



## **Collection Development Policy**

The Alameda Free Library (Library) selects materials for the collection that further its mission, vision, goals, objectives, and direction. The collection supports the cultural, informational, educational, and recreational interests of Alameda residents. Moreover, the collection reflects the diversity of thought, experience, and background of the people of Alameda. To that end, the Library purchases materials in a variety of formats and languages to meet the community's evolving needs.

The cornerstone of the Library's collection development policy is respect for each person's experience. As a result, the Library upholds the right of individuals to access information that others may find offensive, unacceptable, or unorthodox. The Library does not intrude on the parent-child (relative-child, caregiver-child) relationship. Community members determine which materials are welcome in their homes because each family and home is distinct. The Library does not limit access to materials based on age or any other characteristic.

Moreover, the Library upholds the freedom to read and view as expressed in the American Library Association's Library Bill of Rights, Freedom to Read, and Freedom to View Statements.

## **Selection Criteria**

Materials added to the Library's collection are evaluated based on, but not limited to, the following criteria:

- Community interest and demand
- Accuracy, factualness, and authority
- Diversity of perspective
- Local relevance to the City of Alameda and the San Francisco Bay Area
- Awards and recognition
- Author or creator reputation
- Suitability of the format to library circulation and use
- Relationship to existing collection
- Cost, availability, and budgetary constraints

## **Community-Driven Collection**

Usage and customer demand have the greatest impact on the Library's collection. The Library welcomes suggestions from the community. Budgetary constraints may prevent the Library from

purchasing all requests it receives. The Library processes requests from community members using the same criteria as all other materials.

### **Collection Maintenance**

Continuous evaluation of the collection ensures relevancy and usefulness to the community. Materials are regularly reviewed and may be removed to maintain a current, accurate, and appealing collection. The following criteria guide the library's deselection decisions:

- Condition and wear
- Outdated information
- Community demand
- Format is no longer included in collection

At the discretion of the Library, deselected items may be given to the Friends of the Alameda Free Library or another partner to sell or may be recycled.

### **Donations**

The Library encourages the community to donate materials to the Friends of the Alameda Free Library, an organization that supports the Library. Authors who live in the City of Alameda may donate one copy of their book for possible inclusion in the Alameda Collection. Self-published books may also be donated. Donated materials are subject to the same selection and deselection criteria as other materials.

The Library does not guarantee a specific disposition for donations and will not return donated materials. The most likely outcome for donated materials is that they will be given to the Friends of the Alameda Free Library.

### **Reconsideration of Titles**

Persons who live in the City of Alameda may request that the Library reconsider a title's inclusion in the collection. They will need to provide a written explanation of their objections, citing specifics from the material in question. The Library will respond to the request as specified in the Reconsideration of Materials Procedure. The Library will not undergo the reconsideration process for the same title within five (5) years of a previous request.

### **Responsibility**

Final responsibility for collection development and maintenance rests with the Library Director, who may delegate the responsibility to others.

### **State Law Compliance**

In accordance with state law, the Library “serves as a center for voluntary inquiry and the dissemination of information and ideas.” The Library acknowledges “the right of the public to receive access to a range of social, political, aesthetic, moral, and other ideas and experiences.” The Library agrees that “materials should be provided for the interest, information, and enlightenment of all people, and should present diverse points of view in the collection as a whole.” Finally, the Library’s “collection meets the broad and diverse interests of the community and respects both the library’s autonomy and specific community needs.”

Attachment A: American Library Association Bill of Rights

Attachment B: American Library Association Freedom to Read Statement

Attachment C: American Library Association Freedom to View Statement

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