

Structure and Content for a Revised Collection Policy Statement for SJPL

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1. Mission Statement

“San José Public Library enriches lives by fostering lifelong learning and by ensuring that every member of the community has access to a vast array of ideas and information.”

2. Purpose of Collection Development Policy

This Collection Development Policy sets a direction for the selection and acquisition of library materials, enabling staff to evaluate existing collections. It defines and prioritizes which materials should be collected and maintained in support of the mission, vision, and values guiding the San José Public Library System.

3. Description of the Community

San José is California's third, and the nation's 10th, largest city. The “Capital of Silicon Valley,” San José's dynamic economy is sustained in part by many high-tech and manufacturing companies. San José is proud of the cultural and ethnic diversity of its population, and the rich

cultural identity of its many neighborhoods. Our residents speak more than 52 different languages. The City sponsors cultural festivals and numerous ethnic chambers of commerce are active in our community. The City is served by three public and several special libraries, including the Santa Clara County Law Library and Planetree Medical Library. The San José Public Library System consists of the Dr. Martin Luther King, Jr. Main Library, 20 branch libraries, and two mobile units.

4. Philosophy of Selection

The San José Public Library System provides materials and information in a timely manner to meet customers' interests and needs, anticipating and responding to changing situations. The Library strives to provide a balance of viewpoints for subjects in the collection.

The Library follows and adheres to the "Library Bill of Rights" as adopted by the American Library Association and by the San José City Council in 1971.

5. Goal of the Collection

The scope of the collections in the branch and main library aim to meet the Library's core services objectives:

- Provide opportunities for lifelong learning and work with parents, educators, students and community partners to help youth achieve success in school.
- Link customers to the information they need
- Provide materials, programs and facilities that meet the community's information needs.

6. Scope of the Collection

To meet the information needs of the residents of San José, the Library selects materials on most subjects in various formats and varying subject depth to respond to our customers' wide range of ages, languages, educational backgrounds, interests, and reading skills. Curriculum support materials for all age levels are included.

7. Scope of the Main Library

The Dr. Martin Luther King, Jr. Library, the main library, is a joint use library that serves the public as well as San José State University students and faculty. The Main Library serves as a popular materials center, a formal education support center, an independent learning center, and a reference library (San Jose Way Fact Sheet, 2004). King Library holds collections of greater depth and breadth than space would permit at the branch level.

8. Scope of the Branch Libraries

SJPL is a multipurpose library system. Libraries ~ the San Jose Way is a redesign of the system for the customers of today. The guiding principles are customers first, teach customers, reinvent environments, enable staff. Libraries ~ the San Jose Way emphasizes increased access to electronic resources, the "marketplace;" a popular, high turnover collection with a bookstore look and feel including food and drink, enhanced programs, customer service, and self-service. The Library buys multiple copies of high-demand items such as bestsellers to provide customer access in a timely manner.

9. Scope of the Online Collection

The System also supports an "eBranch," an interactive website that allows 24-hour remote access to the Library catalog, patron records, commercial electronic databases and links to informational Web sites recommended by librarians.

10. Priorities for Selection

The selection of any material for the Library's collection does not constitute endorsement of its contents. Decisions are made on the merits of the work in relation to the building of the collection, the provision of multiple viewpoints, and to serve the interests of customers.

Most library materials are selected centrally to coordinate and streamline the ordering process. Material selectors must consider the needs of the system as a whole, as well as individual library branches when making selection decisions. Branch community profiles, as well as ongoing communication are important tools in the central selection process.

11. Selection Criteria

Selectors consider the following criteria in choosing materials for purchase:

1. Relevance to interest and needs of community, and current demand.
2. Extent of publicity and critical review.
3. Significance of subject matter, permanence or timeliness of subject.
4. Local interest (author or subject).
5. Relationship and importance to the entire collection.
6. Availability of material electronically, on the web, or online in a subscription database.
7. Availability of material elsewhere in the region.
8. Authoritativeness: reputation or qualifications of author, artist, publisher or producer.
9. Quality of presentation style appropriate to content and audience, including facility of use, level of difficulty and comprehensiveness.
10. Inclusion of title in standard or special bibliographies or indexes.
11. Suitability of format to library purposes, and quality of technical production (binding, margins, typography and quality of paper).
12. Date of publication.
13. Price.

(Denver Public Library Collection Development Policy, 2006, Selection Criteria section)

The following is the SJPL selection criteria: Criteria for evaluation of materials include timeliness, popular demand, literary or artistic merit, permanent value, subject need, authoritativeness, format, and cost.

12. Responsibility for Selection

Selection responsibility rests ultimately with the City Librarian. The Division Manager for Collection Development oversees the selection process and fund allocation, and monitors the budget. Actual selection is assigned to library staff throughout the System and coordinated by Collection Development Unit (CDU) librarians. CDU librarians select based upon annual surveying of each unit. They visit branches and units to obtain first hand knowledge of collection needs. Staff is encouraged to communicate branch needs through e-mail or WebPac suggestions.

13. Customer Recommendations

All customers of the Library are encouraged to request items the Library does not own. Each request is reviewed for inclusion in the collection or for borrowing through Interlibrary Loan. Staff determines the best method for delivery of materials and uses a variety of evaluations including date of publication, subject matter, items owned in the subject, existing materials owned on the subject and customer demand. They then acquire the material in the most appropriate fashion. (Denver Library Collection Development Policy, Customer Recommendations section)

Customers are offered the option of Interlibrary loan as a source for material not owned by SJPL. Interlibrary loan requests are reviewed to determine whether these items are needed for the System.

The library strongly encourages input from the community concerning the collection. A suggestion for purchase procedure enables Pasadena citizens to request that a particular item or subject be purchased by the library. All suggestions for purchase are subject to the same selection criteria as other materials and are not automatically added to the collection. It is the library's intent that suggestions for purchase be used to help the library in developing collections that serve the interests and needs of the community. You can make a suggestion online. (Pasadena City Library Collection Development Policy, Suggestions for Purchase section)

14. Gifts

The Library accepts gifts of materials with the understanding that the same selection guidelines are applied to gifts as to materials purchased by the Library. The Library reserves the right to make final disposition of all gifts received. Gift materials not added to the collection are offered to the Friends of the Library.

15. Vendors/Selection Tools

Materials are selected from book reviews in professional and popular journals and magazines, subject bibliographies, publishers' catalogs, customer requests, and publication announcements. Standard tools used by staff include, but are not limited to, *Publisher's Weekly*, *Booklist*, *Library Journal*, *VOYA*, and *School Library Journal*.

16. Description of the Collections

Special collections and services at the Library include extensive language collections, especially Spanish, Chinese and Vietnamese; a California collection; and Disability Outreach Services. SJPL's Biblioteca Latinoamericana has one of the largest Spanish language collections in Northern California.

Adult Collection

Fiction

Mystery

Sci Fi / Fantasy

Graphic Novels

Paperback Fiction

Paperback Mystery

Paperback Sci Fi / Fantasy

Paperback Romance

Reference: noncirculating

Nonfiction

Biographies

Computer Books: includes popular, mainstream collections at branches; advanced subject & certification exam books at Main.

Careers, College, Test Books & Media

Home and Garden: includes home building, design & repair, remodeling; landscaping; gardening.

Video (entertainment & nonfiction): **no longer actively collecting in this format.**

DVD's (entertainment & nonfiction)

Audio Books on Tape: **no longer actively collecting in this format.**

Audio Books on CD: **no longer actively collecting in this format.**

CDs: **no longer actively collecting in this format.**

Kits

ESL / Citizenship: non-language specific materials for non-English speakers of all ages to learn English. Includes citizenship, TOEFL, picture dictionaries, adult new readers.

Learn-a-Language: materials for English speakers of all ages to learn other languages.

Large Print

Periodicals

Family Literacy

Special Collections (all noncirculating)

Government Documents

Ready Reference

Reference Songbooks

Microfilm

Children's Research Collection: includes children's books from the 1800s and early 1900s, fiction and nonfiction.

California Collection

MLK Collection: includes material by Dr. Martin Luther King, Jr.

Partners in Reading Collection

Language Books & Media Collection: Chinese, Spanish, Vietnamese & other languages. Includes language-specific materials for non-English speakers to learn English.

Entertainment & Non-Fiction Videos, DVDs, and VCDs

Martial Arts

Juvenile Languages: includes all languages.

Juvenile Bilingual

Juvenile Languages Hardpage, Easy Readers, Picture Books

Biblioteca Latinoamericana – Spanish Language Collection

Biography

Computers

Folk & Fairy Tales

Bilingual

Parenting

Reference

Juvenile Series

Picture Books

Career

Juvenile Biography

Young Adult Collection

Fiction

Mystery

Graphic Novels

Paperback Fiction

Paperback Mystery

Paperback Romance
Large Print
Paperback Series
Reference
Nonfiction
Biographies
Videos (entertainment): **no longer collecting in this format.**
DVDs (entertainment)
CDs: **no longer collecting in this format.**
Kits
Audio Books on Tape: **no longer collecting in this format.**
Audio Books on CD: **no longer collecting in this format.**
Magazines

Juvenile Collection

Fiction
Mystery
Sci Fi / Fantasy
Historical Fiction
Easy Chapter Books
Paperback Fiction
Paperback Mystery
Paperback Sci Fi / Fantasy
Paperback Historical Fiction
Paperback Easy Chapter
Paperback Series
Large Print
Easy Readers (Fiction)
Picture Books
Concept Picture Books: focuses on early concepts. Includes counting, ABCs shapes, colors, sizes, opposites. Excludes simple stories, Mr. Rogers, concepts for older kids.
Holiday Picture Books: includes Christmas, Halloween, Thanksgiving, Easter, Valentine's Day, Jewish Holidays.
Hard Page Picture Books
Reference
Nonfiction
Biographies
Science Experiments
Countries & States: includes series that cover all aspects of a state or country. Excludes titles that focus on specific time or event in the history of a place.
Folk & Fairy Tales: excludes Disney books.
Educational Resource Center: includes Hooked on Phonics, test & workbooks, homeschooling aids, learning theories, teaching strategies. Excludes non-school related parenting.
Parenting: includes popular, general titles, 1-on-1 activities for parent/child & practical child development information. Excludes school & homeschool guides, pregnancy, special needs children & baby names.
Videos (entertainment): **no longer collecting in this format.**
DVDs (entertainment)
Audio Books on Tape: **no longer collecting in this format.**

Audio Books on CD: **no longer collecting in this format.**

CDs: **no longer collecting in this format.**

Kits

CDROMs: **no longer collecting in this format.**

Magazines

17. Analysis of the Collections Using Levels of Density

It is useful to describe the depth and breadth of the SJPL collection in terms of levels of density or intensity as established by ALA (*Guidelines for the Formulation of Collection Development Policies*, n.d.). I started with the descriptions of the ALA levels used by the Okefenokee Regional Library, Georgia, and modified them to match SJPL's levels of collecting. I based my understanding of SJPL's levels of collecting on the SJPL Weeding Guidelines (October 31, 2000, Appendix H) making the assumption that the areas of the collection that are more vigorously weeded are collected at more comprehensive levels.

Comprehensive Level - An exhaustive collection of materials that would consist of **as many publications as could be obtained on a particular subject**. For SJPL, the portion of the collection that is developed at this level is the **California Collection** of local history materials directly related to Silicon Valley. A second area of the collection developed at this level is **best selling works of Adult Fiction and Nonfiction** that are in high demand.

Research Level - This would be a less exhaustive collection of materials than the comprehensive level, but would contain **selected materials on specialized areas of interest**. SJPL selects materials based on their quality and intrinsic value. **Adult, YA and Juvenile award winning works of Fiction and Nonfiction** are collected at this level. For SJPL portions of the **Nonfiction** collection are developed at this level: **Computer Books, ESL / Citizenship; Home and Garden**.

Study Level - The materials that are collected at the Study Level are those that complement and **support the curricula of the area educational institutions**, such as supplementary materials that can assist in elementary, middle, and high school research: **Careers, College, Test Books & Media; YA nonfiction, Ready Reference**.

Basic Level - The materials that will be collected at the Basic Level are those that have **general applicability to the majority of the patron population**. Included in the collection at this level are: **General Reference materials**, both monographic and serial; **Periodicals; Adult, YA and Juvenile non-best selling Fiction**, and **Large Print materials**.

Minimal Level - The materials collected at this level are that support introductory research in individual fields of study and have a narrow audience. SJPL holds at least one generally accepted, nonfiction, work in each major subject area that serves as a spring-board into more specialized research. Included in the collection at this level are specialized **artistic, scientific, medical works (but not on the below list)**.

(Okefenokee Regional Library, 1987, pp. 13-17.)

18. Collection Formats

Materials are purchased in formats that are appropriate for public library use.

Books

Books are purchased in both hardback and paperback formats. Paperback copies allow duplication of information in the high demand, heavily-used subject areas. Mass market paperbacks will be ordered in quantity for the System.

Media

The Library collects media materials in popular formats to respond to customer demand. As of June 2005, collection priorities for media are to focus solely on DVD formats. VHS formats will be purchased only if information is unavailable in DVD. Non-English language materials will follow the same direction. This directive includes audio books on cassettes and CDs and juvenile book/cassette kits.

The Library is exploring and purchasing new material formats as they are introduced into common use. In 2005, digital audio format was added and new technologies are being explored, for example, d-skins (digital skins).

Electronic Resources

Electronic resources enable the Library to provide access beyond the traditional print and media collections. In general, electronic resources are selected using the same principles that are applied to books; however, several additional considerations may prevail, such as cost, amount of training needed, and technical requirements.

Factors affecting cost include purchases made through a consortium, the manner in which larger vendors' package or distribute databases, discounts which may be related to the purchase of print materials, and licensing. Staff does not purchase an electronic database when the information in it can be found more readily and more economically in a print source or on the Internet.

The necessity for training both staff and public is a major consideration in the selection of electronic resources. Related issues include ease-of-use; type of searching, whether free-text, keyword, or subject; output formats; backfiles for subscription databases; schedule for updates; and whether similar information is available on the Web.

Also important are technical constraints or priorities established for delivery, such as remote access. These include ease of connection, technical support, hardware/software requirements, ability to search multiple databases, compatibility with the network, and additional hardware for print or media.

Language Material

The Library purchases materials in a variety of languages and formats in response to changing demographics of the culturally diverse communities represented in San José. Language collections vary in breadth and depth among the system libraries, depending on differing customer needs represented in each library service area.

19. Collection Maintenance

Whenever appropriate, staff review collections comparing San José Public Library system holdings against professional tools, such as the *Fiction Catalog*, *Public Library Catalog* and *Best Books for Public Libraries*, as well as bibliographies accepted as standard for the subject or genre.

20. Evaluation of the Collection

System collections are continually evaluated, and collection emphasis and direction reviewed, to ensure that all collections remain balanced and responsive to customer needs.

The materials collection needs continuous evaluation to ensure that the Library meets its mission. Statistical data gathered from circulation reports, collection turnover rates, customer surveys, and collection assessment profiles allow staff to determine how the collection is being used. The Library's Web page is also monitored to ensure that links are current and appropriate.

21. Responsibility for Collection Maintenance

The Collection Development Advisory Team (CDAT) has responsibility for collection maintenance. CDAT sets collection development priorities based on budget allocations for each fiscal year. The over-riding factor in creating priorities is to be as proactive and customer-driven as possible. Staff input also plays an important role in the creation of collection priorities (CDAT Memorandum, 2005, Appendix D).

22. Replacements

Librarians have the opportunity during the evaluation process to identify subject area needs, missing titles for replacement, and older editions of titles that should be updated. Materials might also be reassigned to a more appropriate branch or outlet.

23. Discarding Library Materials

Weeding is as important a part of collection management as is the selection of materials. The value of an item to a collection changes over time. Changes can occur in facts, conditions, or viewpoints reflected in the material; a book's physical condition may deteriorate; the material may no longer be of interest to the community; crowded conditions may make weeding an item of limited use essential. Weeding is vital to keep collections current, attractive and responsive to the community's needs. It ensures the most productive use of space.

24. Criteria for Withdrawal

SJPL maintains a vigorous weeding policy based on Weeding Guidelines (see Appendix H). The intent of the guidelines is to establish parameters to be used by collection managers to implement a systematic plan that is consistent with SJPL collection development goals. These are guidelines; an individual librarian's judgment is an important factor in the decision making. More detailed descriptions of Criteria for Weeding and Weeding by Subject are available in the Weeding Guidelines, Appendix H.

Purpose for Reviewing and Weeding

- ◆ To review the collection for content and balance
- ◆ To be aware of and respond to the changes in the way the community uses the collection
- ◆ To see what is being used or not used
- ◆ To become familiar with authors and their works
- ◆ To improve accessibility for customers
- ◆ To make room for new materials
- ◆ To increase circulation
- ◆ To make the collection more appealing

Checklist of Weeding Factors

For all materials, consider:

- ◆ Currency

- ◆ Author
- ◆ Location in the branch, how displayed or merchandized
- ◆ Physical condition
- ◆ Availability of other copies in system
- ◆ Other books on the same subject in the collection
- ◆ Shelf-time (i.e., time spent on the shelf without circulating)
- ◆ Relevance of the subject to the community

For juvenile and young adult materials, also consider:

- ◆ Format
- ◆ Reading level
- ◆ Current interest in the subject matter
- ◆ Jacket art (contemporary vs. outmoded)

Criteria for Weeding:

- ◆ Use
- ◆ Condition
- ◆ Content

The following are general guidelines on how to weed at the MLK Main Library. For a more detailed description, see Weeding Guidelines MLK Main Library, Appendix E.

1. Always weed for condition. A book falling apart or with critical pages missing is useful to no one. Keep a list of titles that are "well loved" while weeding and reorder a new copy of the same title (if possible) or a different title on the same subject.
2. Weed for currency if that is important in the subject area. For example, some areas where currency is important include the legal and medical areas, test books, atlases that are not published as historic, yearly travel books etc. (primarily the 300s and 600s).
3. Do not weed based solely upon arbitrary cutoff dates. For example do not weed a book from the collection just because it hasn't circulated within a year.
4. Do not weed based solely upon space considerations. Space will not be an issue in the new Joint Library. Tops and bottoms of shelving units will most likely need to be used until we move this new facility.
5. Before weeding, consider if a title is the Last Copy in the System. Although in some areas, such as those where currency is important this does not apply, in other areas such as history, this may be a factor in not weeding a title.
6. Weed outdated editions of titles whenever we have circulating copies of the new edition.

25. Disposing of Withdrawn Library Materials

When materials have been identified for withdrawal, Library staff follow the procedure for disposal of surplus library materials as written in San José Municipal Code 4.16.270:

- Withdrawn materials that are in good condition will be offered to the Friends of the Library for book sales.
- No materials can be held for or given to individuals.

26. Request for Reconsideration

The Library selects material with great care, using established criteria and giving full consideration to the varying age groups and differing educational and cultural backgrounds of customers. Requests for removal of items from the collection may be made using a formal procedure. Staff reviews the request in relation to the Library's mission statement and the selection criteria. A written response to a request for removal is within 30 days of receipt of the request.

(Denver Public Library Collection Development Policy, 2006, Request for Reconsideration section.)

Library customers requesting reconsideration and removal of items in the collection submit their concerns in writing or by completing a Request For Reconsideration form, which is available at any Library location. The City Librarian will review the request and reply within 30 days of the receipt of the request. The item in question will not be pulled from the shelf during the reconsideration process.

(Denver Public Library Collection Development Policy, 2006, Appendix 4: Procedure for Request for Reconsideration)

27. Binding

The decision to bind materials is made with consideration to the same factors involved in replacement. In addition, the following should influence the decision to bind:

- Adverse impact on circulation because of appearance
- Feasibility of binding

(Pasadena City Library Collection Development Policy, n.d., Discarding Library Material section)

28. Revision of Policy

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

(Pasadena City Library Collection Development Policy, n.d., Revision of Policy section)

29. Appendices

- A. San Jose Public Library Internet Policy (suggested version)
- B. Request for Reconsideration of Library Material (suggested version)
- C. San Jose Public Library Collection Organization Chart, 1/26/06 (internal doc)
- D. CDAT Memorandum, Priorities for Collection Development for FY 05-06, June 2, 2005 (internal doc)
- E. Weeding Guidelines MLK Main Library, 082702 (internal doc)
- F. Last Copy Policy, October 10, 2000 (internal doc)
- G. Materials Transfer Policy, October 10, 2000 (internal doc)
- H. San Jose Public Library System Weeding Guidelines, October 2000 (internal doc)
- I. Education and Children's Collection at King Library, n.d. (internal doc)

A. SJPL Public Library Internet Policy (suggested version)

Denver Public Library makes Internet resources accessible to all customers. The staff of the Denver Public Library helps customers navigate, identify and access resources on the Internet through its website, www.denverlibrary.org. The Web Information Services staff reviews and recommends good sources of information on the Internet through its design and development of this website.

The Internet contains a wide variety of material and opinions from various points of view. Not all sources provide information that is accurate, complete or current, and some information may be considered offensive or inappropriate for certain age groups. While the Denver Public Library is sensitive to the concerns of customers about Internet content, no one, including the Library, can control the information available on the Internet. Each individual is responsible for his or her own use of the Internet. See attached "Computer Use and the Internet at the Denver Public Library." (Denver Public Library Collection Development Policy, Appendix 2: Internet Policy)

B. Patron Request for Reconsideration of Library Materials (suggested version)

Author _____ Hardback _____ Paperback _____
TITLE _____ Call # _____
Publisher (if known) _____
Request Initiated by: _____ Library Card # _____
Telephone _____ Address _____
City _____ State _____ Zip _____

Complaint represents:

Himself _____
Organization/Name _____
Other Group/Identify _____

1. To what in the book or other material do you object? (Be specific; cite pages)

2. Have you read the book or listened/viewed the item in its entirety? Yes ___ No ___
What parts? _____

3. What do you feel might be the result of reading/viewing/listening to this material?

4. For what age group do you recommend this material?

5. What points of value did you find in this material?

6. Are you aware of the judgment of this item by literary critics?

7. Have you read any literary reviews of this material?

(State in what publication and by whom written)

8. What do you believe is the theme of this material?

9. What would you like your library to do about this material?

10. In its place, what book of equal literary quality would you recommend that would convey as valuable a picture and perspective of our civilization?

11. Are you objecting to this book for:

Religious reasons?

Political reasons?

12. Do you know of anyone else who objects to this material?

Who? _____

Signature of

Complainant _____ Date: _____

(Sara Hightower Regional Library, 1995, pp. 7-8)

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