer being updated with new materials.

**o. Spanish Language Materials**

The Library curates and maintains a growing collection of Spanish language materials for all ages to serve the large population of native Spanish speakers in Santa Barbara. The collection strives to include a wide variety of fiction and nonfiction which follow the guidelines for the English language collection. This collection includes works in translation, but prioritizes works originating in Spanish.

**p. World Language Materials**

The Library maintains a collection of world language materials aimed at meeting the recreational and informational needs of patrons who read in languages other than English or Spanish. Resources include a variety of formats, in languages used by individuals in the community as reported through Census tracking and by patron requests. Selection of materials is limited by availability from the Library's contracted vendors.

**q. Young Adult Collection**

The young adult collection serves the needs of Library patrons in junior high and high school (approximately ages 12 - 18). Materials are selected based on several criteria, including quality of literature, award winning titles, appeal for teen readers, representation of diverse cultures, and relevance to specific community interests. Fiction is emphasized with a selection of topical nonfiction.

The type of materials selected differs significantly from the children's collection because of the social, emotional, and intellectual maturity required to read them. It is the responsibility of parents or legal guardians to determine which materials are appropriate for their children.

**IX. Collection Maintenance**

Library staff maintain a working procedural manual that serves as a guide to how much space and budget should be devoted to a particular collection in relation to its overall use, the breadth and depth of collection focus, local interests, and general guidelines to follow when deaccessioning Library materials of different formats and collections.

Maintenance of the Library's collection through constant reevaluation by the Library staff ensures its usefulness and relevance to the community. This evaluation depends on the staff's professional expertise in assessing the needs of the community and the content of the collection. Those materials determined to no longer be of value are withdrawn from the collection.

**a. Discarding Library Materials**

Library materials are discarded for one or more of the following reasons:

- Obsolescence: subject matter is no longer timely, accurate, or relevant
- Damage or poor condition
- Space limitations
- Insufficient use

**b. Replacements**

Replacement of materials withdrawn is not automatic. The decision to replace is influenced by:

- Availability of copies in the system
- Popular interest
- Adequacy of coverage in the subject area
- Significance in subject area
- Cost and availability

**X. Reconsideration of Materials**

Persons from the Santa Barbara Public Library communities wishing to recommend the removal of a particular item in the Library collection may submit a [Request for Reconsideration of Library Materials form](#), which will be reviewed by the Library Director and the staff in relation to the Library's mission statement and the selection criteria of this collection development policy. After evaluating journal reviews and other materials submitted by the patron and the staff, a response will be made by the Library Director within 30 days of receiving the formal request.

**XI. Policy Review and Revision Statement**

This collection development policy will periodically be evaluated and revised as times and circumstances require.