

Yolo County Library

COLLECTION DEVELOPMENT POLICY

The Yolo County Library Advisory Board, in solidarity with Yolo County Library, is committed to diversity and inclusion of all people, including marginalized groups such as BIPOC and LGBTQ+ communities.

The Yolo County Library Advisory Board stands in solidarity with the American Library Association, California Library Association and Yolo County Library to oppose book banning. We support Yolo County Library's mission and policies protecting individuals and parents to make decisions about what they can read, view and believe.

Adopted June 8, 2022

Library Mission

Yolo County Library provides access for all to ideas that inform, entertain, and inspire.

Purpose of the Collection Development Policy

The Collection Development Policy outlines general criteria for selection and retention of materials in Yolo County Library's collection. Its purpose is to inform the public of the principles guiding the Library's collection development and collection management practices and to provide a framework for staff in developing collections and allocating resources.

Library Service Area

Yolo County Library serves the cities of Davis, West Sacramento and Winters and the unincorporated areas of the County of Yolo. The communities in the Library's service area are characterized by growing racial, ethnic, cultural, linguistic, and socio-economic diversity. The Library serves both rural and suburban populations.

Yolo County Library's collection offers a wide range of materials, formats, and languages that reflect the diversity of Yolo County communities. As the communities continue to change, the Library will continue to reassess and revise its collections to meet community needs.

Responsibility for Selection

Ultimate authority and responsibility for the selection of library materials rests with the County Librarian. The County Librarian delegates selection to professional library staff. Recommendations for the selection of materials from library patrons, community members and library staff are encouraged.

Intellectual Freedom and Freedom to Read

Yolo County Library endorses the American Library Association's Freedom to Read Statement, Freedom to View statement, and the Library Bill of Rights. The Library supports the statement on Intellectual Freedom issued by the American Library Association.

“Intellectual Freedom is the right of every individual to both seek and receive information from all points of view without restriction. It provides for free access to all expressions of ideas through which any and all sides of a question, cause or movement may be explored. Intellectual freedom encompasses the freedom to hold, receive and disseminate ideas.”

Selection of materials for adults is not restricted by possible exposure of these materials to children or teenagers. Parents and guardians of minors are best able to make decisions for their children regarding use of library materials.

Selection Criteria

All materials added to the collection, whether purchased or donated, are considered in terms of the county's needs and professional standards of evaluation. These standards include:

- Relevance to interests and needs of the community
- Diversity
- Quality and integrity
- Current or historical significance of the author or subject
- Reputation and qualifications of the author, publisher or producer
- Timeliness and accuracy
- Cost and Library materials budget
- Current or anticipated demand
- Suitability of format to Library circulation
- Relation to the existing collection
- Relevance to the Library's strategic plan

Yolo County Library collects and preserves local materials that are of historical and social interest, including materials independently published by local authors or artists.

Materials selected for the Library collection are intended to meet the informational, educational, cultural and recreational needs of the Yolo County residents. The emphasis is on acquiring materials of wide-ranging interest to the general public. The Library strives to provide materials that suit a variety of tastes, standards, and viewpoints. The addition of an item to the Library collection does not express or imply an endorsement of the author's viewpoint.

Electronic Resources

The electronic resources collection includes different formats of digital resources and electronic equipment. In addition to the selection criteria outlined earlier, the following is considered when acquiring electronic resources for the collection:

- compatibility with available equipment and/or existing operating systems
- ease of use by library patrons
- remote access capability
- availability of library licensing, licensing fees and usage restrictions

Government Publications

Yolo County Library obtains and makes available local, county and regional documents that are useful to the general public. However, the Library does not serve as a depository of government publications. Publications are retained during the time that they are relevant to general use and moved to archival or special collections when they are important for historical value.

Gifts

Donations of materials in formats appropriate for the Library collection and in good physical condition are welcomed and appreciated. Donations considered for addition to the collection are subject to the same selection criteria as purchased materials. Donations are accepted with the understanding that the Library is free to place them where they may be needed. No gifts are accepted that carry stipulations that they be kept together as a collection or that they cannot be sold or transferred to the Friends of the Library. All donations of materials benefit the Library whether or not they are added to the collection.

Collection Maintenance and Deselection

In order to maintain an up-to-date, balanced, and attractive collection, materials that are worn, inaccurate, or no longer needed are continually removed from the collection. Great care is taken to ensure the retention or replacement of items of unique local content and/or of enduring value to the community.

The following criteria are used in identifying materials for withdrawal:

- poor condition
- no longer relevant to the needs and interests of the community
- lack of use or demand
- containing outdated or inaccurate information
- availability elsewhere, including through shared consortium catalog.

Materials removed from the collection may be offered to other libraries or local community organizations, transferred to the Friends of the Library for sale, or recycled.

Materials that are damaged, lost, or missing will be replaced in those cases where it is possible to find a replacement copy and where there is continuing need for the item in the collection.

Reconsideration

Yolo County Library strives to provide a diverse collection of materials to suit a wide range of views, standards, and opinions held by the members of the communities that it serves. Individual titles, which may be considered controversial or offensive by some patrons or staff, may be selected if their inclusion will contribute to the range of viewpoints in the collection as a whole and to the effectiveness of the Library's ability to serve its communities.

The Library welcomes expressions of opinion from community members regarding the materials selected for the collection. **Patrons may request reconsideration of a title by filling out the Request for Reconsideration form available at any library branch.** The Assistant County Librarian and the Collection Development Librarian will review any written requests and make a decision for retention, relocation, or removal.

The petitioner may request an appeal, in writing, within 30 days of the decision. Upon receipt of the appeal, the County Librarian, or their designee, will form a committee comprised of a Library Advisory Board member, a library staff member, and a subject specialist to consider the request. After a thorough review, the committee will present their recommendation to the County Librarian. The County

Librarian will then make the final decision and provide a written response to the petitioner within 30 days of the appeal. The item in question will remain part of the collection during the reconsideration process.

Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019.