CITY OF CHULA VISTA
LIBRARY

Chula Vista Public Library Collection Development Policy

The Chula Vista Public Library aims to provide the best library materials collection possible within the constraints of space and fiscal resources, for children, teens and adults. The library serves as a center for voluntary inquiry and the dissemination of information and ideas. It is the right of the public to receive access to a range of social, political, aesthetic, moral, and other ideas and experiences. The purpose of this policy is to define for the public and the library staff, the philosophy, and criteria for selecting materials and maintaining this collection.

The Collection Development Policy is guided by the Library's mission and supports our service responses that focus on basic literacy, the provision of current topics and titles and resources that contain general information, aiding of lifelong learning and the preservation of local history.

The library 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.

Mission Statement
The Chula Vista Public Library builds connections, promotes literacy, and engages the community.

Authority and Responsibility
Authority for selecting library resources rest with the Library Director and is delegated to designated Library staff whose role it is to identify, assess, acquire and maintain the resources that support the library's mission and respond to the needs and interests of our diverse population.

Chula Vista Public Library will purchase resources within the limits of an annual budget and follow the City's procurement policies.

Collection Development
When selecting resources for, or conversely, deselecting from the library collection, these factors are considered:

- Positive review from a nationally known reviewing source
- Popular interest or demand
- Relevance
- Cost

- Availability of the subject in the library
- Currency of information
- Accuracy and impartiality
- Quality of organization, readability and style
- Physical durability, attractiveness and technical merit of the format
- Inclusion in standard or local bibliographies or indices
- Social significance
- Appropriateness of format
- Reputation of the author, publisher or producer
- Subject knowledge and expertise of staff

Resources that have been selected or excluded on the principles indicated in this policy may be re-evaluated upon request.

Request for Re-Evaluation Procedure

A patron objecting to a title in the library's collection will be offered a Comment Form and asked to express their concerns in writing, providing as much specific information and explanation as possible. This will allow the Library to respond to the concerns in the most timely and effective manner.

Materials in question will remain in the collection until a decision is reached by committee and approved by the Director.

Upon receipt of the completed Comment Form a Principal Librarian will select a committee of three librarians to read/view the title and its respective reviews. The committee will then submit their professional opinions as to the appropriateness of the item in the library's collection to the Principal Librarian who will send the patron a letter of response within four weeks of receiving the Comment Form.

Donated Books & Other Materials

Donated resources will be evaluated using the same criteria as the resources selected for purchase. The Library has the right to refuse any and/or all donations. Donations are subject to the following limitations:

- The Library retains the unconditional ownership of the gift.
- The Library makes the final decision on its use or other disposition of the gift.
- The Library reserves the right to decide the conditions of display, housing and access to the collection.
- The Library will not report back to the donor the ultimate disposition of the gift.The Library will not specify value for tax purposes, but will acknowledge the number of items donated.
- **The Library will accept only gift materials with no strings attached.**

In accordance with the Chula Vista Municipal Code, Sec. 2.56.250, gifts not selected for the collection are donated to the Friends of the Chula Vista Library for sale in their bookstores.

Collection Maintenance

The Chula Vista Public Library will adhere to an ongoing collection maintenance program to ensure the collection supports the mission. Statistical tools such as circulation reports, collection turnover rates, shelf allotments, and volume counts will be studied to determine how the collection is being used and how it should change in relation to usage.

Ethics & Guidelines

Chula Vista Public Library and the Board of Library Trustees fully endorse and subscribe to the American Library Association's Library Bill of Rights:

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.

Adopted June 18, 1948. Amended February 2, 1961, and January 23, 1980, inclusion of "age" reaffirmed January 23, 1996, by the ALA Council.

Chula Vista Public Library and the Board of Library Trustees also subscribe to the principles of the American Library Association's Freedom to Read and Freedom to View Statements. These documents affirm that free and convenient access to ideas, information, and creative experiences are vital to every citizen.

The Internet is not under the authority of, nor regulated by, any government agency and is therefore not part of the Collection Development Policy (see Internet Access Policy).