

Sacramento Public Library Policy

Policy Name:	Collection Development Policy				
Related Documents	Attachment A: Library Bill of Rights Attachment B: The Freedom to Read Statement Attachment C: The Freedom to View Statement				
Department:	Collection Services				
Issue Date:	January 27, 2011	Revision Date:	February 23, 2023	Board Approval Date:	February 23, 2023

Purpose

Sacramento Public Library provides ideas, information, and resources to help our community discover, learn, and grow. The Sacramento Public Library’s Collection Development Policy supports the direction, goals, and objectives of the Library as a whole. The collection development policy helps library staff meet collection goals as they relate to the mission of the library, informs the community about the principles by which materials are selected for inclusion, and guides how we spend our collection funds.

Policy

The library selects materials in a variety of formats and languages that best serve the needs of the community. Selections are made by library staff to provide a broad and relevant collection, while being good stewards of the community’s tax dollars. The greatest value is received by focusing on the most popular and wide-spread formats and by not duplicating the comprehensive collection efforts of college and research institutions. Material selection is based on awareness of community interests and concerns, national and international issues and events, publishing trends, new insights, societal trends, and the professional judgment of staff regarding the material’s value to the Library’s collection. It is the Library’s intention that the collection addresses the needs and interests of its communities and, as much as possible, reflects the diversity of the entire Sacramento Public Library service area.

In order to enhance the collection, Sacramento Public Library participates in regional, state and national cooperative networks and facilitates interlibrary loans to obtain items for users the library does not own or cannot purchase.

Central Library

The Central Library serves as a central resource and collects current, contemporary materials as well as houses a larger collection of backlist titles of fiction, non-fiction, and audiovisual items. It also aims to collect older non-fiction and single copies of titles that are no longer in high demand. It also houses some specialty collections such as Genealogy, etc.

The Sacramento Room is dedicated to promoting an appreciation and understanding of the history of Sacramento by collecting, preserving, and providing access to special collections relating to the diverse history of the area. The Sacramento Room Collection Development Policy is supplemental to the general library collection development policy.

Library Branches

The emphasis of branch library locations is on collecting current, timely materials to satisfy popular demand to serve the day-to-day needs of typical library users rather than creating comprehensive collections intended for in-depth research. Some locations may have small, specialized research collections.

INTELLECTUAL FREEDOM

The Library will uphold the freedom to read as expressed in the Library Bill of Rights, the Freedom to Read Statement, and the Freedom to View Statement adopted by the American Library Association (Attachments A-C). While anyone is free to select or reject materials for themselves or their own minor children, the freedom of others to read or inquire will not be restricted. The Library does not stand in loco parentis (in the place of parents). Parents and guardians, not the Library or staff, have the responsibility to guide and direct the reading, listening and viewing choices of their own minor children.

OBJECTIVES OF THE COLLECTION

Responsibility for Selection

The responsibility for the selection of library materials rests ultimately with the Library Director. Under the Director's guidance, the professional staff has responsibility for the selection of materials. All staff members and the general public are encouraged to recommend resources for consideration. The library collection shall be an unbiased and diverse source of information, representing as many viewpoints as possible.

Selection Criteria

The Sacramento Public Library selects materials for all ages and relies extensively on professional review sources. Material is not excluded because of the race, nationality, religion, gender identity, sexual orientation, or political and social views of the author. Inclusion of materials does not imply agreement with or endorsement of content.

A. General criteria for selecting print material include, but are not limited to:

- Patron interest and demand
- Historical significance of author or subject
- Timeliness of material
- Local emphasis and connection to the Sacramento Region
- Authority, accuracy, and factualness
- Format appropriate for circulation

- Literary acclaim
- Diversity of viewpoint
- Cultural influence

B. Community Languages

The Library collects recreational and informational material in languages other than English for adults and juveniles to meet the needs of a diverse population, focusing on languages that are actively used and can be purchased, cataloged, and accessed accordingly. The Library may choose to prioritize acquiring materials in languages for which there is a higher demand or larger populations.

C. Patron Driven Acquisitions

Sacramento Public Library welcomes suggestions from the community for possible purchases of resources. All suggestions are given consideration using the same criteria as all other materials purchased for the Library.

D. Local Authors and Self-Publishing

Local Authors

Authors who live within the boundaries of Sacramento County may donate one copy of their book to be considered for inclusion in the Local Author collection at the Central Library. These donations will be given consideration for addition based on selection criteria used for other resources but no guarantee is made they will be included.

Self-Publishing

The Sacramento Public Library does not purchase unsolicited materials or act in lieu of professional review sources. The Library accepts donated copies of self-published books but does not guarantee inclusion in the collection. Items donated to the Library become the property of the Library and cannot be returned to the donating party.

Donated titles are subject to library policies regarding deselecting due to condition, lack of use, or space constraints.

E. DVD Collection Guidelines

The Sacramento Public Library maintains a broad selection of entertainment, informational and instructional DVDs. The emphasis is on popular materials and is balanced with classic films, independent films, foreign films, and documentaries.

Selection Criteria

The general criteria for selecting DVDs include, but are not limited to:

- Budgetary constraints
- Authority, accuracy, and factualness
- Age of production and timeliness

- Awards and critical acclaim
- Broad community appeal and popularity
- Cultural influence
- Technical quality of production
- Artistic distinction
- Diversity of viewpoint

Film and television series are collected based on feasibility of the cost of the entire series, broad community appeal and currency. It is not always possible to replace individual seasons of titles. Titles suggested by patrons are evaluated based on the above selection criteria.

G. Video Games

The Sacramento Public Library maintains a broad selection of video games for a number of video gaming platforms.

Selection Criteria

The general criteria for selecting video games include, but are not limited to:

- Budgetary constraints
- Broad community appeal and popularity
- Awards and critical acclaim
- Format appropriate for circulation
- Cultural influence
- Currency or obsolescence of the gaming platform or technology

The Library does not restrict the purchase or circulation of video games based on ESRB Game Ratings, but strongly suggests parents and guardians be aware of the content of the video games checked out by their child.

H. Criteria for the Selection of Digital Resources

Digital resources, including ebooks, eaudiobooks, streaming video and audio, government documents, databases, vendor curated databases, and virtual tutorials and language are subject to the same general selection criteria as other materials. Vendor curated databases may contain material that falls outside of Sacramento Public Library's selection criteria.

The Library's customer base includes a segment that is exclusively virtual. Digital resources extend the reach of the Library because they are available remotely, 24 hours a day, 7 days a week. The digital landscape is an area of rapid growth and development, and the Sacramento Public Library strives for a collection that is as diverse and encompassing as the physical collection. Additional selection criteria for digital resources include accessibility and compatibility; for example, universality of format and compatibility with current digital platforms.

I. Specialty Collections

The Library collects and circulates a variety of objects of everyday use (realia) and specialty items (such as tools and devices).

Selection Criteria

The general criteria for selecting resources includes but are not limited to:

- Budgetary constraints
- Broad community appeal and popularity
- Safety concerns
- Ease of use or transport

J. Gifts - Donation of Books Policy

The Sacramento Public Library accepts donations of books and other material in good condition. Items donated to the library for addition to the collection must be reviewed by Library staff and become the property of the Library and cannot be returned to the donating party. Some items may be added to the collection or passed along to the Friends of the Sacramento Public Library or other partner agencies to generate funds for the library. Donations of items for the Sacramento Public Library are accepted at all locations and an acknowledgement form is provided upon request.

Because of limitations of space, money and staff, the library does reserve the right to accept or discard, at its discretion, any new or previously used donated materials.

DESELECTION AND COLLECTION MAINTENANCE

Deselection of material from the circulating collections is a vital part of successful collection maintenance. Continuous evaluation is necessary and materials are regularly removed to maintain a current, accurate, and appealing collection and to facilitate its ease of use.

An item may be deselected for several reasons, including:

- Out-of-date information
- Wear or damage
- Item no longer responds to current needs or interests
- Materials in the format are no longer collected

At the discretion of the Library Deselected items may be given to the Friends of the Sacramento Public Library or other partner agencies to sell or may be recycled.

The Library reserves the right to deselect, reclassify, or weed collection materials that may fit one or more collection criteria in service to creating and maintaining a collection that is

welcoming and relevant to all communities the library serves, especially those that are underserved or marginalized.

CONTROVERSIAL MATERIALS AND CREATORS

Individual items, which in and of themselves may be controversial or offensive to some, may be selected if their inclusion will contribute to the range of viewpoints in the collection as a whole and the effectiveness of the Library's ability to serve its community. Individual authors and creators of works may also be controversial due to their viewpoints or personal actions. Their works will also be included if the work will contribute to the mission of the library collection. Their works will not be removed solely for the history or situation of the author/creator.

Misinformation and the Library Collections

For the purposes of evaluating informational material, the Library draws a distinction between material that may cause controversy or objection, and material that contains misinformation. While potential controversy does not disqualify material from the Library's collection, material that purports to be factual and/or authoritative but contains inaccurate or misleading information does not meet the Library's standard for selection, and may be deselected, reclassified, or weeded at Library staff's discretion.

This distinction is addressed in the selection criteria for the Library's collections, including but not limited to:

- **Authority and Accuracy**

Content authority and accuracy can be evaluated through the expertise of the material's creator(s), corroborating sources, independent fact checking and analysis, and professional and industry review. Opinions, commentaries, and analyses are not necessarily subject to this evaluation, unless they are unambiguously presented as fact.

- **Timeliness of Material**

Some informational subjects may require only the most up-to-date materials in order to provide factual information, while other subjects may contain or rely on older materials in order to provide context, history, and depth of coverage.

- **Diversity of Viewpoint**

The Library is not obligated to balance every informational material in the collection with one of an opposing viewpoint, or to add misinformation to Library collections solely because it represents an additional viewpoint.

- **Cultural Influence**

Relation to current events does not outweigh the Library's commitment to the authority and accuracy of informational material in its collection. The Library can facilitate access to material of cultural importance that may contain misinformation through other means, including but not limited to interlibrary loan, internet access, and reference services.

CONCERNS REGARDING LIBRARY MATERIALS

Persons raising concerns about a book or other material in the Library collection will be offered the Request for Reconsideration of Library Resource form and asked to provide a written explanation of their objections, citing specifics from the material in question. Library staff will respond to the request in accordance with the Reconsideration of Materials Procedure (Attachment D). Only persons who live within the Sacramento Public Library service area are permitted to request a resource be reconsidered. Once an item has undergone the reconsideration process, it cannot be reconsidered by the Library (regardless of who requests the reconsideration) for five (5) years.

Policy History

February 2023 – Revised

ATTACHMENT A

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.

1. 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.
2. 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.
3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
5. A person's right to use a library should not be denied or abridged because of origin, age, background or views.
6. Libraries that 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.

All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019. Inclusion of "age" reaffirmed January 23, 1996.

ATTACHMENT B

The Freedom to Read Statement

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of

limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. *It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular or considered dangerous by the majority.*

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. *Publishers, librarians and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral or aesthetic views as a standard for determining what should be published or circulated.*

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. *It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.*

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

4. *There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.*

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

5. *It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.*

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. *It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.*

It is inevitable in the give and take of the democratic process that the political, the moral or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

7. *It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.*

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.

A Joint Statement by:

**American Library Association
Association of American Publishers**

Subsequently endorsed by:

**American Booksellers Foundation for Free
Expression The Association of American
University Presses, Inc.
The Children's Book Council
Freedom to Read Foundation**

National Association of College Stores

National Coalition Against Censorship

National Council of Teachers of English

The Thomas Jefferson Center for the Protection of Free Expression

ATTACHMENT C

The Freedom to View Statement

The **FREEDOM TO VIEW**, along with the freedom to speak, to hear, and to read, is protected by the **First Amendment to the Constitution of the United States**. In a free society, there is no place for censorship of any medium of expression. Therefore these principles are affirmed:

1. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989. Endorsed January 10, 1990, by the ALA Council