



# Staff Report

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**TO:** Loomis Library & Community Learning Center Board of Trustees  
**FROM:** Sarah Comstock, Library Director  
**DATE:** February 14, 2024  
**RE:** Collection Development Policy Updates

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## **Recommendation**

Adopt the updates to the Collection Development Policy as proposed.

## **Issue Statement and Discussion**

In 2018, the Loomis Library & Community Learning Center adopted a Collection Development Policy. This policy helps govern the selection of materials included in the library collection. In November of 2023, the Library Board of Trustees directed staff to update the policy to include a section regarding the selection of materials displayed by the library. The updated policy reflects the changes as requested.

## **Attachments**

- A. Collection Development Policy

# Collection Development

Approved by Library Board: July, 2018

Latest Update: July, 2018

## **Purpose**

Selection of library materials is based on the merit of a work in relation to the needs and interests of the community. Literary critical judgment is used to select those items best suited to fill these needs. Cost, space, usefulness, demand, and current holdings must also be considered. The library will set policies with regard to selection of materials to guide staff and ensure that these considerations are met as more fully outlined in the policy objectives.

## **Collection Policy Objectives**

A comprehensive and current collection development policy provides a framework for equitable growth and efficient management of library materials. This framework includes these objectives:

- To provide guidance for materials selectors
- To provide the public with information regarding selection principles
- To assure continued growth of the collection
- To provide a means for the library to evaluate its selection process
- To respond to public concerns regarding the content of the library's collection

## **Criteria for Selection**

Each proposed selection is evaluated on its own merit and in relation to the collection as a whole, using some or all of the following criteria:

- Cost
- Popular interest or demand by the public
- Current and future relevance to community needs
- Suitability of subject, style, and format for the intended audience
- Literary quality, artistic value, or importance to its genre
- Availability of the material elsewhere
- Importance of the author or artist
- Sustained interest
- Appropriateness for age
- Availability of the subject in the library
- Currentness of information
- Social significance
- Uniqueness or special features

Some material chosen may be offensive, shocking, or boring to some readers but may be meaningful and significant to others. Material will not be excluded because they may cause concern to some individuals. They will not be excluded solely because they contain views, language, or depictions that may be controversial. Selection of material will not be restricted by the possibility that the material may come into possession of minors. The library subscribes to the principles contained in the Freedom to Read Statement, Freedom to View Statement, and the Library Bill of Rights adopted by the American Library Association. [See appendices for the full text of each document]

## **Selection Tools**

Persons responsible for the selection of Library materials will use a variety of tools to choose items that are needed and appropriate for addition to the collection. These tools include but are not limited to:

- Professional journals
- Patron requests
- Newspapers
- Established lists
- Staff recommendations
- Online reviewing sources

## **Responsibility for selection**

Library staff select library materials for purchase and addition. The **Community Engagement Librarian** **Library Director** has final approval for all staff-selected materials.

## **Suggestions**

The Loomis Library welcomes input from the public regarding the contents of the collection. Patrons wishing to suggest titles for acquisition may fill out a Suggestion for Purchase form. All suggestions will be considered for acquisition in accord with library policy.

## **Gifts**

Donations of material or funds to enrich the library collection are welcome. Gifts of material will be accepted into the library's collection at the discretion of the Community Engagement Librarian or designee according to the selection criteria listed above. Material received but not used by the library is subject to disposition at the library's discretion. See the gift and donation Policy for further information.

## **Replacements**

Material that has been lost or damaged may be replaced using the same criteria as for selection. Other factors considered when deciding on replacements include:

- The number of copies in the library
- Comparable quality of replacement copy
- Availability of newer material on the subject
- Coverage of subject in that area
- Existence of adequate coverage of a field

- Other similar material in the collection
- Demand for and intrinsic value of a specific title

## **Deselecting/Weeding**

Judicious and systematic discarding of library materials is necessary to keep the collection attractive, useful, and current staff may weed the collection due to the following:

- Currentness: Item is no longer current, relevant, or accurate
- Surplus: Too many copies of one title or in subject area
- New edition: Older edition regularly replaced when new edition published
- Infrequent use: Item has low to no recent circulation
- Condition: Item is damaged, missing pages, or worn out
- Space: Shelving space is no longer available.

Material weeded will be donated to the Friends of the Loomis Library, recycled, given away, or discarded.

## **Organization**

Organization and placement of material within the library is generally based upon assigned classification, subject area, genre, format, and appropriate age groupings. The library primarily uses the Dewey Decimal Classification (DDC) system and Library of Congress Subject Headings (LCSH) to determine placement. These tools divide materials by subject or genre. When these factors are absent or lacking, staff will use reviews by professionals in the field or information from the material to determine placement.

## **Accessibility**

The public, regardless of age, has free access to all library material selected and placed in the collection. Placement of material within the library is generally based upon assigned classification and appropriate age groupings. Some items need protection because of rarity, cost, susceptibility to loss or damage, fragility, or format unsuited to heavy use. These items are often available by request only.

Any restriction of a minor's access to material is the responsibility of the parents or guardians, not library staff. The library cannot act in loco parentis, thus staff cannot restrict access of library material to minors.

## **Library Displays**

The library's philosophy of open access to information and ideas extends to library displays. All displays are intended to further the mission of the library. The responsibility for the library displays is held by the Library Director. The library may draw upon other community resources in developing displays, and may partner with other community agencies, organizations, educational institutions, or individuals to develop and present co-sponsored displays. Library staff will use the following criteria in making decisions about library displays and accompanying resources:

- Community needs and/or interest

- Availability of space
- Treatment of content for intended audience
- Presentation quality
- Budget
- Historical, cultural, or educational significance
- Connection to other community or national programs, exhibitions, or events
- Relation to library Collections, resources, exhibits, and programs

The library will strive to include a wide spectrum of opinions and viewpoints in library-initiated displays, as well as offer displays that appeal to a range of ages, interests, and information needs. Library-initiated displays will not exclude topics, books, media, and other resources solely because they may be considered controversial. Views and opinions expressed in the content on display do not constitute an official endorsement by the library. The library does not accept responsibility for ensuring that all points of view are represented in any single display. Materials are displayed openly and are equally accessible to all users. Materials shall not be proscribed or removed because of partisan or doctrinal disapproval.

### **Requests for Reconsideration**

The library strives to maintain a collection with a broad appeal for all the citizens in Loomis. To this end, the library has adopted the American Library Associations, Library Bill of Rights, Freedom to Read Statement, and Freedom to View Statement. [See the appendices for the full text of each document]

Patrons and members of the staff may advise the library if they feel that material has been added to the collection or displayed in violation of this policy. The concerned person should contact the Community Engagement Librarian Library Director and complete a "Request for Reconsideration of Materials" form available at the front desk. [ See appendices for a copy of this form.]

The Community Engagement Librarian Library Director will report this information to the Library Board. The Library Board will then determine if the material in question was selected according to this policy. The concerned person or group will be notified by the Community Engagement Librarian Library Director of the Board's decision. Challenged materials will remain in the collection until the Board's final decision. Under no circumstances will the personal view or taste of either the Community Engagement Librarian Library Director or the members of the Library Board concerning the material be criteria in making a ruling. The determination will be made solely on the basis of compliance with the Collection Development Policy.

# Request for Reconsideration Form

## Loomis Library & Community Learning Center

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To Assure prompt, complete consideration of your request, complete this form as clearly and legibly as possible explaining the nature of your concern. Please attach additional pages if necessary. The form should be delivered to the Loomis Library & Community Learning Center, 6050 Library Drive, Loomis, Ca 95650. Neither this document nor its contents will be considered confidential.

Print Name: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_  
Zip code: \_\_\_\_\_ Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

Is this request made on behalf of?

Yourself or  Organization: \_\_\_\_\_

### RESOURCE FOR RECONSIDERATION

Book or e-book  Movie  Audio/Video Recording  Digital Resource  
 Game  Display/Exhibit  Social Media Post  Other

Title of Item \_\_\_\_\_  
Author/Producer of Item \_\_\_\_\_

If Display/Exhibit, or Social Media Post, please list:

Title \_\_\_\_\_  
Date \_\_\_\_\_  
Time \_\_\_\_\_  
Location \_\_\_\_\_

Have you read/viewed/examined this resource in its entirety?  Yes  No

What brought this resource to your attention?

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What is your objection to the material? (Please specify and cite pages)

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What harm do you feel will result from its use?

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Is there anything positive about the resource?

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State the reason for your request:

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Can you recommend resources of comparable quality that would convey the same perspective on this topic?

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Action requested:

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Have you read the Loomis Library collection development policy (or social media policy, if applicable)?

Yes  No  N/A

Are you aware of the judgment of this material by literary critics or area subject specialists?

Yes  No  N/A

Please provide names of reviewers and citations for reviews, if known:

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Your request will be reported to the Library Board. The Library Board will then determine if the material in question was selected according to the collection development policy. You will be notified by the Library Director of the Board's decision.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

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Library Use only:

Date: \_\_\_\_\_

Received by Staff Member: \_\_\_\_\_

Date: \_\_\_\_\_

Reviewed & Responded by: \_\_\_\_\_

Date: \_\_\_\_\_

Action Taken: \_\_\_\_\_