
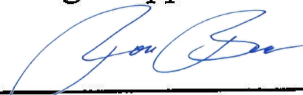


Monterey Park Bruggemeyer Library Policy	Policy Number: 98-01
	Issue Date: May 19, 1998
	Revised Date: March 18, 2003; July 15, 2008; May 19, 2015, January 21, 2020; April 19, 2021
Subject: Collection Development Policy	Library Board of Trustees' Review:  City Manager Approval: 
	Page Number 1 of 15
<p><u>Purpose:</u> The purpose of the Monterey Park Bruggemeyer Library's Collection Development Policy is to define the guidelines by which the librarians and other selectors will add and withdraw titles from the Library's collection. The Collection Development Policy also serves as a source of information to the public about the purpose and scope of the Library's collection.</p> <p><u>Provisions:</u> See the following attached pages.</p>	

MONTEREY PARK BRUGGEMEYER LIBRARY
City of Monterey Park

COLLECTION DEVELOPMENT POLICY
Adopted by the Library Board of Trustees

Revised April 2021

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I. PURPOSE:

The Monterey Park Bruggemeyer Library Collection Development Policy provides guidance for the selection, evaluation, and withdrawal of materials within the library. The Collection Development Policy also serves as a source of information to the public about the purpose and scope of the Library's collections and the library management principles upon which decisions concerning the collection are made.

The Collection Development Policy is designed to support the Library's mission statement "to meet the cultural, educational and informational needs of the residents of the City of Monterey Park by providing free and open access to its resources and services".

II. PRINCIPLES

The collection is based on the following principles:

- The Library selects materials which serve the needs of its diverse community.
- The Library provides a collection that is of interest to people of all ages and in various languages.
- The Library recognizes its responsibility to provide materials preserving various and diverse points of view. The Library supports the philosophy as stated in Article II of the American Library Association's *Library Bill of Rights*: "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." Library collections must represent the diversity of people and ideas in our society.
- The Library supports free and open access to information for educational, recreational, and independent learning.
- The Library does not take responsibility for judging the appropriateness of materials selected by children and youth when parents are not present to supervise those selections.

III. RESPONSIBILITY FOR SELECTION OF LIBRARY MATERIALS

Under the authority of the City Librarian, the Adult, Young Adult and Children's Librarians have overall responsibility for the selection of library materials. Selection of materials is made with the subject knowledge of each selector with professional reviewing sources like *Booklist*, *Library Journal*, *School Library Journal*, the *Los Angeles Times Book Review* and others, along with recommendations from the public. Material will not be excluded or removed because of the race, nationality, political or religious views of the writer.

IV. GENERAL SELECTION CRITERIA

Materials are selected based on the following criteria:

- Popular interest, contemporary significance, or permanent value
- Authority, accuracy and accessibility of presentation
- Currency of the information in rapidly changing fields
- Reputation of author, publisher or issuing body
- Readability
- Historical interest to the community
- Prizes, awards, or honors received
- Importance of items to provide diversity in the collection
- Durability and attractiveness
- Suitability of format for subject and user's needs
- Inclusion of the work in bibliographies and indices
- Price and availability
- Monterey Park author or local references
- Supplement school libraries - not supplant them
- Materials intended for a general audience not solely for an academic audience
- Limited purchase of textbooks when they are useful to those doing independent study, but not in support of a specific curriculum. The Library does not acquire curriculum-related materials, such as workbooks, teachers' manuals and flash cards for the nonfiction collection

V. FORMATS

The Library purchases many types of materials for public use. These materials include but are not limited to:

- Books
- Magazines
- Newspapers
- Audio Books
- E-Books
- DVDs
- CDs/Sound Recordings
- Electronic Databases

VI. LANGUAGES

The Library purchases materials in the following languages:

- Chinese
- English
- Japanese
- Korean

- Spanish
- Vietnamese

VII. COLLECTION MAINTENANCE INCLUDING WEEDING

- Responsibility for collection development in a given subject includes responsibility for maintenance of those same subject areas. Collection maintenance entails making decisions with regard to particular items to replace, add, discard, mend or rebind.
- Utilizing a weeding plan, the selector examines the collection to weed out materials (Please note: materials are not discarded simply because they contain unpopular or controversial opinion). Criteria for weeding may include:
 - Duplicates bought to satisfy initial heavy demand.
 - Superseded editions.
 - Worn out or damaged library materials.
 - Dated or incorrect information when it is likely to mislead the user (Please note: historical materials with viewpoints currently considered inaccurate or offensive, but representative of their time and place are not discarded on that basis alone).
 - An item which is no longer in demand.
- Selectors will decide to replace an item based on demand, availability and subject need.
- Books are considered for rebinding if the title is out of print but continues to have value for the collection, length of time the title is expected to remain in the collection, availability in hardback, the item can be rebound (i.e. condition of the paper, wide enough margins to allow rebinding, the book has not been mended with tape previously, the book has not been rebound previously and the interior is free of ink writing or other spots) and there is nothing newer or better available to replace it.
- Items that have been selected for discard should be taken to the Technical Services department where they can be removed from the ILS database. Discarded items are not to be presented or saved for individual persons because of the possible resultant impression of favoritism. Discarded items are put into recycling.

VIII. REVISION OF THE COLLECTION DEVELOPMENT POLICY

The City Librarian will make recommendations of needed revisions of the Collection Development Policy to the Library Board at a regularly scheduled meeting.

IX. PROCEDURE FOR RESOLVING PATRON COMPLAINTS REGARDING MATERIALS

When a library patron questions the inclusion of any item in the Library's collection, the patron will be furnished with a "Request for Reconsideration of Library Materials/Resources" form to formally express his or her concern and specific reasons for the objection (see procedure and the template of form given to the patron). The patron has the

right to appeal the City Librarian's decision to the Library Board. Upon notification in writing of the patron's wish to appeal, the City Librarian will place the matter on the Library Board's Agenda to be considered at a public meeting. The Library Board will make the final decision concerning the disposition of the questioned material.

Reconsideration of Library Materials/Resources Procedure

The City of Monterey Park is made up of people with varied needs and interests. The Library considers these diverse views and attempts to meet these needs and by providing materials presenting diverse views and expressions. The selection of an item does not express or imply endorsement by the library of the viewpoint of the author or producer. Library materials are not identified to show approval or disapproval of the contents, nor are items placed in restricted areas, except for the purpose of protecting them from damage or theft. Some materials may reflect a point of view that others might find offensive. The Library welcomes expression of opinions by patrons, but will be governed by the "Collection Development Policy" in making additions to or deletions from the collection. Patrons may want to use the Suggestion form available at the Reference Desk or on the computer to suggest items the library should purchase.

Works normally are not excluded from the collection because of language, explicit text or illustrations, if they meet previously stated criteria. The choice of library materials by the user is an individual matter. While a person may reject materials for himself/herself, he/she cannot exercise censorship to restrict access to the materials for others.

The Children's Collection serves infants through age 12, and the broad range of ages, interests, and maturity levels represented requires a wide variety of materials. Books suitable for one child may not necessarily be suitable for another. The American Library Association opposes restricting access to library materials and services for minors and holds that it is the parents - and only parents - who may restrict their children - and only their children - from access to library materials and services. The Library encourages parents to play an active role in their children's library use until such time as the parent feels his/her child is ready to select materials or to use the Internet on his/her own. Library staff members are happy to give suggestions and help locate materials and Internet sites, but the library does not act in place of the parent.

Recognizing that a diversity of materials may result in some requests for reconsideration, the following procedures have been developed to ensure that objections or complaints are handled in an attentive and consistent manner.

- A. Any member of the public served by the Library may lodge a complaint about materials in the collection. Library staff will respond professionally to such a complaint in accordance with the following guidelines:
 - Initially, the complaint should be referred to the Senior Librarian on duty at the Reference Desk or Children's Reference Desk (if there is no Senior Librarian on duty, refer the patron to the City Librarian).
 - The Senior Librarian will remain calm and listen courteously to the complainant.

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- If necessary, the Senior Librarian will furnish copies of the “Collection Development Policy” and the “Library Bill of Rights.”
 - If the patron is not satisfied, the Senior Librarian will give him/her the “Request for Reconsideration of Library Materials” to complete.
 - When the form is returned, the Senior Librarian will explain that a Reconsideration Committee will review the item and consult professional reviews of the materials. Their recommendation will be given to the City Librarian.
 - The Senior Librarian will assure the patron that their interest in the library is important and welcome and that the City Librarian will reply to the patron within six weeks.
- B. The materials will be reviewed by the Reconsideration Committee incorporating professional reviews. The Senior Librarian in charge of the area receiving the complaint will establish a Reconsideration Committee consisting of herself or himself, a Subject Specialist and a member of the Friends of the Library or a member of the general public. The members of the committee will receive copies of any reviews of the material, the “Collection Development Policy” and the “Library Bill of Rights”. The committee members will read or view or listen to the item that is being reconsidered. A written report will be submitted to the City Librarian within five weeks of the receipt of the written complaint.
- C. The City Librarian will make a decision concerning the material taking into consideration the recommendation of the Reconsideration Committee. The City Librarian will notify the complainant of this decision in writing within six weeks of the complaint. The City Librarian will also send copies of the letter to the Reconsideration Committee.
- D. If the complainant is not satisfied with the action taken, they may appeal by writing to the President of the Library Board.
- E. The Library Board will read/review the material taking into consideration the “Collection Development Policy.” The Library Board will vote to uphold or override the decision of the City Librarian.

REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS/RESOURCES

The Library Board of Trustees of the Monterey Park Bruggemeyer Library has delegated the responsibility for selection and evaluation of library materials/resources to the City Librarian and has established reconsideration procedures to address concerns about those materials/resources. Completion of this form is the first step in those procedures. If you wish to request reconsideration of library materials/resources, please return the completed form to the City Librarian, Monterey Park Bruggemeyer Library, 318 South Ramona Avenue, Monterey Park, CA 91754.

Name _____ Date: _____

Address _____

City _____ State _____ Zip _____ Telephone _____

Do you represent Self _____ Organization _____

1. Material/resource on which you are commenting:

Book Newspaper Video Display
 Magazine Library Program Audio Recording
 Electronic information/network (Specify)
 Other (Specify) _____

Title _____

Author/Producer _____

2. What brought this resource to your attention?

3. Have you examined the entire resource?

4. What concerns you about the resource? (Use other side or additional pages, if necessary)

5. Are there resource(s) you can suggest that will provide additional information and/or other viewpoints on this topic?

X. APPENDICES

APPENDIX A AMERICAN LIBRARY ASSOCIATION'S 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 abridgments 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 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, June 27, 1967, and January 23, 1980, inclusion of "age" reaffirmed January 23, 1996, by the American Library Association Council.

APPENDIX B
**AMERICAN LIBRARY ASSOCIATION'S
THE FREEDOM TO READ**

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 citizen, by exercising critical judgment, will accept 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 instruments of freedom. 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 creating culture. We believe that these pressures towards 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 view and expressions, including those which are unorthodox, unpopular or considered dangerous with 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 books 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 authors.**

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 literature 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 differs, and values cannot be legislated; nor can machinery be devised which 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 idea of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for the citizen. 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 expended on the trivial; it is frustrated 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 their 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; revised January 28, 1972, January 16, 1991, July 12, 2000, June 30, 2004 by the ALA Council and the AAP Freedom to Read Committee.

APPENDIX C
**AMERICAN LIBRARY ASSOCIATION'S
THE FREEDOM TO VIEW**

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 possible access to film, video, and other multimedia materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee for freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other multimedia 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, and 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.

This statement was also endorsed by the ALA Council January 10, 1990.