

**STANISLAUS COUNTY LIBRARY**  
**COLLECTION DEVELOPMENT AND MATERIAL RECONSIDERATION POLICY**  
**ADOPTED BY THE STANISLAUS COUNTY BOARD OF SUPERVISORS**  
**[DATE]**

## INTRODUCTION

The purpose of this policy is to provide clear guidance for the selection, evaluation, and reconsideration of library materials, and to outline associated roles and responsibilities. Rooted in the Stanislaus County Library's mission, this policy ensures the library's collection reflects the diverse interests, cultures, and priorities of Stanislaus County residents.

The ultimate responsibility for the collection rests with the County Librarian ([EDC § 19146](#)). The County Librarian delegates the selection of materials to staff librarians trained in the principles of materials selection, and knowledgeable in their selection areas. The overall management of the collection is coordinated by the Head of Collection Services.

Key Principles:

- The public library serves as a center for voluntary inquiry and the dissemination of information and ideas.
- The library's collection meets the broad and diverse interests of the community and respects both the library's autonomy and their specific community needs.
- Library 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.
- Inclusion in the collection does not signify endorsement of content.
- 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 affirms its support for the [First Amendment](#) of the Constitution and California's Freedom to Read Act ([EDC § 19800-19802](#)).

The library endorses the following American Library Association statements:

- [Library Bill of Rights](#)
- [Freedom to Read](#)
- [Freedom to View](#)
- [Libraries: An American Value](#)

## COLLECTION DEVELOPMENT POLICY

### MATERIALS COLLECTION

Scope:

The library acquires materials of general public interest, focusing on educational, cultural, informational, and recreational needs. Specialist academic resources are not a priority. Circulating materials are

available in diverse formats and reading levels. The library does not maintain historical collections, except for a limited local history collection.

#### Selection Criteria:

Materials are selected based on meeting some, but not necessarily all, the following criteria:

- Popular interest
- Critical reviews and literary merit
- Local or national significance
- Community relevance and enduring value
- Readability and presentation quality
- Author and publisher reputation
- Availability and need for diverse viewpoints
- Physical quality, price, and space considerations
- Availability in alternate formats

Purchased materials, gifted materials, and materials purchased with donations are all subject to the same selection criteria.

#### Format-specific Criteria:

- Newspapers and periodicals: Subject to the same criteria as other materials
- Textbooks: Purchased only if necessary for public information
- Teacher resources: Generally not acquired
- Self-published works: Subject to the same criteria as other materials

#### Electronic Resources:

Downloadable and streaming materials and databases are accessed through a variety of platforms.

Electronic resources are subject to the same criteria as other materials and these additional criteria:

- The extent of overlap of content between platforms
- Methods of access
- Quality of technical support
- Conditions and cost of licensing agreement
- Technical compatibility with existing library systems

#### Selection Tools:

Standard review sources include Booklist, Library Journal, School Library Journal, Horn Book, Publishers Weekly, other professional review sources, and customer suggestions, evaluated by selection librarians.

#### Non-Print Formats:

Current formats include audiobooks, videos, digital newspapers and periodicals, and other electronic resources. Criteria for selection align with print materials and emphasize usability, accessibility, and demand.

#### Other materials:

The library may purchase and maintain collections of non-traditional physical materials that provide opportunity for learning and/or recreation beyond the books and audiovisual materials in the physical collection.

#### Shared Collections:

Collaboration with other libraries enhances access to physical and digital materials. The library enters collaborative collection agreements to maximize residents' access to materials.

#### Gifts:

Gift materials and materials purchased with donated funds are subject to the above selection criteria. Non-selected gift items may be sold or donated. The library does not appraise the value of gift materials.

The library welcomes gifts of funds to purchase materials. Donors may specify the branch location, collection and/or general subject areas where funds should be spent. The library cannot accept funds for specified titles or lists of titles.

#### COLLECTION EVALUATION AND MAINTENANCE

Ongoing evaluation ensures the collection remains current and relevant. Criteria for deselection ("weeding") include:

- Physical damage or poor condition
- Outdated or inaccurate content
- Declining demand or obsolescence

Additional weeding guidelines are kept for each subject area. The Head of Collection Services retains and reviews guidelines with selection librarians and coordinates the weeding of the collection.

Weeded materials in good condition may be sold or donated. Electronic resources are assessed for replacement or renewal based on interest, cost, and content relevance.

## MATERIAL RECONSIDERATION POLICY

### PHILOSOPHY

The library is committed to intellectual freedom and inclusive collections, acknowledging that some materials may be offensive to some individuals. Parents are responsible for guiding their children's library use. Materials are not labeled or restricted, except to prevent damage or theft.

### RECONSIDERATION REQUESTS

A Stanislaus County resident cardholder may request a reconsideration in writing using the library's reconsideration form, available at all branches. Resident cardholders may request reconsideration of up to six items per calendar year. Reconsideration requests submitted within three years of a prior decision will not be reconsidered; the library will supply the earlier decision to the requesting cardholder.

Materials under review remain available until a decision is made.

Responses will be provided within 30 days, except when the number of requests submitted makes that impossible. In such cases, the library will communicate the timeline to the resident within 30 days.

### Procedure:

- Completed reconsideration forms are accepted at library branches and forwarded to the Head of Collection Services.
- The Head of Collection Services seats a review committee, consisting of:
  - Head of Collection Services (Chair)
  - Selection Librarian for the subject area
  - Regional Children's Librarian (for Children's and Teen materials) or Regional Library Supervisor/Librarian III (Adult materials)
- The committee reviews the material in its entirety, utilizing the established selection criteria
- A written decision is issued within the established time period
- Appeals can be directed to the County Librarian