



## IRVINE PUBLIC LIBRARY COLLECTION DEVELOPMENT POLICY

### **Purpose**

To offer guidance to library staff with professional training who are assigned as library selectors for the selection, evaluation, and retention of materials, and to inform the public and other interested persons of the Irvine Public Library's criteria for selection and collection maintenance.

Irvine Public Library (IPL) is committed to creating and maintaining a balanced, relevant, and diverse collection that meets the evolving needs of its patrons. Selectors will strive to develop a collection that will support the recreational, informational, and educational needs of the entire community.

Each library user has the right to determine what they will read, watch, listen to, and interact with. IPL upholds the principles documented in the [Library Bill of Rights](#) as well as [The Freedom to Read](#) and [The Freedom to View](#) statements from the American Library Association. All cardholders have the right to access all materials in the library, although circulation restrictions may be made based on format to certain card types. Parents and legal guardians have the responsibility to monitor the use of library resources and materials by their children. The presence of an item in the library does not indicate any endorsement of its content.

In conformance with the California Freedom to Read Act Statements, IPL attests that:

- The collection meets the broad and diverse interests of the community and respects both the library's autonomy and their specific community needs.
- The public library serves as a center for voluntary inquiry and the dissemination of information and ideas.
- Library materials are provided for the interest, information, and enlightenment of all people, and should present diverse points of view in the collection as a whole.
- The public has a right to receive access to a range of social, political, aesthetic, moral, and other ideas and experiences.

### **The Collection**

IPL offers and maintains a popular materials collection of fiction and nonfiction for all ages. The collection includes print, digital, and non-print materials intended to provide greater access to education, recreation, and enrichment for library patrons.

### **Responsibility**

Materials in the collection are selected by library staff with professional training in collection development.

## **Formats**

Selectors purchase materials in a variety of formats. Formats are not maintained past their relevance. Relevance will be decided based on circulation statistics, patron demand, and accessibility.

## **Community Languages**

The preferred language for most items in the collection is English. Materials in languages other than English are collected when the language is read by a significant number of Irvine residents.

## **Selection Criteria**

All materials, whether purchased, requested, or donated, are evaluated using the following guidelines (no priority implied):

- Public interest and demand
- Relevance to the community
- Contemporary significance
- Enduring value
- Relation to the existing collection and to other materials on the subject
- Circulation statistics of similar materials
- Suitability of subject and style for intended audience
- Positive professional or popular reviews
- Contribution to the diversity or breadth of the collection
- Professional or literary reputation of the author, illustrator, publisher, or producer
- Availability of other information on the subject
- Suitability of the format for library use
- Cost and availability

Selectors avoid purchasing specialized professional and academic materials. Special consideration will be given to items of unique interest to the Irvine community and to local authors.

## **Digital Collection**

IPL purchases digital materials, databases, and educational resources to meet community needs. When applicable, selection of digital materials will meet the same criteria as those of physical items. Digital offerings may be discontinued based on usage data or budget.

## **Suggestions**

IPL welcomes suggestions from library patrons. All suggestions for purchase are subject to the same selection criteria as other materials and are not automatically added to the collection. Suggestions for purchase are used to guide library selectors in developing collections that serve the interests and needs of the community.

Patrons may make suggestions for purchase by filling out the Collection Suggestion Form. Digital providers may offer separate suggestion forms on their sites.

## **Donations**

Donation of materials to the library are accepted through the Friends of the Library Used Book Stores. Donations may be added to the collection at the discretion of professional library staff. IPL makes no guarantees that donations will be added to the collection. Once donated, the library and/or its support groups retain unconditional ownership of the item(s) and make the final decision on their use, distribution, or other disposition. Any item found with or within donated items has no guarantee of being able to be returned to the donor. Donated items are not accepted as replacement for lost library materials.

## **Local Authors**

IPL supports the local author community and maintains a collection of local author materials. Authors who are current residents of Orange County or whose works are set in the City of Irvine may submit their works for addition to IPL's local author collection. All works submitted by local authors will be reviewed with similar assessment guidelines as other materials, with the possible exception of professional reviews and literary reputation. Once donated, the materials are subject to the same process as other donations and will not be returned to the author if not included in the collection.

## **Collection Maintenance**

IPL evolves in response to the needs of the community and the collection will be maintained through an ongoing re-evaluation process by library selectors. IPL does not keep a permanent archive of materials.

## **Evaluation**

Materials are deaccessioned from the collection by library staff with professional training based on the following criteria:

- Low circulation
- Outdated information
- Damage or wear
- Waning relevance to the community
- Availability in another format
- Availability of newer editions or superior replacement
- Space restrictions

## **Requests for Reconsideration or Removal**

IPL supports the right of all individuals to read freely. Patrons are asked to respect the right of others to use materials they might not personally endorse. IPL recognizes the right and responsibility of parents and legal guardians to guide their own children's library use while allowing other parents and legal guardians to do the same. IPL has a formal process for the review of materials. Irvine residents who maintain an active library card may share their concerns and initiate the formal review of any item in the collection by completing a Library Materials Evaluation Form, which can be obtained at a public service desk located inside each library. Patrons will receive a written response to their concern(s). Any material(s) addressed through this formal review process will not be formally reviewed again for 12 months from the date a decision is made regarding the material.