Roseville Public Library Policy

Section Title: Collection Development Policy **Effective Date: 2011**

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I. Who we are:

A public library system comprised of three unique facilities: the Downtown Library; the Maidu Library and the Martha Riley Community Library.

About the Library System and the City

The Roseville Public Library (RPL) is a city library serving a mostly suburban population in Placer County.

Our population includes people from diverse educational, cultural and economic backgrounds with a wide variety of interests. The United States Census reports that approximately 13% of Roseville residents identify themselves as Hispanic.

RPL is supported by the general fund of the City of Roseville through taxes from the residents, businesses and developments.

Roseville is situated at the very western edge of Placer County and is adjacent to communities served by the Sacramento Public Library system and the Placer County Library system. By being located here, RPL serves residents of Placer County and Sacramento County regularly.

There are 3 branches with no designated main library. The Downtown Library is the largest, with 20,000 square feet, and was opened in 1979. It is located in downtown Roseville adjacent to Royer Park. The Maidu Library is 10,000 square feet and opened in 1990. It is located on the east side of the City in Maidu Park. The Martha Riley Community Library has 14,000 square feet and is part of building which also houses an environmental museum, the Utility Exploration Center, a public access TV studio and community meeting rooms. It opened in 2008. It is located in Mahany Park on the north western side of town.

Special Collections:

The Downtown Library houses the Local History Collection which specializes in materials concerning the history of Roseville and Placer County. It serves the community by acquiring, preserving, exhibiting, and providing access to the documentary and material culture of Roseville and surrounding areas. It is a permanent, non-circulating collection of documents, photographs, media, maps, and artifacts.

The Downtown Library has the largest reference collection and the largest number of books in the system.

The Maidu Library has an emphasis that supports the Maidu Interpretive Center, a museum about the local native people.

The Riley Library has an emphasis on “green”, environmental and energy alternatives and supports the Utility Exploration Center, a museum in the same building, dedicated to educating the public about promoting a healthy environment by encouraging individual actions for a sustainable future. This library also supports the facility next door, the Roseville Sport Center, whose aim is developing healthy bodies.

II. Why we do it:

The Roseville Public Library is guided by the mission that the library is the link to the collections, activities, programs and services that support the transformation of its' customers through learning, creating, discovering and connecting.

The purpose of this Collection Development policy:

The purpose of this policy is to provide guidelines for the staff of the Roseville Public Library in performing the duties related to collection development. This includes selection of materials to be added to the collection and to be removed from the collection. In addition, this policy can inform our community about the standards and guidelines that the library uses in selection and maintenance of its collections.

Censorship/Copyright/Cooperative Agreements

This policy also rests upon the American Library Association's Library Bill of Rights, the Freedom to Read Statement and the Freedom to View Statement. Those documents are included as an appendix to this policy.

Copyright

The Roseville Public Library strives to uphold the provisions of the current United States copyright law. We encourage our customers to respect the intellectual property rights of others.

Cooperative Agreements

The library is part of the North Net Cooperative Library System, made up of many libraries in Northern California. Because of membership in this system, we have access to interlibrary loans that are available at low cost to our customers. In addition, we have interlibrary loan from and to many libraries in the United States for a small fee.

Definitions of terms used in this policy:

- "Materials" means any resource available to our customers: books, motion pictures, music, whether in a physical or an electronic form.
- "In the library" means access to materials either as they physically reside in the library building or are available through online or electronic sources.
- "Collection" is defined as materials that are selected for RPL, no matter what format they are in.
- "Selection" refers to the decision that must be made to add an item to our collection.
- "Weeding" is defined as removing material from the collection due to age, condition or appropriateness of the item.

Note: Not all materials and information found via the internet at the library or through library computers are specifically selected using the criteria outlined in this policy. Only web-based resources accessed over the internet that are specifically selected using the criteria outlined in this policy are considered part of the RPL collection.

III. What we do:

Responsibility for Selection:

The authority and responsibility for the selection of library materials ultimately rests with the City Librarian. Under his/her direction, selection is delegated to library staff, usually the librarians, although other staff members may occasionally be called upon to lend their expertise to a specific area of the collection and assist with collection development. All staff members and the public are encouraged to recommend materials for consideration.

The Desired Outcome of this Collection Policy:

Our collection is designed to be broad, appealing to a wide variety of interests. Materials available in the library present a diversity of viewpoints, allowing people of all ages and backgrounds access to the information needed for educational purposes and to make the informed choices so crucial in a democracy.

Materials available in the library also represent diversity in recreational reading, allowing community members access to the reading material that is of interest to them.

Due to limited funds and a relatively limitless set of choices of what to purchase, we endeavor to search out those items that will help to improve the quality of our collection.

We select material that is responsive to the needs of our customers within reason, based on cost, value and expected lifespan of the item.

We can not purchase enough copies to satisfy all of our users of the most popular items. Our choices must reflect those items that will provide the most use to our customers in the long term. Where possible, we will use innovative methods, for example, leasing books that allow us to provide multiple copies of a bestseller when very popular, for a better price.

As a public library, we do not try to meet the curriculum needs of students directly. We do choose a variety of complementary resources for the educational needs of our community. Textbooks are not chosen except as they provide general information for the public where little else is available.

Selection Process

Selection is achieved through an interpretive process that examines professional reviews, includes knowledge of a subject area, the existing collection and the needs of the community.
Material is judged on the basis of the content and style of the work as a whole, not by selected portions or passages.

The list below provides many of the elements that are taken into consideration in selection. What the list omits is the selector's unique knowledge, through education and job experience that provides a framework on which selection ultimately rests. While it is a personal decision, it is to be made impersonally, based on experience, knowledge and judgment and not upon personal viewpoints. Selectors strive to choose material that will build a well-rounded collection, which includes varying viewpoints and opinions that meet the needs of the public we serve.

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General criteria: (in no particular order)

- Contemporary significance or permanent value
- Suitability of physical form for library use
- Suitability of subject and style for intended audience
- Cost
- Importance as a document of the times
- Relation to the existing collection and other material on the subject
- Attention by critics and reviewers
- Potential user appeal or customer interest
- Requests by the public
- Importance of subject matter
- Timeliness of materials
- Accuracy
- Award winning
- Local emphasis
- Value of maintaining already established collection depth
- Local historical emphasis
- Supports program or activity offered by the library

The library collects materials in a variety of formats.

To ensure a vital collection of continuing and relevant value to our customers, materials and/or formats are not maintained once their lack of popularity or irrelevance renders them superfluous (except in the area of local history).

Hardbacks with sewn bindings are most appropriate for items of more enduring value, as they last longer. However, since multiple copies of a very popular classic title can be necessary, paperbacks are considered useful in filling a need. While preference is given to hardbacks, there are many items which are added as a paperback because of the low cost. Many children's popular series fit this description, as the quality of writing is not likely to be enduring, but the popularity of the work lends itself to be highly used and a stepping stone to better materials.

While our emphasis is on materials in physical formats such as books, magazines, CDs and DVDs, we also select materials in electronic format such as audio downloads or online databases.

At present our collection of VHS video tapes is still in circulation. The library maintains this collection through the addition of gifts only; it does not purchase movies or documentaries on VHS tapes.

<u>Adult Fiction</u>

The library selects in all areas of fiction: general fiction, mysteries, science fiction, westerns, romance, etc.

- Select materials of current popular or award winning authors with an emphasis on those writing in English
- Choose selectively from world wide authors whose work represents the best and most interesting writing whose works are translated into English.
- Select materials of classic authors to fill holes in the collection.

Adult Subject Areas in Non Fiction

The library collects across all subjects in the Dewey decimal classification system; choosing materials that provide a broadly based up-to-date survey of the subjects. Historical and popular reviews of a topic are also sought. Subjects are not collected in great depth.
Exceptions may occur when an area becomes of great interest to the community. For example, computer information used to be selected for a very broad smattering of coverage. Now we choose some of the more widely used programs and hardware, which provide much more in depth information, due to the high profile that computers occupy in our lives today. Another example is selecting to support the special collections of our branches.

- Select materials of current popular or award winning authors with an emphasis on those writing in English.
- Choose selectively from world wide authors whose work represents the best and most interesting writing in English translation.
- Select materials of classic authors to fill holes in the collection.
- Special care should be taken with material that is older, that it does not misinform our customers about legal or medical issues.

Foreign Language Material:

The library only collects foreign language materials in Spanish, as it is the largest segment of foreign language speakers of a single language in Roseville.

The Spanish-language collection contains adult and children's materials, both fiction and non-fiction. All formats may be included.

- Select popular adult fiction titles by Latino and non-Latino authors. Select adult non-fiction titles with an emphasis on topics of special interest to the Spanish-speaking community, including: health, immigration, English as a Second Language, family issues, how-to books, and spirituality.
- Select fiction and non-fiction children's materials. The emphasis is placed on early literacy materials such as picture books and readers. Less material is selected for school-age and young adult materials.
- Select DVDs, audio books, and music CDs for educational and recreational purposes.

Children's materials:
These are defined as those items for children up to the age of adulthood at 18 years. While we do separate the collection between youth (under 12) and young adult (13-18 years), a "children's" library card is used until the age of 18 or legal emancipation.
Nonfiction:

- Select items for use in support of the general education standards of California.
- Select items to support a wide variety of topics of interest to children.

Fiction:

- Select materials that represent popular and award winning literature with an emphasis on modern American writers,
- Select material that supports the California Department of Education's framework for curriculum.
- Choose more selectively from world wide writers whose work represents the best and most interesting fiction in English translation.
- Select materials of classic authors as needed to fill holes in the collection.

Non Print Formats:

Formats are chosen based upon their popularity with our community.

DVDs: Select popular movies and documentaries intended for American audience.

Audio books: Select CDs or Playaways of the most popular titles

Music: Select materials that are consistent for a browsing collection of popular music

Downloads: Select materials consistent with the use of other formats in collections

Other: Other formats will be considered as they develop and become prevalent in the community.

Local Author Collection:

This purpose of this collection is to allow for the inclusion of local author's works in the Roseville Public Library's collection and to provide our community access to locally written materials.

The definition of a local author is a community member of Roseville, Placer County or Sacramento County.

Materials donated to the Roseville Public Library by local authors will be considered under this specific collection development policy.

The library will try to locate reviews by professional library, publishing, or popular magazines will be sought. Materials that do not have such reviews will be reviewed quickly.. Items containing graphic sexuality, language or violence may not be selected if the material does not offer other value in terms of overall content. Materials that, on a cursory examination, incite hate crimes or violence against any specific group will not be included. The Library will not assign staff to read, watch or listen to materials closely

The Library inclusion or rejection of donated material in the collection does not imply agreement or disagreement with any ideas in those materials.

The collection will be reviewed for weeding on a regular basis following the library's collection development policy.

If material will not be added, the author will be notified within 90 days if contact information is provided at the time of donation. Material that is not added will be held for pickup by the author for 30 days after notification to the author.

Other Materials:

City Documents: All three libraries provide public access to certain city documents of recent interest such as City Council agendas and the current year's City budget. Only the Downtown Library stores these after use for two years.

Local History Collection: The Roseville Public Library History Collection is a permanent, non-circulating collection of documents, photographs, media, maps, and artifacts relevant to the history of Roseville. It acquires, preserves, exhibits, and provides access to the documentary and material culture of Roseville and surrounding areas.

Honor Paperback Collection: A browsing collection of paperbacks available for borrowing without time limit. This collection is developed and maintained through donations of the most popular reading material.

Magazines:

These are selected as a browsing collection of the most popular and useful titles to our community. Professional and research journals are usually available only through our online databases due to the extreme expense and difficulty of access in the print versions.

Newspapers:

Local newspapers and a few of the larger regional and national newspapers are chosen due to their popularity and use by our community. A more extensive collection both by title and date is available through databases we purchase.

Databases:

Databases are purchased through subscription. Due to the way our customers must use databases, these represent information of use to our community that would either be too costly to purchase in book form, too large to house, too difficult to access or just not available in any other form. Databases are not at present designed by their developers to be easy to get to. Most, if not all, database vendors require that we restrict access to their database to only our customers with a valid library card. Additionally, we purchase databases that provide access to materials we could only afford to buy one copy of. We select materials of the widest possible use, for instance newspapers and magazines from the United States, that give us the best material for the best price. Use of the databases is monitored and the collection is weeded using similar criteria to our physical resources.

Gifts and Donations:

Donations of books, videos, audios and other materials may be accepted by the library as space permits. Only material in good condition will be accepted. Moldy, dirty, smelly or insect damaged items will not be accepted. Magazines must be published within 3 years.

Materials donated to RPL are examined for addition to the collection. The same criteria used in purchasing a book is used in reviewing items that are donated, since the cost of adding an item can involve quite a bit of time and effort.

Items in excellent condition with appropriate binding that fill a need in our collection will be added. Items not in useful condition or that do not fill a need in the collection will be sold by the library or donated to the Friends of the Roseville Library, the Roseville Library Foundation or other similar nonprofit organizations.

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The following wording is posted on the library's webpage:

Commemorate a special occasion or remember a loved one with the perfect gift; a donation to the Roseville Public Library. An appropriate item will be selected by our staff to add to the collection in memory of a loved one or to honor an anniversary, birthday, wedding or teacher.

A bookplate may be placed in the item, if requested, including the name of the honoree and the donor.

The City Librarian will also send a letter to the honoree or his or her family, informing them of your gift.

Donations may be accepted at the checkout desk in all three locations: Downtown Library, Maidu Library or Martha Riley Community Library or may be mailed to the City Librarian, Roseville Public Library, 225 Taylor St. Roseville, CA 95678. Please make checks payable to the City of Roseville. All donations are tax deductible.

Weeding:

Removing items from the collection serves to improve the collection by discarding out dated information, materials in poor condition or items that do not serve the needs of the community. The criteria used to make the decision include (in no particular order):

- Age
- Circulation statistics (use overall and last checkout)
- Condition (ugly, worn, dirty, falling apart)
- Information superseded, misleading, or inaccurate
- Popularity and relevancy to community
- Historical importance
- Availability of replacements
- Space on shelf/in library
- Collection depth in that area
- Customer demand

The collection should be reviewed and weeded as part of a regular cycle of 3-4 years to insure that no section goes unattended for long.

Once an item is identified for removal, the decision to replace it with an identical or similar item will be made by the selectors.
Removed items will not be held for or given to individuals.

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Request for Reconsideration:

While much care has gone into the selection of materials, we recognize that not everything we select will meet with the approval of the community. One of the basic responsibilities of a public library is to provide materials from multiple viewpoints of a controversial or debatable issue. The library, by selecting such material, does not promote or support any particular viewpoint. Items will not be marked, labeled or sequestered to show approval or disapproval of an item. Widely used labeling systems such as the Motion Picture Association of America ratings may be used to identify what audience a video was marketed to.
The community may make a request for an item in the collection to be moved or withdrawn by filling out the attached form. Upon receipt of the form, the library director will assign the item to a librarian for review and response.

Request for Reconsideration of Library Material Form

Author: _____ Format :_____(book, DVD)
Title: _____
Publisher: _____ Publication date: _____
Request initiated by: _____
Address: _____City:_____
Zipcode: _____Phone:_____Email:_____
Is this request made on behalf of?
_____Yourself _____Organization
_____ (Name of Organization)
Have you read/viewed this title in its entirety? _____
What is your objection to this? (Please be specific; cite pages)
_____
_____
_____
Is there anything positive about the material?
_____
_____

Please state the reason for your request: _____
_____

Action requested: _____
_____

Have you read the Roseville Public Library collection development policy? _____

Are you aware of the judgment of this material by literary critics or area subject specialists?
_____

Please provide names of reviewers and citations for reviews, if known:
_____

Can you recommend material of comparable literary quality or another title that would convey the same perspective of the subject created? _____
_____
_____

Date: _____
Signature: _____

Date: _____
Received by Staff Member: _____

Date: _____
Reviewed & Responded by: _____

Date: _____
Action Taken: _____

III. a. Description of Adult Services Collection by Classification

Most of the collections will be basic: highly selective collections that serves to introduce and define the subject and to indicate the varieties of information available elsewhere. The emphasis is on popular materials and materials that provide a general overview. It will include popular titles, significant works or classics, and some reference works.

000 Generalities & Computers
Materials on computers are in healthy demand. Coverage of operating systems, computer programs and the most popular languages are provided. Recent editions of standard encyclopedias, the Great Books of the Western World and few other standard general works are included.
Little is collected in bibliography and library sciences. Journalism is very lightly represented.
Computer materials are often kept past the normal 5 years as there are many older computers still in use.

100 Philosophy and related disciplines
This collection provides an overview of all major philosophies with an emphasis on Western philosophy. Also included and in great demand are items of witchcraft, astrology and the occult. Psychology is represented by works on the history of the field and overviews of the most well know psychologists. Popular "self help" books make up a majority of the psychology area. These tend to have a short lifespan, being replaced by more popular titles.

200 Religions
The religion collection contains works on the major religions of the world with an emphasis on religions of importance to Americans. All religions should be represented fairly, but materials that proselytize may be excluded in favor of unbiased, informative presentations.

300 Social Science
This is a very broad category that includes a large number of topics:
economics, personal finance, stocks, real estate, tax preparation, family and sex roles, retirement, Nolo legal works, crime, education addiction, abuse, environmental issues, government, citizenship, folklore, weddings, fashion and more. In all areas there is an emphasis on American interests. In the legal area the emphasis is on information for the lay user, especially as it relates to California law. It is important that the legal information is kept current and that material older than 3 years be removed. Standing orders in the legal area should help to keep the materials up to date, the older issues being removed when a new edition arrives. Educational information is designed for the parent and student rather than the educator. Career information focuses on the needs of job applications and resumes. Materials that support high school reports for controversial topics are selected for balanced viewpoints.

Test collection:
The test collection is separately shelved and labeled and consists of paperback test preparation books, some which include software discs. These include proficiency exams for high school, admission tests for college and the military, licensing exams for real estate, commercial driving, postal worker and the most popular and general civil service tests. Licensing exams for most professions and graduate schools are not collected. In addition to the paper tests, a database is available that has practice exams. Tests that are computer based should be purchased only in database form, so that the practice matches actual test formats.

400 Languages / Linguistics
Standard works in dictionaries, grammar and usage in English make up the core collection. Also dictionaries and works that teach the most popular of foreign languages with an emphasis on European languages are selected. Material in this area doesn't go out of date quickly and can be kept as long as they are in good condition.

500 Pure Sciences
This is a survey collection in the areas of mathematics, astronomy, chemistry, life sciences, the history of science as well as experiments, how-to books and popularizations of most scientific subjects. Materials present an overview rather than an in depth investigation of a subject. Material that supports curriculum in the sciences at a high school level is the extent of the depth we collect. Due to rapid change in science, it is important to keep the collection current.

600 Applied Science and Technology
This is a huge collection including medical information, cooking, gardening, pets, business, management and parenting. The majority of books cover material for popular and general information. Also included in this area are books on auto repair, home repair and building and are used by hobbyists rather than professionals. Books on an individual disease are collected if they are prevalent diseases. Cookbooks constitute a large percentage of the 600s due to their popularity with our customers.
It is very important that medical information be up to date and we make efforts to remove information on diseases that are older than 3 years. Due to how much information is available from legitimate sources on the internet, we would prefer to have nothing older than 3 years.

700 The Arts
This collection contains fine arts, crafts, music, dance, theater, film, sports and games. While we have a good overview of art and artists, we do not collect extensively in dance, theater, music and film. We collect very general music such as "fake books". Books on craft are highly used and because these don't age as quickly as some areas, we have developed a relatively large collection. Most of the materials in this collection provide surveys and the collection emphasizes popular craft. How to play the most popular sports, such as basketball, baseball, football, soccer, tennis and golf, are collected. Less popular sports are represented but in much less depth.

800 Literatures
This collection consists of style manuals, handbooks on composition, speechmaking, letter writing, how to write fiction and nonfiction, college essays, collections of speeches, essays, poetry, plays and Criticism. The emphasis is on general and popular American writers. How to write college essays, magazine articles and works of fiction are for the beginner, the high school student, the lay person but not the professional. Collections of poetry and short stories are very lightly collected. Humorous writing is more popular. Criticism is mostly covered by a database on the subject that provides wider access to our customers and is a less expensive format in the long run than paper.

900 History and Travel
This collection contains works of historical and contemporary interest in the areas of world history and travel. The travel collection is a popular collection with its emphasis on the United States and places in the world that are popular travel sites for Californians. While we endeavor to have information on all countries of the world, the emphasis is on those places where the United States has or has had a strong presence. Political histories dominate during presidential campaigns.

Biography
The biography collection consists of factual information about popular people in history and in contemporary life with an emphasis on Americans. Autobiographies and memoirs are also kept in this collection. People who are of interest for a very short time are removed when interest wanes.

Reference
This non circulating collection contains materials from all subjects in the collection. Its purpose is to provide access to information that is either too expensive to let circulate, to important to be without or too specific to be read easily. An example of this is the Encyclopedia Britannica. Most areas are represented with a good overview providing background material. Generally the level of expertise goes up to high school. Materials considered for the reference collection include legal and medical information, a general encyclopedia for adults, U.S. and world history, and histories of California and Roseville including budgets, and city codes
.
Electronic resources are playing a larger role each year, due to the access available to all customers via the internet for the resource. The book collection is shrinking as the online reference materials grow.
The online collection comes from a variety of sources and includes eBooks, databases, online access to magazines and newspapers and specialized sources for reading materials such as Novelist.
The choice to buy books or electronic sources rests upon the available resources, their cost and accessibility. It is often cheaper to purchase an eBook that can be accessed by all internet users than 3 copies of a reference book that can only be accessed when the library is open.
Local History
This non circulating collection is designed to maintain a history of Roseville and the surrounding area in whatever format is available. The material is accessible in person and is becoming available online.

Periodicals
The library provides popular magazines and newspapers to our customers. Magazines can circulate, however, newspapers do not. News, hobbies and personal lifestyle type publications are the most popular magazines. Local newspaper and a few national publications are selected. Due to online access to past editions of most periodicals, microforms are only purchased for the local paper. Back issues of magazines are not kept. Back issues of newspapers are kept for a very limited time.

Fiction
Classic literature, popular bestsellers and general fiction from all time periods and from all parts of the world make up the fiction collection. The emphasis is on modern American writers, with works from other English speaking writers and translations into English making up the rest.

Current bestsellers are purchased in multiple copies as demand requires but first time authors and less known writers are also purchased. Our community places high demand upon our bestsellers and we seek to balance purchases for these against a collection that has a wider, though less intense interest.

Book discussion groups are popular and a selection of fiction is purchased in sets of 10 for their use.

Mysteries are very popular and a collection is kept separate for easy identification by our customers. Our readers want to read all the volumes by an author and so we try to keep series going once they are started.

Science Fiction and Fantasy are another collection that is separate for ease of use. Due to the huge numbers of volumes in some series and due to smaller demand, we find it difficult to keep all items in a series and have to be much more selective.

All else is in the Fiction collection including:
Westerns
Chick lit
Romance
Suspense
Horror
General fiction

Graphic Novels
This is a new collection representing fiction and nonfiction, often tending toward the fantasy/science fiction. The visual representation of the story is just as important as the written words. The format varies widely in size and shape. We collect very lightly in this area and keep it separate for ease of use.

Large Print
This collection is a miniature version of our fiction, nonfiction and biography collections. Emphasis is placed on fiction, as it is the most popular. Only the most popular titles are collected. Nonfiction does not get very much use and so, less is collected. Biographies are also less well used.

Music
The collection is a browsing collection with a strong emphasis on the most popular American artists. Effort is made to have a small selection of the most famous classic musicians/composers. Billboard best seller lists are a key resource for selection.

DVDs
Fiction:
This collection is mostly American films. Classic films from the past, winners of Academy Awards, and the best foreign films are also selected. These never seem to go out of date; weeding is only done on condition.
Nonfiction:
This collection contains informational films on subject throughout the Dewey Decimal System. Exercise and travel are very popular, as are materials that come from PBS, the Discovery Channel, and National Geographic.

Audio Books
A small selection of the most popular fiction, nonfiction and biographies works is selected. Foreign language self instruction is also very popular. All audio books are popular with our customers.

Story Time Kits
This collection began with a grant supporting early childhood literacy. These kits are a story time in a bag. Puppets, books, audio discs, flannel pieces, manipulative toys may all be included. They are usually centered on a theme.

Software
This collection includes recreational games, educational games and educational instruction for personal computers. While not as popular as games for platforms like Wii, Nintendo, and Xbox360, they remain of interest to our customers. Teen software is kept with software for adults because of their high use of these materials.

Spanish Language Materials
Spanish language materials in fiction and nonfiction are very lightly collected. This is the only language outside of English that is collected.
Spanish language authors are preferred by our Spanish speaking customers over translations of English authors, and so those are the ones we concentrate on.
Nonfiction materials in Spanish are very, very lightly collected and cover mostly medical, legal and self help materials.
Spanish language DVDs are very popular, again mostly those which come from Mexico, rather than translations of English language films.

III. b. Description of Youth Services Collection by Classification

Young Adult
Our collection for teens includes most areas in which we collect. The teen collection includes fiction, graphic novels, series, nonfiction, biographies, magazines, audio books and software. Not included are DVDs and music. It is designed for teenagers between 6th grade and 12th grade. The fiction tends to be just the most popular recreational reading, with few "classic" titles. The nonfiction is very, very lightly collected due to the low use of it. Teens tend to use the adult nonfiction collection and electronic information for reports and homework and to use the teen nonfiction for information of interest to them: beauty, love, relationships, sex and other areas of interest to the age group. Graphic novels are very popular, and so, more is collected in this area. Series are popular and inexpensive, and so effort is made to keep a series going until it is no longer of interest. We collect only the most popular of fiction in audio format, both CD and Playaways. We have a very small collection of the most popular teen magazines and software/games. We do not have a separate collection for music CDs or videos.

Fiction
The teen fiction is defined for grades 7th through 12th. Material here will occasionally overlap with children's literature and adult literature, depending on the reading ability and age of the teen. The most popular American and other English speaking writers are collected, with attention being given to best of lists through YALSA and other organizations that award good literature as well as writing that teens love. Popular series are chosen for their high interest.

Nonfiction
Nonfiction for teens is very lightly collected, as most material for school work uses the adult nonfiction and reference collection.

Children
Our collection for children covers all areas in which we collect. It is designed for children from birth until 6th grade. We have several specialized collections of picture books, board books for babies and easy early readers in addition to fiction, nonfiction, fiction series, graphic novels, audio books, magazines, music, software/games and DVDs.
The nonfiction collection covers all materials of interest to children in terms of hobbies, recreation, sports, games, crafts and report materials. The fiction collection includes popular fiction, in series and singly as well as the classics of children's literature.

Board Books
These books tend to be small for little hands with thick cardboard pages that are difficult to rip. They are designed for use by babies and toddlers, allowing them to hold the books and turn pages easily by themselves. They are very popular with parents and children.

Picture Books
Pictures books can be both recreational and educational. They are distinguished by their illustrations which enhance, extend or replace the words on the page. They are usually designed to be read to a child, although material appropriate for older readers can be found in the picture book collection.

Readers
This collection is aimed at the beginning reader, from pre Kindergarten through 2nd grade. They are often all the same size, easy for young hands to hold. The titles range in difficulty from letters and sounds through beginning chapter books. The vocabulary is usually limited and repeated, with lots of white space and illustrations to help the story along. Nonfiction readers can be found here as well as in the nonfiction area, but the tendency is to place nonfiction readers into the nonfiction classification they belong to.

Fiction
This collection begins with material just past the Readers up to the 6th grade level. Materials in the children's fiction collection are often called chapter books. The most popular series are pulled out and placed into a special children's series collection. An effort is made to acquire award winners for this collection, in addition to the most popular titles. This collection aims to provide for the recreational reading of children, but school demands for students to read from recommended lists are taken into consideration. Genre labels are placed on Dogs, Horses, Mysteries, Science Fiction, Fantasy and Historical Fiction. There is overlap between what 6th through 8th grade students read here and in the Young Adult Fiction, due to varying abilities and interests of students.

Series Fiction
Popular series make up the majority of this collection. They are generally in paperback format. Many series are written by multiple authors and so, arranging these by series keeps the titles together for ease of use by young readers. If the series is not active or not popular it is put back into the general fiction collection.

Accelerated Reader (AR) is a reading program active in local schools that assigns level ratings to each book and a point system to the comprehension tests that are attached. While we do not arrange our material by AR nor do we place stickers indicating levels, we are happy to look up a title on the AR website and give the rating level to our customers.

Graphic Novels
These are stories told in graphic form, usually in sequential boxes of art with dialogue and narrative. The youth graphic novels collection consists of graphic novels in which story and character are simple and straightforward and content is age appropriate. These are generally for readers from grades 2 through 5.

Youth Non Fiction
This collection provides a general survey of all areas of interest to children and in part, supports the California Department of Education's Curriculum Frameworks. Material is collected to meet the recreational, informational and educational needs of children.
The collection is broad but not deep, as with the adult collection. And though we aim for a balanced representation with all subject areas, community interest and demand plus availability of resources on a topic can create an area of greater strength. Material is collected to suit as many reading levels as possible on a subject so that even the very young can enjoy learning about a topic of interest to them. We try to purchase preschool level materials all the way through 6th grade materials on any one topic. Areas of higher demand, for example, dinosaurs or science experiments, will have more materials.

000s: circulating encyclopedias, unexplained phenomena such as monsters and UFOs.
100s: ghosts, personal growth and development, psychology astrology
200s: religions of many cultures and mythology, emphasis on Christianity
300s: folk and fairy tales, disabilities, holidays, civil rights and environmental issues
400s: language, dictionaries, emphasis on English, sign language
500s: science experiments and projects, astronomy, earth and life sciences, dinosaurs, animals
600s: human body, health, pets, cooking, transportation, space flight, inventions
700s: crafts, hobbies, music, sports, cartoons, movies, dance, and art
800s: poetry and plays, a few short story collections
900s: world and U.S. history, native people, especially of California, emphasis on all things California, ancient civilizations, countries of the world
Biography: lives of important people living and dead

Reference
The reference collection for children supports the information and educational needs of children through 8th grade. It is a very small collection, consisting mostly of encyclopedia sets and expensive items either in high demand or in a format (such as a 3 ring binder) that doesn't hold up in circulation. The newest general encyclopedia set will be found here, with superseded editions moved to the circulating collection. Popular areas for reference sets include countries, science experiments, ancient civilizations, California missions and California native people. This collection, though small, should be up to date.

Databases
Databases purchased by the library for internet access play an increasingly important role in reference. Materials are available 24/7 from home and in the library. Moreover the cost to make access available to all users is usually much less than buying 3 sets of the reference work, if it is available in print. Databases for Kindergarten through 6th grade cover such topics as general report sources for biographies, science, world and U.S. history, medical information, magazine and newspaper access, literary criticism and a source for helping to choose good books to read.

Magazines
A very small collection of magazines of interest to children from babies to preteens are selected. The selection ranges between titles just for fun like Nick and those that educate like Your Big Back Yard. Selection is based on expected use.

Spanish Language Materials
Spanish language materials are the only language other than English that we collect in. The majority of materials for children are picture books and readers. Most children who do speak Spanish at home are usually in local schools and quickly become proficient in English and need to do their required reading in that language. The nonfiction collection for children is very small and only on the most popular topics.

Music
Music for children through about 6th grade is selected from the most popular and age appropriate materials. Movie and Disney tie ins are very popular as are holiday songs.

Audio Books
The most popular fiction books are selected on CD and on Playaways. A small selection of nonfiction and biographies are collected. Items of interest for family listening are the most popular. In addition, picture books and readers are purchased in book and CD sets which are shelved together in hanging bags.

Software
Children's software is collected for educational and recreational uses. These programs run on personal computers, rather than various game consoles. Teen software is kept with the adult software, as they are the largest users.

DVDs
Feature films and animation, TV programs and information videos for children are selected. These DVDs are age appropriate to the under 6th grade set, usually have a rating of G or PG. Feature films and children's programming from TV are the most popular. Nonfiction films covering animals, construction, transportation and science subjects are also popular.

IV Appendix: American Library Association's Standards

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

Copy of the American Library Association's Library Bill of Rights:

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, by the ALA Council; amended February 2, 1961; amended June 28, 1967; amended January 23, 1980; inclusion of "age" reaffirmed January 24, 1996.

American Library Association's 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

Roseville Public Library Policy

Section Title: Collection Development Policy **Effective Date: 2011**

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