

Collection Development Policy for the Mission Viejo Library

1. Purpose of the Policy

To guide decisions regarding the collections and to ensure that they remain current and reflect the interests of the community.

2. Selection & Weeding Philosophy

To purchase and maintain collections that are used by the public. Use is measured 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 materials in various formats, as well as supporting the City's mission, organizational values, strategic goals, initiatives, publicly recognized events, and proclamations.

Library workers have a professional and ethical responsibility to be fair and just in defending the library user's right to read, view, or listen to content protected by the First Amendment, regardless of the creator's viewpoint or personal history. Library workers are duty bound not to permit their personal biases, opinions, or preferences to unduly influence collection-development decisions.

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 Items that are damaged, under-used, outdated, or obsolete are regularly removed from the collection.

3. Selection & Weeding Responsibility

Librarians with professional education and training are responsible for maintaining the collection, and they supervise paraprofessional staff assigned to assist with collection maintenance duties. The Library Public Services Manager divides responsibilities among the staff.

4. General Criteria

a. Content Criteria

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

- i. Relevance
- ii. Publication date
- iii. Popularity/Demand
- iv. Professional reviews from trade journals
- v. Price
- vi. Availability
- vii. Condition
- viii. Redundancy
- ix. Format
- x. Local interest

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- xi. Patron requests

- b. Format Criteria
Librarians select materials in multiple formats to maximize accessibility to the public.
Formats include:
 - i. Print
 - ii. Digital
 - iii. Books on CD
 - iv. DVDs/Blu Rays
 - v. Video Games

- 5. Specific Selection Criteria to be considered
 - a. Adult Nonfiction
 - i. Positive professional reviews from trade journals
 - ii. Timely, accurate information
 - iii. Publication date
 - iv. Popularity/Demand
 - v. Newer edition of a continuing title
 - vi. Number of copies
 - vii. Community relevance
 - viii. Contemporary cultural importance
 - ix. Local geographical/historical interest
 - x. Test preparation and/or instructional information
 - b. Adult Fiction
 - i. Positive professional reviews from trade journals
 - ii. Awards
 - iii. Popularity/Demand
 - iv. Genre
 - v. Number of copies
 - vi. Community relevance
 - c. Children's Nonfiction
 - i. Positive professional reviews from trade journals
 - ii. Publication category/Library of Congress cataloging aligns with collection area
 - iii. Timely, accurate information
 - iv. Publication date
 - v. Popularity/Demand
 - vi. Newer edition of a continuing title
 - vii. Number of copies
 - viii. Community relevance
 - ix. Contemporary cultural importance
 - x. Local geographical/historical interest
 - xi. School assignments
 - xii. Test preparation and/or instructional information
 - d. Children's Fiction

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- i. Positive professional reviews from trade journals
 - ii. Publication category/Library of Congress cataloging aligns with collection area
 - iii. Awards
 - iv. Popularity/Demand
 - v. Genre
 - vi. Number of copies
 - vii. Community relevance
 - viii. School assignments
- e. Young Adult Nonfiction
- i. Positive professional reviews from trade journals
 - ii. Timely, accurate information
 - iii. Publication date
 - iv. Popularity/Demand
 - v. Newer edition of a continuing title
 - vi. Number of copies
 - vii. Community relevance
 - viii. Contemporary cultural importance
 - ix. Local geographical/historical interest
 - x. School assignments
 - xi. Test preparation and/or instructional information
- f. Young Adult Fiction
- i. Positive professional reviews from trade journals
 - ii. Awards
 - iii. Popularity/Demand
 - iv. Genre
 - v. Number of copies
 - vi. Community relevance
 - vii. School assignments
- g. Local History
- i. Orange County, with primary focus on Saddleback Valley and Mission Viejo.
 - ii. Includes books and specialty items such as maps, floor plans, yearbooks, and other miscellaneous items.
 - iii. Includes audiovisual materials such as CDs and DVDs.
- h. "New"
- i. "New" books are newly published items added to the collection.
 - ii. Includes Fiction and Nonfiction in all areas.
 - iii. Items are removed from "New" status after approximately six months.
- i. Audiobooks
- i. 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
- i. 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
 - i. Selected to supplement the existing Nonfiction resources in the Library and online.
 - ii. Extra consideration given when there exists a special benefit for providing 24/7 availability to patrons.
 - iii. Evaluation cycle is every year in May.
- l. Foreign Language
 - i. Spanish: Selected with the same criteria as print books.
 - ii. Farsi: Selected with the same criteria as print books.
- m. Government Documents
 - i. Primarily City and County documents sent to the Library for retention.
 - ii. Includes limited Federal and State documents as needed.
- n. Large Print
 - i. Selected with the same criteria as print books to supplement the existing collection. More emphasis placed on patron request/demand.
 - ii. Generally not replaced when damaged due to limited publisher availability and shelf space.
- o. Periodicals
 - i. Selected with the same criteria as print books. In-house use is considered more significantly when evaluating periodicals.
 - ii. Selected in both print and digital formats.
- p. Reference
 - i. Selected with same criteria as Nonfiction books. Considerations for applying the "Reference" designation 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, atlases, and other similar materials.
 - ii. Generally not available for checkout.
- q. Textbooks
 - i. 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.
- r. Local Author Collection
 - i. "Local authors" are generally considered to be present or past residents of South Orange County.
 - ii. Local authors shall provide a physical copy of their book for evaluation.

- iii. Titles will be added at the discretion of the librarian overseeing the relevant collection area.

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, Books on CD, 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.
- 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. Weeding & Discarding

- a. Criteria for discarding materials include several factors:
 - i. Accuracy of information
 - ii. Publication date
 - iii. Damage/Condition
 - iv. Popularity/Demand/Lack of use
 - v. Number of copies
 - vi. Redundancy of information
 - vii. 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 the Friends of the Library bookstore.

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:
 - i. It 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.

- ii. 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 recommended at the discretion of the Librarian.
 - d. The Director of Library Services or their designee shall review the list of recommended materials prior to purchasing.

10. Replacements
 - a. Ordered when a discarded or lost item leaves the collection. Only applies to items that still meet the collection criteria.

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. Patrons who object to the content of an item and want that item removed or re-cataloged must complete a *Request for Reconsideration* form and return it to the Library.
 - b. Only library card holders who live within the legal service area of the Library (i.e. within the City of Mission Viejo) are eligible to submit a request.
 - c. Items are not removed from the collection while under review.
 - d. The Library does not remove items from the collection based solely on the personal objections of a single reader.
 - e. A questioned item will be considered in its entirety, not judged solely on portions taken out of context.
 - f. The Library supports and affirms the right and responsibility of all parents to guide their own children's use of the library and its resources and services.

13. Process for reconsideration of material
 - a. Upon receipt of a *Request for Reconsideration* form, Library staff will conduct a review of the item and prepare a report which considers as many of the following criteria as apply to the work in question:
 - i. Professional reviews from trade journals
 - ii. Cultural and/or historical significance

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- iii. Universality of the challenge
 - iv. Balance of information in the Library
 - v. Popularity/Demand
 - vi. Literary or artistic value
 - vii. Appropriateness of the cataloging for the intended audience
 - viii. Support for City mission, values, goals, initiatives, publicly recognized events, and proclamations
- a. The Library Director and Managers will review the item and criteria and determine a resolution, which may be leaving the item in its current location in the collection, re-cataloging and placing it in a different collection area, or removal from the collection. Before an item is removed or re-cataloged on the basis of a challenge, the change must be approved by the Library Managers and the Director of Library Services.
 - b. The patron who submitted the *Request for Reconsideration* will receive a formal written response to the challenge. Response time will vary depending on the length of the work(s) and the number of items submitted for reconsideration, typically within 10-30 days.
 - c. Once the reconsideration process has been completed, the judgment will stand and the same material will not be eligible to be reviewed again for a period of three years.

14. Reconsideration of material appeals process

- a. If the patron is not satisfied with the decision, a written appeal may be submitted within 10 business days to the Board of Library Trustees.
- b. If the Board plans to address the appeal at a Board meeting, the patron will be notified of when and where the meeting will be held.
- c. The Board of Library Trustees reserves the right to limit the length of public comments.
- d. The decision of the Board is final.

15. Policy review schedule

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

MISSION VIEJO LIBRARY

PATRON REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS

To assure prompt, complete consideration of your request, please provide the following information. To include further information, attach a letter addressed to the Library Director. Requests will be acknowledged within 5 business days.

Only library card holders who live within the legal service area of the Library are eligible to submit a request.

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)

Name _____

Library Card Number _____

City of Residence _____

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 _____

