

# ORANGE PUBLIC LIBRARY

## COLLECTION DEVELOPMENT

*Adopted by the Orange Public Library Board of Trustees on April 16, 2001*

*Revised/Adopted: 12/17/2001; 6/17/2002; 7/21/2004; 6/16/2008; 2/23/2015; 4/18/2016; 12/20/2017*

### **Mission**

To welcome and support all people in their enjoyment of reading and pursuit of lifelong learning, to preserve local history, and to provide equal access to information, ideas and knowledge through books, programs and technology.

The Collection Development policy applies to print, electronic and online resources.

### **Community**

The Orange Public Library (OPL) serves a diverse community of all ages, all education levels, and various socio-economic backgrounds.

### **Collection Levels\***

Circulating materials are to be collected primarily at the basic collection level. A limited number of reference materials are maintained at the basic level at all facilities. The Local History Collection will strive to be comprehensive. Scholarly, technical or highly specialized materials are not within the scope of the library's collection except where indicated.

### **Selectors**

Materials are selected by librarians and approved by the Senior Library Manager.

### **Selection Standards**

OPL supports First Amendment freedoms. The library emphasizes reasons for including materials rather than excluding them. Library staff has a professional responsibility to develop and maintain a collection of materials that present a diversity of opinions and tastes reflecting the needs and interests of its community. Materials are selected without regard to the racial, national, sexual, political, religious or controversial nature of the work. The inclusion of an item in the collection does not imply the library's endorsement of its contents. Suggestions from patrons are always welcome.

### **Selection Tools and Criteria**

The selection tools used by librarians include professional library journals, trade journals, standard library review sources, bestseller lists, recommended core lists, electronic lists, and patron requests. Publishers' catalogs are used to fill a collection need.

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While a single standard cannot be applied to each work, the following criteria are to be considered when selecting materials whether purchased or donated (in alpha order):

- accuracy
- authoritativeness
- availability
- budgetary limitations
- cost
- format
- historical value
- physical condition
- popular demand
- reputation of the publisher
- reviews in literature
- social significance
- space allotted
- style or artistic quality of treatment
- sustainability
- timeliness

The material's particular relevance to Orange, Orange County, or Southern California will also be considered.

**SCOPE OF THE COLLECTION**

**Nonfiction**

Collection development is more extensive at the Orange Public Library & History Center (OPL&HC) than at the branches. Items of lasting value and current interest are emphasized. Areas that especially demand current materials is law, medicine, technology, science, business, community agencies, government, social science, and travel and country information.

**Fiction**

Contemporary fiction, graphic novels, and classic works are included in fiction collections. Multiple copies may be purchased depending on demand. Retrospective collecting is given a higher priority to OPL&HC than at the branches and will primarily be to replace classics.

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**Reference**

Reference books are designated for use only within the library. Items in high demand such as encyclopedias or consumer magazines may also be included in the reference collection to allow for greater availability and maximum use. Reference databases are available inside the library and may also be accessed remotely by any OPL cardholder.

**Audio/Visual**

The DVD collection concentrates on: popular, instructional-, educational-, and literature-based value.

The audio collection concentrates on language instruction, a variety of music, motivational, and unabridged books on compact disc.

New formats will be considered for purchase when industry reports and local requests indicate a need, and as the library's budget for materials can support another format.

**Periodicals**

A popular reading collection of periodicals and newspapers is maintained at all library locations, and is also available online. Back issues are retained for a period of time. Decisions as to the retention or continuation of periodicals are made at the discretion of library staff.

**Language Materials**

Materials are primarily collected in English. OPL strives to develop and maintain foreign language collections that support the major linguistic ethnic groups living in Orange. Spanish materials are available at all library locations and may include: basic nonfiction, fiction, periodicals, DVDs, and music CDs. An adult Vietnamese collection is held at OPL&HC.

**Exemptions**

OPL uses third-party vendors for some collections to select and provide digital material to its patrons. Because of this, OPL has no input as to what materials will be selected and made available to its patrons. Two vendor examples for this type of digital material is Freegal (music downloads), and Zinio (digital magazines). Material selection is at the discretion of the vendor and can change without notice.

**Material Donations**

Donated materials will be evaluated and treated per the Donations, Grants and Sponsorships Policy.

**Withdrawals**

The library collection is evaluated on an ongoing basis using the CREW Method (Continuous Review, Evaluation and Weeding). Several factors must be considered

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during de-selection. Some of these factors include:

- the needs and demands of the library's community of users
- the availability of more suitable material
- the ability of the library to borrow the item through interlibrary loan
  
- outdated or obsolete information
- worn, damaged, or unrepairable material
- unneeded duplicates
- item has not circulated and/or other similar material available

### **Requests for Review**

Individuals or groups who question the inclusion of a certain item in the collection are encouraged to use the "Request for Review of Library Materials" form. The Library Services Director (or designee) will respond in writing with the final decision (see the *Request for Review of Library Materials Policy*).

\*Definitions for collection levels used have been adapted from the collection levels in the American Library Association *Guide for Written Collection Policy Statements*, 2<sup>nd</sup> edition (1989), and those stated in *Collection Development and Resource Access Plan for the Skokie Public Library* (1998).

*Basic Level:* An inclusive but basic collection that serves to introduce and define the subject. It is comprised of mostly popular material or material that provides a general overview of the subject and may include classics, major reference works, and basic periodicals.

*Study Level:* An adequate collection used to support users who further desire to study the subject. It includes a larger selection from currently published titles of more important writers, a limited selection of the most popular works of secondary writers, and a larger selection of periodicals on narrower topics within the subject.

*Advanced Study Level:* A collection used to sustain independent study or to support study at high school, trade school, or undergraduate levels. The collection of materials represents many aspects of the subject, including those items to be retained for historical value. Works may include the complete collections of noted authors, selections from the works of secondary authors, a selection of representative journals, and more specialized bibliographic sources.

*Research Level:* A collection that supports independent research or graduate level study by including most major published source materials as well as popular materials. Its purpose is to serve highly specific and specialized parts of the community and support research by leading to materials within or outside the scope of the library's collection. It contains specialized indexes, bibliographies, periodicals and databases of a scholarly or technical nature.

*Comprehensive Level:* A collection that endeavors to include all significant works of recorded knowledge in all applicable languages for a limited field. The aim of the collection is exhaustiveness, and older material may be retained for historical research.