

Butte County Library Collection Development Policy

Revised 2015

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1. Mission and Background of the Butte County Library

The mission of the Butte County Library is to provide all individuals, regardless of age, ethnic background, educational or economic level, with free access to ideas, information, and technology.

Originally established in the Butte County Charter in 1913, the Butte County Library system today consists of six branch libraries and a literacy program, which includes a mobile unit. Administrative offices for the library are located in the Oroville Branch Library. The library also serves residents through branch libraries in Biggs, Chico, Durham, Gridley, and Paradise.

2. Purpose of the Collection Development Policy

In support of the library's mission, the Collection Development Policy ensures that individuals will have access to materials that meet their needs and interests, and as such is one of the library's fundamental policy documents.

The policy outlines the philosophies that create and shape the Butte County Library's collection of materials, the practices that maintain it over time, and the guidelines that help the library respond to community needs while protecting the collection from societal and political pressures.

The Board of Supervisors approves this policy for use in guiding the work of professional library staff, furthering public understanding of library philosophy and procedures, and governing the use of gifts and monies for purchase of library resources. The policy will be reviewed by the library every five years at minimum in consultation with the Library Advisory Board.

3. Philosophy and Scope of the Collection

The Butte County Library collects materials, in a variety of formats, that provide the community with access to ideas, information, and technology. These library materials reflect the diversity of individuals in our community who bring varied interests, backgrounds, creeds, social values, language skills, and needs to their library use. Cultural, informational, educational, and

recreational needs are all taken into consideration. Customer use strongly influences the content of the library's collection. The library also strives to provide a collection of balance and diversity, and to offer materials distinctly suitable for users of differing ages and reading levels.

Inherent in the collection development policy is an appreciation for each customer of the Butte County Library; the library does not serve one user's needs or preferences over another's. Because the varied viewpoints of our community are represented in the library collection, in some cases content may be controversial, unorthodox, or unacceptable to others. However, the existence of a particular viewpoint in the collection is an expression of the library's commitment to intellectual freedom, not an endorsement of that point of view.

The library subscribes to the provisions of the American Library Association's Library Bill of Rights, Freedom to Read statement, and Freedom to View statement (see attachments). In short, all individuals have the right to choose which library materials they may use, and no individual or group has the right to restrict that freedom. Neither does the library limit access to materials for any age group, leaving the responsibility of children's and young adults' library use in the hands of parents and guardians.

The Board of Supervisors holds the final authority for the Butte County Library collection. The Board entrusts the responsibility for materials selection to the County Librarian, who in turn delegates selection of library collections to professional staff. Librarians regularly evaluate each branch library's collection to ensure its relevance to the local community, as well as participate in the selection of materials that meet county-wide needs. Materials held at one library location are available to all library users throughout the county.

4. Selection Criteria

Professional staff of the Butte County Library use their training, knowledge, and expertise along with the following general criteria to select a well-rounded collection of library materials for adults, young adults, and children:

- Relevance to the interests and needs of the community
- Accuracy and timeliness of the content
- Popularity, anticipated demand, and customer requests
- Current, historical, or local significance
- Contribution to the diversity or breadth of the collection
- Reputation and qualifications of the author, publisher, or producer
- Evaluation of the work in critical review sources and general media
- Suitability of format for library circulation and use, including physical or technical quality and space limitations
- Availability in other libraries or through inter-library loan
- Impact on the materials budget

The same selection criteria apply to all formats, including books, periodicals, audiobooks, CDs, DVDs, and electronic resources. Materials need not meet all of the above criteria and should not be excluded solely based on the possible controversial nature of a particular author, subject, viewpoint, or format.

5. Collection Management

The library's professional staff continuously evaluate the library's collection in order to assess the ongoing relevance and value of materials to the community. Great care is taken to retain and/or replace items that have enduring value. The library may withdraw and dispose of materials that meet one or more of the conditions outlined below.

- Damaged or poor condition
- No longer authoritative, accurate, or complete
- Superseded by a newer edition or material
- Unnecessary duplication of item or subject matter
- Not relevant to the current needs and interests of the community
- Ephemeral in nature
- Obsolete in format
- Availability elsewhere including other libraries and/or online

Decisions may also be influenced by the demand and frequency of use, the capacity of the library, and the cost of maintenance. Disposal of withdrawn items is at the discretion of the library; they may be sold, donated elsewhere, recycled, or discarded.

6. Donations

The Butte County Library accepts donations of books and other materials that expand and enhance the library collection or are suitable for resale. All donations become the sole property of the library; library staff make all decisions as to the use, housing, and final disposition of donations. The library can provide (on request) a blank receipt for the donor, but cannot evaluate or appraise gift materials for tax purposes.

Donations of periodical subscriptions must be approved by the branch librarian and may be subject to additional criteria such as the length of the subscription term and the delivery method of the material.

The same selection standards are used whether the material under consideration is donated or purchased.

7. Customer Suggestions

The Butte County Library welcomes suggestions of items that the library does not own. Each request is reviewed for inclusion in the collection or for an inter-library loan. Library staff determine the best method for delivery of materials using the selection criteria.

8. Requests for Reconsideration

Community members may request the reconsideration and/or removal of items in the library collection at any time by submitting a Butte County Library Materials Comment form, attached herein, available at all library branches, or found on the library's website. Professional staff review each request in relation to the library's mission and materials selection criteria. The County Librarian will review the comments and reply in writing within thirty days. The item in question will not be removed from the shelf during the reconsideration process.