



**Tuesday, January 11, 2022  
6:00 P.M.**

**Virtual via Zoom**

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## **CORONAVIRUS (COVID-19) ADVISORY NOTICE**

In response to Executive Order N-29-20, the City of San Rafael will no longer offer an in-person meeting location for the public to attend. This meeting will be streamed through a Live Zoom Video Webinar at: <https://tinyurl.com/BLT-01-11-2022>

The City is not responsible for any interrupted service.

Want to listen to the meeting and comment in real-time over the phone? Call: (253) 215-8782 and enter 858-5649-0636#

### **CALL TO ORDER**

- Roll Call

### **AGENDA AMENDMENTS**

### **MINUTES**

1. Approve regular meeting minutes of November 9, 2021

### **MEETING OPEN TO THE PUBLIC**

2. Introductions/Awards/Recognitions/Presentations
  - Reimagining Adult Outreach – Katie Port, Supervising Librarian
3. Public Comment from the audience regarding items not listed on the agenda. *Speakers are encouraged to limit comments to 3 minutes.*

### **MATTERS BEFORE THE BOARD OF TRUSTEES**

If necessary to assure completion of the following items, the Chairperson may establish time limits for the presentations by individual speakers.

4. Review of Proposed Collection and Development Policy and Gift and Donation Policy

### **BOARD REPORTS AND COMMENTS**

5. Other brief reports on any meetings, conferences, and/or seminars attended by Board members.

## STAFF REPORTS AND COMMENTS

6. Other brief program updates or reports on any meetings, conferences, and/or seminars attended by staff:

**NEXT MEETING:** February 8, 2022

## FUTURE AGENDA TOPICS

- RFID Tagging Update

## ADJOURNMENT

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### Notice

*Any records relating to an agenda item, received by a majority or more of the Board less than 72 hours before the meeting shall be available for inspection in the Library, 1100 E Street. Sign Language interpreters and assistive listening devices may be requested by calling (415) 485-3066 (voice), emailing [Lindsay.lara@cityofsanrafael.org](mailto:Lindsay.lara@cityofsanrafael.org) or using the California Telecommunications Relay Service by dialing "711", at least 72 hours in advance of the meeting. Copies of documents are available in accessible formats upon request. Public transportation is available through Golden Gate Transit, Line 22 or 23. Paratransit is available by calling Whistlestop. Wheels at (415) 454-0964. To allow individuals with environmental illness or multiple chemical sensitivity to attend the meeting/hearing, individuals are requested to refrain from wearing scented products.*

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**San Rafael Library – 1100 E Street, San Rafael, CA**

**November 9, 2021 – 6:00 P.M.**

**Virtual Meeting Recording Link:**

<https://www.youtube.com/watch?v=-5njdygEE4o>

**CALL TO ORDER**

Chair Cortes called the meeting to order at 6:00 P.M.

**Roll Call**

**Present:** Chair Cortes  
Trustee Duque Hughes (*entered meeting immediately after roll call*)  
Trustee Han  
Trustee Lentini  
Trustee Vahdat

**Absent:** None

**Also Present:** Susan Andrade-Wax, Library & Recreation Director  
Henry Bankhead, Assistant Library & Recreation Director/City Librarian  
Jinder Banwait, Administrative Analyst  
Jill Tokutomi, Supervising Librarian

**AGENDA AMENDMENTS**

1. Henry Bankhead, Assistant Library & Recreation Director/City Librarian identified a mistake on the Agenda under Future Agenda Topics, “Review of Library Budget FY **2020/21**, 2<sup>nd</sup> Quarter” should have been “Review of Library Budget FY **2021/22**, 2<sup>nd</sup> Quarter”.
2. Chair Cortes identified a mistake on the Agenda under Matters Before the Boards of Trustees, “Selection of **Commission** Chair and Vice Chair” should have been “Selection of **Board** Chair and Vice Chair”.
3. Chair Cortes informed everyone she needed to leave at 6:30 PM. Trustee Duque Hughes volunteered to be the Acting Chair during Chair Cortes’ absence. **Chair Cortes left the meeting at 6:30 PM** after Agenda Item 2 was presented.

4. Chair Cortes recommended moving Agenda Items that required a vote to the top of the Agenda, the **actual order of the Agenda** was:
  1. Approve regular meeting minutes of October 12, 2021
  2. Selection of Commission Chair and Vice Chair
  3. Review of Board of Trustees Meeting Schedule 2022
  4. Introduction/Awards/Recognitions/Presentations, Presentation: ESL Conversation Club, Supervising Librarian Jill Tokutomi
  5. Public Comment from the audience regarding items not listed on the agenda. *Speakers are encouraged to limit comments to 3 minutes.*
  6. FY 2021-2022 1<sup>st</sup> Quarter Annual Revenue and Expenditure Budget Report
  7. Other brief reports on any meetings, conferences, and/or seminars attended by Board members.
  8. Other brief program updates or reports on any meetings, conferences, and/or seminars attended by staff:
    - A. Measure D Parcel Tax Committee
    - B. Friends of the San Rafael Public Library
    - C. San Rafael Public Library Foundation
    - D. MARINet Board
    - E. NorthNet Board
    - F. New Library Building Update
    - G. City Librarian Update

## **MINUTES**

### **1. Approve Regular Meeting Minutes of October 12, 2021**

Chair Cortes invited public comment; however, there was none.

Trustees provided comments.

The minutes of October 12, 2021 were approved as submitted.

Trustee Vahdat moved, and Trustee Duque Hughes seconded to approve the minutes of the October 12, 2021 meeting.

Ayes: Trustees: Duque Hughes, Han, Lentini, Vahdat, & Cortes

Noes: Trustees: None

Absent: Trustees: None

Abstain: Trustees: None

*Minutes approved as submitted.*

## **MEETING OPEN TO THE PUBLIC**

### **2. Introductions/Awards/Recognitions/Presentations**

ESL Conversation Club – Supervising Librarian Jill Tokutomi

Staff responded to questions from the Trustees.

Chair Duque Hughes invited public comment; however, there was none.

Trustees provided comments.

**3. Public Comment from the audience regarding items not listed on the agenda**

Chair Duque Hughes invited public comment.

**Speaker(s):** Sunny

In response to Sunny’s comments, Ms. Andrade-Wax explained that all City meetings along with the agenda and agenda packets will show when “City of San Rafael Public Meetings” is searched online.

Chair Duque Hughes closed public comment.

**MATTERS BEFORE THE BOARD**

**4. FY 2021- 2022 1st Quarter Annual Revenue and Expenditure Budget Report**

Presentation by Henry Bankhead, Assistant Library & Recreation Director/City Librarian,

Staff responded to questions from the Trustees.

Trustees provided comments

Chair Duque Hughes invited public comment.

**Speaker(s):** Sunny

Chair Duque Hughes closed public comment.

**5. Selection of Commission Chair and Vice Chair**

Presentation by Henry Bankhead, Assistant Library & Recreation Director/City Librarian,

Staff responded to questions from the Trustees.

Chair Duque Hughes invited public comment; however, there was none.

Trustees provided comments.

Trustees nominated Trustee Duque Hughes to be the Chair.

Chair Cortes moved, and Trustee Han seconded to elect Trustee Duque Hughes as the new Chair.

Ayes: Trustees: Duque Hughes, Han, Lentini, Vahdat, & Cortes

Noes: Trustees: None

Absent: Trustees: None

Abstain: Trustees: None

*Trustee Duque Hughes was selected as the new Chair.*

Trustees nominated Trustee Lentini to be the Vice Chair.

Trustee Cortes moved, and Chair Duque Hughes seconded to elect Trustee Lentini as the new Vice Chair.

Ayes: Trustees: Duque Hughes, Han, Lentini, Vahdat, & Cortes  
Noes: Trustees: None  
Absent: Trustees: None  
Abstain: Trustees: None

*Trustee Lentini was selected as the new Vice Chair.*

**6. Review of Board of Trustees Meeting Schedule 2022**

Presentation by Henry Bankhead, Assistant Library & Recreation Director/City Librarian,  
Staff responded to questions from the Trustees.

Chair Duque Hughes invited public comment; however, there was none.

Trustees provided comments.

Trustee Vahdat identified November 8, 2022 as a potential conflict due to elections  
taking place on that date. November 15, 2022 was proposed and accepted.

Trustee Lentini moved, and Trustee Han seconded to accept the schedule with the  
specified change from November 8, 2022 to November 15, 2022.

Ayes: Trustees: Duque Hughes, Han, Lentini, Vahdat, & Cortes  
Noes: Trustees: None  
Absent: Trustees: None  
Abstain: Trustees: None

*The scheduled was accepted with the change specified.*

**BOARD REPORTS AND COMMENTS**

**7. Other brief reports on any meetings, conferences, and/or seminars attended by Board members.**

Chair Duque Hughes attended the Gartner Reimagine HR Conference.

**STAFF REPORTS AND COMMENTS**

**8. Other brief program updates or reports on any meetings, conferences, and/or seminars attended by staff**

Presentation by Henry Bankhead, Assistant Library and Recreation Director/City Librarian and Susan Andrade-Wax, Library & Recreation Director

Staff responded to questions from the Trustees.

Trustees provided comments.

- A. Measure D Parcel Tax Committee
- B. Friends of the San Rafael Public Library

- C. San Rafael Public Library Foundation
- D. MARINet Board
- E. NorthNet Board
- F. New Library Building Update
- G. City Librarian Update

**NEXT MEETING: January 11, 2022**

**FUTURE AGENDA TOPICS**

- RFID Tagging Update
- Review of Library Budget FY 2021/22, 2<sup>nd</sup> Quarter
- Mobile Shelving
- National Library Week

**ADJOURNMENT**

The meeting was adjourned at 7:19 P.M.

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**January 11, 2022  
Item #4**

**TITLE:           REVIEW OF THE PROPOSED COLLECTION DEVELOPMENT POLICY  
AND THE GIFT AND DONATION POLICY**

**SUMMARY**

Libraries across the United States adopt collection development policies to guide purchases, additions, deletions, and changes to the materials offered. These policies are written locally, considering industry best practices while allowing for community focused needs to be called out specifically. The creation of a gift and donation policy, separate from a collection development policy, provides guidance for both staff and the public on what the procedure is for accepting gifts (monetary) and donations (physical materials). Gifts were topics formerly part of the collection development policy but should be treated as a separate policy. A draft of an updated policy, along with a staff report, was provided to the Library Board in October 2020. This report covers updates that were incorporated into the final proposed policies.

**RECOMMENDATION:**

That the Board accept the report and provide comment.

**BACKGROUND:**

A collection development policy guides what types of materials (books, DVDs, etc.) the library collects, along with the criteria used to add or remove materials, how challenges to the collection (i.e. a dispute over whether an item is appropriate for the public to access) are handled, and other material related to the collection. Updates to the collection development policy have been written to simplify and streamline the information provided. A few changes were warranted to include name and title changes due to the library's merger with Recreation. Additionally, the updated collection development policy suggests an annual review to respond to changing community needs in a timely fashion. The San Rafael Public Library's current policy was adopted in 2013 and has passed expiration on the review period (five years) it set forth.

The creation of a gift and donation policy provides guidance for both staff and public on what the procedure is for accepting gifts and donations. Gifts and donations may be strictly monetary or may relate to programs and other services the library provides, and for this reason should be considered separately from the collection development policy.



A draft of an updated policy, along with a staff report, was provided to the Library Board in October 2020. Suggestions made by the Board were adopted into the Collection Development Policy draft, which was then reviewed by the City's Finance Director. Both drafts have since been further reviewed and finalized by Library staff.

## **DISCUSSION:**

### **Collection Development Policy**

A simplified, easy to understand collection development policy that provides guidance to both staff and the public needs to be updated regularly. In addition to being four years past due for review, the current collection development policy warranted a deep revision to simplify the language used, remove details related to internal processes and procedures, and update language related to the library's merger with Recreation.

In simplifying the language used in the current policy, and removing detailed information related to internal practices, the proposed policy now contains eight (8) sections not including appendixes. The current policy, written in 2013, contained 13 sections. Some of those sections had further subsections. The proposed policy also reduces the pages from seven to three. Some of the reduction in language is meant to not burden the public with information on specific library procedures (for example what happens when a book is lost and paid for by a member of the public.) Such detail is extraneous to the policy itself, being strictly procedural, and has been removed in the updated policy. The goal of updating the collection development policy is to clearly state how and what materials the library actively curates in easy-to-understand language.

Additional changes to the collection development policy include updating the library's mission, along with changes to the department name (Library & Recreation), staff titles, and other changes related to the library's expansion. Since 2013, the library has added another location (Northgate Mall Library) and has made additional internal changes that should be reflected in the policy. Suggestions from the Board that were adopted since Fall 2020 into this policy include a paragraph about diversity and representation, as well as expanded information related to formats including eResources like eBooks and eAudiobooks.

### **Gift & Donation Policy**

The creation of a gift policy provides guidance for both staff and public on what the procedure is for accepting gifts (monetary) and donations (physical materials). Gifts and donations were topics formerly part of the collection development policy but should be treated as separate policies. Gifts and donations are not always related to physical materials, but could concern a new library building, programs and events, or other services the library provides. Prior to updating the collection development policy, the only information provided to the public about gifts and donations was included in the

collection development policy. Staff feel that gifts and donations require a separate policy for this topic.

The goal of a gift and donation policy is to inform the public of how contributes made directly to the library are handled. Staff also need to reserve the right to say “no” to a gift or donation if it does not fit in the direction the library is headed and/or contains unreasonable conditions on its use. Gifts or donations that come with conditions need to be carefully reviewed, and the City Librarian needs to ensure that the best interests of the Library and City are kept in mind. Outlining how all extraneous contributions are handled is in the best interest of both the public and staff.

Both the collection development and the gifts policies support the services that staff provide to the public. Clear, simple language in both policies ensures full understanding of how materials are curated in the library, along with how additional contributions are managed. The former Collection Development Policy as well as the proposed Collection Development Policy and Gift and Donation Policy are presented to the Library Board as informational items and will be reviewed by the City Attorney and Finance Director prior to implementation.

No major edits have been made to the Gift and Donation Policy since Fall 2020; this policy has also been reviewed and approved by the City’s Finance Director.

**FISCAL IMPACT:**

There is no financial impact associated with the review of this item.

**ALTERNATIVE ACTION**

Any other action as determined by the Board.

Submitted by:



Jamie Poirier  
Supervising Librarian, Collection & Circulation

Attachments:

1. Current Collection Development Policy (2013)
2. Proposed Collection Development Policy (2022)
3. Proposed Gift and Donation Policy (2022)

# COLLECTION DEVELOPMENT POLICY

## INTRODUCTION

The mission of the San Rafael Public Library is “Sharing Resources, Promoting Literacy.” Patrons are provided library resources in order to enrich their lives with knowledge, information and enjoyment. The Library provides a diverse selection of print and non-print materials, as well as digital resources to meet the educational, informational, and recreational needs of its clientele.

The San Rafael Public Library’s Pickleweed and Downtown facilities serve a clientele that represents all ages and possesses a wide range of interests and tastes, educational and career attainments, economic backgrounds, and technological sophistication. This policy is intended to inform the Library’s clientele, as well as the community at large, of the guidelines used for the development and maintenance of the materials collection offered by the San Rafael Public Library.

### THE LIBRARY’S COLLECTIONS

The Library provides print collections in the form of circulating fiction and nonfiction books, large-print books, reference books, and periodicals; non-print collections composed of media and microforms; and an electronic-resource collection in the form of databases, e-books, music and video downloads. Circulating materials are available for transfer between San Rafael’s branches and member libraries in the MARINet and Link+ consortiums. Collections are developed in two major areas: for adults and children, with holdings in both English and Spanish.

**The adult collection.** This collection represents the largest and most diverse portion of the Library’s holdings. It is selected to reflect the wide spectrum of educational, informational, and recreational interests of the teen age and adult community.

**The children’s collection.** Materials in this collection are selected in a variety of formats for children from infancy through middle-school. Materials are chosen to reflect the wide range of interests, and cognitive and reading abilities, within this age group and to instill a love of reading and learning. Materials are also chosen to support homework and school-projects.

**Breadth and depth of coverage.** The San Rafael Public Library collects a wide range of general-interest materials. These materials are generally of a non-specialist nature. The Library offers materials meant to supplement professional or academic endeavors, but owing to budgetary and space constraints, the Library is unable to maintain a collection of academic, specialized, or professional titles.

**Languages.** The majority of the Library’s collections are in English. The library also offers Spanish language materials for adults and children at both branches. The library also has a small collection of Vietnamese language titles. Each language collection varies in breadth and depth depending on public needs. The

language collections will continue to diversify and evolve to reflect the changing needs and interests of the community.

In the media collection, there are a significant number of motion pictures on DVD in languages other than English, as well as English-language DVDs subtitled or dubbed in other languages.

**Special collections.** The Library maintains special collections for which the development and management differ somewhat from the general collections. The special collections are for in-house use. These collections include a California History collection- books of regional, state, and local historical importance, a collection of local history notebooks- which include historical information about San Rafael and Marin County, and a government documents collection (a selection of official city, district, county, and state publications.)

### **ALLOCATION OF COLLECTIONS**

The Downtown library possesses the most comprehensive collections, including a separate Teen collection, an extensive Children's collection, Large Print books for adults, a media collection, Spanish language books for adults and children, and a language learning collection.

The Pickleweed Library collects print and media materials for children in English and Spanish. There is a large collection of print and media materials in Spanish for adults and a smaller collection of popular materials in English.

### **ALLOCATION OF RESPONSIBILITY FOR COLLECTION DEVELOPMENT AND MANAGEMENT**

The Director of Libraries has ultimate authority over, and responsibility for, the selection of library materials. The operational responsibility for collection development and management is delegated to the librarians who supervise Pickleweed Library and the Downtown Adult and Children's Services departments. Librarians are assigned responsibility for selecting materials. Selection responsibilities are allotted according to subject, format, and age level.

### **PRINCIPLES OF AND CRITERIA FOR SELECTING LIBRARY MATERIALS FOR THE COLLECTION**

The principles of, and criteria for, selecting materials for the San Rafael Public Library's collection are guided by recognized standards of the library profession and conditioned by the Library's size, clientele, and budget. The staff who select library materials apply standards commonly found in the profession, with the goal of building and maintaining a collection that serves the educational, informational, and recreational pursuits of the community of library users.

Broadly stated, the principles of selection require that all areas of knowledge be represented in the collection; that the content of works considered for acquisition be evaluated objectively and dispassionately; that works not be selected or rejected solely on the basis of their creators' origins, backgrounds, or views; and

that a wide range of viewpoints on issues susceptible to debate be represented in the collection. Selectors' decisions are informed and guided by the principles enumerated in the American Library Association's *Library Bill of Rights* and *The Freedom to Read* (see Appendix B).

Criteria for selection encompass a number of factors. For any given work, these factors may include considerations of:

- The demand for, and popularity of, previous works by a particular author or artist
- The literary reputation, authority, popularity, and significance of a particular author or artist
- The quality, authority, and level of specialization of the work as evaluated by reviews in professional, trade, and popular periodicals
- The work's pertinence, both in terms of general suitability to the breadth and depth of the collection and in terms of the Library's clientele and their particular interests, pursuits, and needs
- Concerning the teen and children's collections, the work's age-level suitability
- The work's style, clarity, and presentation
- The work's presence in, or absence from, the collections of libraries similar to the San Rafael Public Library.
- The work's perceived potential to be put to use — to be checked out or consulted —with reasonable frequency
- The work's physical qualities — its ability to endure multiple uses over an extended period of time
- Price
- Format
- Availability: generally the library is limited to selecting works that are currently in print and available through customary domestic trade suppliers

Evaluations of works by local authors are governed by these same criteria.

## REPLACEMENT

Replacement involves the acquisition of materials previously held. Primary responsibility for replacement decisions lies with the librarian selecting materials in an item's subject area. Criteria for the replacement of material include:

- **Missing Materials**  
Materials missing in inventory will be withdrawn from the catalog. Replacement is dependent upon the material's meeting the current selection criteria, availability, and value compared with purchasing newer titles.
- **Materials Lost and Paid**  
Materials which have been lost by patrons and paid for are withdrawn from the catalog. Replacement is dependent upon the material's meeting the current selection criteria, availability, and value compared with purchasing newer titles.
- **Materials Long Overdue**  
Materials that were never returned and not paid for are withdrawn from the catalog. Replacement is dependent upon the material's meeting the current selection criteria, availability, and value compared with purchasing newer titles.
- **Physical Condition**  
Materials deselected because of poor condition will be replaced if they meet the selection criteria, if they are available, and if budget permits. If a replacement copy is not available for an item still needed in the collection, every effort will be made to preserve the item.
- **Later Editions**  
Replacement by later edition depends on the subject matter, length of time between editions, circulation, or extent of revision.

(See *Library's Lost and Damaged Items Policy* for further information)

## CUSTOMER SUGGESTIONS FOR PURCHASE OF LIBRARY MATERIALS

The San Rafael Public Library welcomes input from the San Rafael community concerning the collection. A suggestion for purchase procedure enables patrons to request that a particular item or subject be purchased by the library. All suggestions for purchase are evaluated using the same selection criteria as for other materials and are not automatically added to the collection. The "Suggestion for Purchase" card is available at library reference desks in both libraries, or the patron may click here to suggest a purchase online <https://marinet.lib.ca.us/patroninfo~S3?/0/redirect=https://marinet.lib.ca.us:443/acquire~S3>

Patrons whose suggestions are honored and who include contact information are

informed of the Library's decision.

Review or solicitation copies submitted for consideration as potential acquisitions are accepted under the same terms as those for donated items (See *Donations for the Collection*, section, page 7)

### **CUSTOMER REQUESTS FOR REMOVAL OR RECONSIDERATION OF LIBRARY MATERIALS**

Customers wishing to recommend the removal or re-assignment of a specific item in the Library collection may submit a "Request for Removal or Reconsideration of Library Materials" form.

Such recommendations are forwarded to the Library Director, who evaluates the recommendation and decides upon the action to be taken. The factors influencing this evaluation may include, but are not limited to, reviews and criticism relating to the work; the work's presence in, or absence from, the collections of libraries similar to the San Rafael Public Library; the treatment and characterization of the work by similar libraries; and the principles set forth in the American Library Association's *Library Bill of Rights* and *The Freedom to Read* (see Appendix B). The evaluation and resulting decision are reviewed, and must be approved, by the Library Director, who has the final authority. The patron is then informed, in writing, of the Library's decision.

### **CRITERIA FOR WITHDRAWING LIBRARY MATERIALS FROM THE COLLECTION**

The Library's collections are regularly evaluated to ensure that the materials they contain remain current and in good condition, and that they continue to reflect the interests and needs of the Library's clientele. Reviews, bibliographies, statistical tools — such as circulation reports, collection turnover rates, and customer surveys — and periodic visual inspections of the collections themselves help selectors determine how and to what extent individual items and categories of works are being used and which materials are candidates for withdrawal, repair, or replacement.

Library materials are withdrawn based on the following criteria:

- The information the item contains is obsolete or inaccurate
- The number of copies owned of a particular title is more than required
- The item is not used or seriously underused- underuse is determined by the librarian who buys in the item's purchase area based on their subject knowledge and familiarity with the circulation patterns of the collection.
- The item is damaged or in poor condition

Withdrawn materials may be given to the Friends of the San Rafael Public Library to be sold, donated to other libraries or non-profit organizations, or recycled by either the Library or the Friends of the San Rafael Public Library. The

library maintains a “free” shelf for withdrawn magazines in the Downtown Library lobby.

## RESOURCE SHARING WITH OTHER LIBRARIES

San Rafael Public Library provides patrons with access to a wide range of print materials and media available outside of its two library locations. These items are available through our partnerships with MARINet, a local library consortium, LINK+, a consortium of California and Nevada libraries, and OCLC, a worldwide consortium of libraries.

**Resource sharing with other libraries: MARINet** In 1991, San Rafael Public Library was one of the original signers of a joint powers agreement establishing MARINet (Marin Automated Resources and Information Network), a consortium of public and academic libraries that enables members to share resources and use information technology to fulfill their mission of serving the public. San Rafael Public Library shares a catalog with local libraries that allows patrons to view and request materials from both public and academic libraries, and gives them access to shared electronic resources.

**Resource sharing with other libraries: LINK+** In order to expand the range of accessible materials beyond the holdings of the San Rafael Public Library, in 2012 the Library joined Link+, a consortium of public and academic libraries in California and Nevada whose members loan one another available items from their collections. San Rafael Public Library customers may establish Link+ accounts and borrow, free of charge, a wide range of books from participating libraries.

**Resource sharing with other libraries: WorldCat** San Rafael Public Library provides its patrons with access to printed material and media not available through MARINet or LINK+ through WorldCat, an online catalog of library holdings produced cooperatively by the non-profit organization - OCLC (Online Computer Library Center) and libraries throughout the world.

## INTELLECTUAL FREEDOM AND ACCESS TO LIBRARY MATERIALS

The Library is committed to the principles of intellectual freedom. Its administration and staff support each customer’s fundamental right of access to all expressions of knowledge, creativity, and intellectual activity and recognize an obligation to provide as wide a range of materials as possible. In practice, customers make individual choices regarding which materials they use and borrow. By the same token, parents and legal guardians retain responsibility to oversee their children’s use and borrowing of library materials. The Library neither denies nor abridges access to materials because of a person’s age.

The Library supports, and has adopted, the principles of intellectual freedom and access to materials that are enumerated in the American Library Association’s ***Library Bill of Rights*** and ***The Freedom to Read*** (see Appendix B.)



## DONATIONS FOR THE COLLECTION

The Library accepts donations of books and media materials in good condition, reserving the right to reject a donated item for any reason. All donations are subject to the following provisions:

- A donated item becomes the property of the San Rafael Public Library
- The Library is under no obligation to add a donated item to the collection or to notify the donor of the disposition of that item.
- A donated item may be reviewed for possible addition to the Library's collection, based on condition and customary selection criteria.
- Items not added to the collection are given to the Friends of the San Rafael Public Library for their book sales, proceeds of which benefit the Library. Once transferred to the Friends, items become their property.
- The Library accepts donations of no more than four banker's boxes or eight grocery bags of books or audiovisual items, which should be taken directly to Friends Books, located at 1016 C Street, San Rafael, between 10 a.m. and 4 p.m. Tuesdays through Saturdays. Larger donations are accepted by appointment- please call 453-1443.
- The Library encourages donations of magazines that are less than two years old at the Downtown branch 1100 E Street, San Rafael. Up to four bags of magazines may be donated during hours that the branch is open. For hours and information call 485-3321.
- Donation-receipt forms are available upon request at the time of donation and are completed by donors. Values are assigned by donors, not by library or bookstore staff. Donations to the library may be eligible for tax donations; check with your tax advisor.

Monetary donations in support of the Library's collections are welcome and may be made to the Friends of the San Rafael Public Library. The Library reserves the right to accept or decline conditions placed upon such donations.

Review or solicitation copies submitted for consideration as potential acquisitions are accepted under the same terms as those for donated items.

## REVIEW OF THIS POLICY

This collection development policy will be reviewed not less than once every five years.

**APPENDIX A: [Request for Removal or Reconsideration of Library Material](#)**

**APPENDIX B: [Library Bill of Rights, Freedom to Read Statement](#)**

**APPENDIX C: [Lost and Damaged Items Policy](#)**

*Approved by Library Board of Trustees February 12, 2013*



## INTRODUCTION

The collection development policy upholds the City of San Rafael Public Library (Library) mission to *engage, empower, and enrich our community through innovation, imagination, and inspiration.*

This policy directs Library staff in the maintenance and development of collections. The policy also defines collection development practices, and provides continuity to selection, purchasing, and retention decisions. Additionally, the policy provides a vehicle for the continuous evaluation of the Library's collection as a whole.

As part of strategic planning, the Collection Development Policy will be reviewed annually to ensure it is a living document that addresses up to date collection concerns. Ultimate responsibility for collection development rests with the Library & Recreation Assistant Director (City Librarian). The City Librarian delegates the authority for selection to the Collection Development Supervising Librarian, who may designate additional professional staff to assist in the selection of materials.

The Library consists of one large library in the center of San Rafael, the Downtown Library, and two smaller branches, the Pickleweed Library in the Canal neighborhood, and Northgate Library in the north San Rafael area.

**Representation:** The Library is committed to recognizing diverse voices (authors/illustrators/creators of color, LGBTQ, disabled, etc.) and is working continually to address equity and inclusion in our practices and collections. Library materials need to reflect the community served, as well as that of communities around us and different than our own.

**Library Collections:** Library collections consist of popular titles as well as materials to support the interests of the communities they serve. Branch collections vary in size and scope depending on community needs and space limitations. The collections support the interests and needs of people of all ages, starting with early literacy and including children, teens, and adults. The Downtown location has an additional local history collection called the California Collection, curated of local historical interest, non-circulating materials that are made available by appointment for research purposes.

**Formats:** The Library purchases materials in both digital and hard copy/physical formats. These materials have separate considerations for inclusion in the Library's collection.

- eResources / Digital Resources
  - The Library, as a member of MARINet, has access to eBooks, eAudiobooks, online learning tools, newspapers, and more through the consortium website. The Library assists with selecting these various resources, along with other member libraries
  - Digital resources that the Library selects independently from MARINet are subject to the same general selection criteria as other materials. Platforms and individual titles should follow these selection criteria, while also being sensitive to the representation, languages, and accessibility needs by Library users

- The Library's customer base includes a segment that may be exclusively virtual. Digital resources extend the reach of the Library because they are available remotely, 24/7. The eBook landscape is an area of rapid growth and development, and the San Rafael Public Library is moving toward an eResource collection that is as diverse and encompassing as the print collection - cost permitting. Additional selection criteria for digital resources include accessibility and compatibility; for example, universality of format and compatibility with current digital platforms and popular customer devices
- Physical items
  - The Library prefers to purchase physical books in hardback or library binding format; however, purchases of paperback copies are made when there is a high demand for a particular title
  - Other media (including audio/visual items like DVDs, Blu-ray discs, CDs, as well as other formats) may be added to the collection depending on demand. Electronic devices (like hotspots, Chromebooks, Playaways, etc.) may be added to the collection as a trial with usage evaluated to determine continuation of various collections
  - The range of materials available to patrons is not limited to the holdings of the San Rafael Public Library, but extend to items available in other MARINet libraries, as well as through the LinkPlus system

**Languages:** Most of the Library's collections are in English. The Library also offers Spanish language materials for adults and children. The Library may also collect materials in other languages as needed. Language learning resources are available in many languages. Access to materials in languages other than English and Spanish may be available from other MARINet and LinkPlus libraries. Language collections continue to diversify and evolve to reflect the changing needs and interests of the community.

**Selection Criteria:** The following criteria are used to evaluate and select items for the collection. An item need not meet all of these criteria to be selected.

- Current and anticipated needs and interests of the public
- Evaluations in review media
- Accuracy and timeliness of content
- Author's, artist's, or publisher's qualifications and/or reputation
- Contribution to diversity or breadth of collections
- Presentation of unique or controversial points of view
- Receipt of or nominations for major awards or prizes
- Physical quality of material
- Budgetary and space constraints

**Deselection and Replacements:** Deselection of material from the circulating collections is a vital part of successful collection maintenance. Continuous evaluation is necessary, and materials are regularly removed to maintain a current, accurate, and appealing collection and to facilitate its ease of use.

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

- Subject matter is no longer timely, accurate, or relevant

- Damage or poor condition
- Space limitations/duplicate resources
- Insufficient use
- Materials in the format are no longer collected

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

Books that are out of print will not be replaced. The Library does not purchase used books.

Deselected items may be offered to other libraries, public agencies, non-profits, or disposed of through recycling. Discarded items will not be held for or given to individuals.

**Intellectual Freedom:** The Library respects the freedom of information for its users and adheres to the principles expressed in the American Library Association's Library Bill of Rights, the Freedom to Read, and the Freedom to View statements. The Library's goal is to offer a diversity of ideas and opinions including those which may be unorthodox or controversial. The Library opposes any attempts by individuals or groups to censor items in its collection. Responsibility for the reading choices of minor's rests with their parents or legal guardians. Selection of adult material will not be restricted by the possibility that these items may come into the possession of children nor does the Library use any system of coding, rating or labeling to identify or segregate materials for purposes of censorship. Challenges regarding Library materials are handled in accordance with the Library's *Requests for Reconsideration Procedure* (see appendix A.)

See Appendix A: *Reconsideration of Materials*

See Appendix B: *Request for Removal or Reconsideration of Library Material Form*

## **Appendix A: Reconsideration of Materials Procedure**

1) Any individual expressing an objection to or a concern about library materials will receive respectful attention from the staff member first approached. The staff member will offer the individual:

a) To speak with the Assistant Director of Library and Recreation / City Librarian ("City Librarian") about their concerns

and/or

b) To fill out a "Request for Reconsideration" form which is available in the Library and can be found on the Library's website

2) A copy of the form and the material in question will be sent to the City Librarian

3) A form letter shall be sent to the patron acknowledging receipt of the Request for Reconsideration within five business days of receipt by the City Librarian

4) A team of library staff, headed by the Collection Development Supervising Librarian, will convene and consider the request, evaluating the material based on circulation, awards and reviews, etc. This group will recommend a decision about the work to the City Librarian

5) The Supervising Librarian overseeing collections will write a response letter to the patron and submit it to the City Librarian for review

6) A letter of determination in response to the Request for Reconsideration shall be provided to the patron within 30 days of submission, during which time the material in question shall remain in the active collection

7) A copy of all Requests for Reconsideration, and associated correspondence, shall be retained in Library by the City Librarian following the City's record retention policy.

**Appendix B: Request for Removal or Reconsideration of Library Material Form**

Name \_\_\_\_\_ Date \_\_\_\_\_

Street \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_ State \_\_\_\_\_

Email: \_\_\_\_\_ Phone \_\_\_\_\_

Organization you are representing (if applicable): \_\_\_\_\_

Type of material on which you are commenting:

- Audio/video (DVD, CD, etc.)
- Book
- Magazine or journal
- Newspaper
- Digital resource / eBook, etc.
- Other (specify): \_\_\_\_\_  
\_\_\_\_\_

Title: \_\_\_\_\_ Author: \_\_\_\_\_

Publisher/Producer (if known): \_\_\_\_\_ Publication Date (if known): \_\_\_\_\_

Use other side of form, if necessary, to complete the following questions:

1. Please state the reason(s) for your concern. Please be specific and give page numbers if applicable.

2. Do you have suggestions for resources, materials, or programs that the library could provide as additional information on this topic?

STAFF USE ONLY	
Received by:	Date:



The San Rafael Public Library encourages and welcomes gifts, donations, and bequests (hereinafter “Gifts”) to the Library. Such gifts may include time, money, art, equipment, or services rendered free or below cost, among other valuable commodities. Gifts may be given to the San Rafael Public Library (“Library”) or to any of the nonprofit support groups that raise funds for Library programs and services. Gifts given to the Library shall supplement existing funds appropriated for use by the Library, and shall not supplant funds appropriated for Library salaries or maintenance or operations of the Library. The Library does not accept conditional Gifts without a prior written agreement. The Library & Recreation Assistant Director (City Librarian) can assist donors in designing Gifts that match donors’ interests and objectives with those of the Library.

### **Monetary gifts to the Library**

The City Librarian is authorized to accept Gifts that support the Library’s program and mission. When a Gift is accepted, the City Librarian may elect to use such Gift within the framework of the Library’s operations. The City Librarian may accept or refuse any Gift. In order to inspire exceptional Gift giving at levels that enable the Library to attain its goals, Gifts exceeding \$5,000 may result in a recognition plaque or marker in a designated room or area of a Library building. The Library reserves the right to maintain, replace, relocate or remove any donor recognition plaque or other form of donor recognition at its discretion.

### **Material donations for the collection**

The Library accepts donations of non-cash Gifts in conformance with other City policies and procedures, including donations of books and media materials in good condition. The Library reserves the right to reject any donated item for any reason. All donations are subject to the following provisions:

- A donated item becomes the property of the San Rafael Public Library (Library).
- The Library is under no obligation to add a donated item to the collection, nor to notify the donor of the disposition of that item. A donated item may be reviewed for possible addition to the Library’s collection, based on condition and customary selection criteria.
- Items not added to the collection are given to the Friends of the San Rafael Library for their book sales, proceeds of which benefit the Library. Once transferred to the Friends, items become their property. Small quantities of donated items (up to one bag or box) are accepted at library facilities, but it is recommended that donations be taken directly to Friends Books, 1016 C St, San Rafael, CA 94901 or arranged by contacting (415) 453-1443.
- Donations to the library may be eligible for tax donations; check with your tax advisor.
- Review or solicitation copies submitted for consideration as potential acquisitions are accepted under the same terms as those for donated items.