

Collection Development Policy for the Mission Viejo Library

1. Purpose of the Policy

To guide decisions regarding the collections at Mission Viejo Library. To ensure that Library collections remain current and reflect the interests of the community.

2. Selection & Weeding Philosophy

Our primary collection philosophy is to purchase and maintain collections that are used by the public. Use is determined by a variety of factors including circulation, in-house use, and requests from the public. The Library provides a well-balanced selection of information, entertainment, and special interest items in various formats.

Weeding is an essential part of our collection maintenance. Items that are damaged, under-used, outdated, or obsolete are removed from the collection.

3. Selection & Weeding Responsibility

Librarians in the Public Services division are responsible for maintaining the collection. The Public Services Manager divides responsibilities among the staff.

4. General Criteria

a. Content Criteria

Librarians use their expertise, training, and education to select materials for the collection. Factors that are considered include:

- Relevance
- Publication date
- Popularity/Demand
- Professional reviews from trade journals
- Price
- Availability
- Condition
- Redundancy
- Format
- Local interest
- Patron requests

b. Format Criteria

Librarians select materials in multiple formats to maximize accessibility to the public.

Formats include:

- Print
- Digital
- CDs
- DVDs/Blu Rays
- Video Games

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5. Specific Selection Criteria to be considered
 - a. Adult Non Fiction
 - Positive professional reviews from trade journals
 - Timely, accurate information
 - Publication date
 - Popularity/Demand
 - Newer edition of a continuing title
 - Number of copies
 - Community relevance
 - Local geographical/historical interest
 - b. Adult Fiction
 - Positive professional reviews from trade journals
 - Awards
 - Popularity/Demand
 - Genre
 - Number of copies
 - Community relevance
 - c. Children's Non Fiction
 - Positive professional reviews from trade journals
 - Timely, accurate information
 - Publication date
 - Popularity/Demand
 - Newer edition of a continuing title
 - Number of copies
 - Community relevance
 - Local geographical/historical interest
 - School assignments
 - d. Children's Fiction
 - Positive professional reviews from trade journals
 - Awards
 - Popularity/Demand
 - Genre
 - Number of copies
 - Community relevance
 - School assignments
 - e. Young Adult Non Fiction
 - Positive professional reviews from trade journals
 - Timely, accurate information
 - Publication date
 - Popularity/Demand
 - Newer edition of a continuing title

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- Number of copies
 - Community relevance
 - Local geographical/historical interest
 - School assignments
- f. Young Adult Fiction
- Positive professional reviews from trade journals
 - Awards
 - Popularity/Demand
 - Genre
 - Number of copies
 - Community relevance
 - School assignments
- g. Local History
- Orange County, primary focus on Saddleback Valley and Mission Viejo.
 - Includes books and specialty items such as maps, floor plans, yearbooks, and other miscellaneous items.
- h. "New"
- "New" books are newly published items added to the collection.
 - Includes Fiction and Non Fiction in all areas.
 - Items are removed from "New" status after approximately six months.
- i. Audiobooks
- Selected with the same criteria as Adult Fiction books. Where professional reviews are lacking, the remaining criteria will guide selection process. The Library also considers availability in digital format.
- j. Movies, television, music, video games
- Selected with the same criteria as Adult Fiction books. Where professional reviews are lacking, the remaining criteria will guide selection process. The Library also considers the availability in digital format, language, and format-including digital access.
- k. Databases
- Selected to supplement the existing Non Fiction resources in the Library and online.
 - Extra consideration given when there exists a special benefit for providing 24/7 availability to patrons.
 - Evaluation cycle is every year in May.
- l. Foreign Language
- Spanish: Selected with the same criteria as print books.

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- Farsi: Selected with the same criteria as print books.
 - m. Government Documents
 - Primarily City and County documents sent to the Library for retention.
 - Includes limited Federal and State documents as needed.
 - n. Large Print
 - Selected with the same criteria as print books to supplement the existing collection. More emphasis placed on patron request/demand.
 - Generally not replaced when damaged due to limited publisher availability and shelf space.
 - o. Periodicals
 - Selected with the same criteria as print books. In-house use is considered more significantly when evaluating periodicals.
 - Selected in both print and digital formats.
 - p. Reference
 - Selected with same criteria as Non Fiction books. Criteria to be deemed a Reference books include:
 1. Encyclopedia or set for which it is difficult or impossible to replace a single volume.
 2. Price
 3. Scarcity of information
 4. Nature of information is not intended to be read in its entirety, such as municipal codes, dictionaries, encyclopedias, and other similar materials.
 - Generally do not circulate.
 - q. Textbooks
 - Generally not to be added even when requested by a patron due to the specific nature of the information, frequency with which these titles change, and availability elsewhere.
6. Collection Maintenance
- a. Includes selecting, repairing, replacing, and weeding.
 - b. Librarians select and order core materials on a monthly basis. Patron requests, replacements, and other timely items can be ordered on a weekly basis when needed.
 - c. DVDs, Blu Rays, video games, CDs, reference, periodicals, and other materials that supplement the core collection are selected and ordered on an as-needed basis.
 - d. Librarians weed and discard materials in their selection area on a monthly basis.
 - e. Limited shelf space is a consideration for weeding of materials.
 - f. Damaged books that can be repaired and which are worth the resources to do so, are given to Technical Services for repair.

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- g. Damaged books that cannot be repaired or which are not worth the resources to do so, are removed from the collection by Technical Services.
 - h. Databases and e-services are evaluated for retention/elimination on a yearly basis in May.
 - i. Adding special collections, creating new Home Locations, and/or relocating collections is done with the approval of the division Managers.
7. Discarding
- a. Criteria for discarding materials include several factors:
 - Accuracy of information
 - Publication date
 - Damage/Condition
 - Popularity/Demand
 - Number of copies
 - Redundancy of information
 - Superseded editions
 - b. Librarians weed and discard items in their selection area on a monthly basis.
 - c. Discarded items that are damaged are recycled.
 - d. Discarded items that are not damaged are given to 1) the Friends of the Library bookstore 2) Discover Books.
8. Donations
- a. Most donations are accepted through the Friends of the Library. In cases where a patron wishes to donate an item to the collection:
 - Can be accepted if the item meets the selection criteria. Donations are accepted at the discretion of the Librarian who oversees the relevant area of the collection.
 - Donors are informed that the Library may choose not to add the item and will evaluate and remove donations from the collection as needed. Donations of significant value must be accompanied by an acknowledgment form.
9. Requests for purchase
- a. Patrons may request items be added to the collection via the print request form or online.
 - b. The Senior Librarians are responsible for responding to the request, evaluating the request, and/or ordering if necessary.
 - c. Requests are evaluated by the same criteria as other print books. They are added at the discretion of the Librarian.
10. Replacements
- a. Ordered when a discarded or lost item leaves the collection. Only applies to items that still meet the collection criteria.

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11. Self-published

- a. Selected with the same criteria as print books.
- b. Books lacking a positive professional review from a trade journal may be added if they represent significant local or community interest.
- c. Customer reviews are not considered in lieu of professional reviews.

12. Reconsideration of material

- a. Mission Viejo Library follows the [American Library Association's approach to challenged books](#).
- b. Before an item is removed on the basis of a challenge, it must be approved by the Public Services Manager and the Director of Library Services.
- c. Patrons who object to the content of an item and want that item removed or re-cataloged must complete a *Review for Reconsideration* form and return it to the Library.
- d. Items are not removed from the collection pending a final decision.
- e. The Library does not remove items from the collection based solely on the personal objections of a single reader. Criteria to be considered include:
 - Professional reviews from trade journals
 - Cultural and/or historical significance
 - Universality of the challenge
 - Balance of information in the Library
 - Popularity/Demand
 - Literary or artistic value
 - Appropriateness of the cataloging for the intended audience

13. Policy review schedule

- a. This policy will be reviewed and updated every other year in December.

MISSION VIEJO LIBRARY

PATRON REQUEST FOR REEVALUATION OF LIBRARY MATERIALS

To assure prompt, complete consideration of your request, please provide the following information. To include further information, please attach a letter addressed to the Library Director.

Title_____

Author_____

Publisher_____Year Published_____

Material format (book, magazine, DVD, etc.)_____

What brought this material to your attention?

Why do you object to this material? Please be specific.

Did you read, view, or listen to it in its entirety?_____Yes_____No

Have you read or heard any reviews or comments on it? (Please mention sources if possible)

Your Name_____

Your Telephone Number or Email_____

Do you represent yourself, a group or an organization? If a group or organization, please tell us which one_____

Date_____

Staff member to whom you spoke_____

