

COLLECTION MANAGEMENT POLICY

LP14 | REVISION 1 | REVISED 07/17/2023

I. Purpose

- A. This policy is used for the development and management of the collections of the Lodi Public Library. It is used by library staff to select, maintain, and deselect materials. This policy does not replace the judgment of the library's professional staff and Lodi Public Library Board of Trustees.
- B. This policy also serves to inform the public about the principles upon which decisions about collection management are based.
- C. The Collection Management Policy is reviewed annually by the Library Board and the Library Director.
- D. In developing its Collection Management Policy, the Library endorses the American Library Association's "Library Bill of Rights," "Freedom to Read Statement," and "Freedom to View Statement," which can be found as an addendum to this document.

II. Responsibility for Collection Management

- A. The ultimate responsibility for selection of library materials rests with the Library Director, who operates within the framework of the policies determined by the Library Board. This responsibility may be shared with other members of the library staff; however, the Director must be able to answer to the Library Board and the public for decisions made relative to collection management and, thus, has the authority to reject or select any item contrary to the recommendations of the staff.

III. Guidelines for Collection Management

- A. The selection of any materials or resources does not constitute an endorsement.
- B. The Library recognizes that many materials and resources can be controversial.
- C. Materials are judged on the basis of the work as a whole, not on a part taken out of context.
- D. Reviews are used from professional journals, including but not limited to the following: Booklist, Goodreads, New York Times Book Review, Publishers Weekly, Shelf Awareness (reviewing sources recommended by the American Library Association).
- E. When making selection decisions, holdings and availability of other area library resources are considered.

IV. Criteria for Selection

- A. Each type of material must be considered in terms of its own merits and its intended audience. A single standard does not apply to all acquisition decisions, and an item need not meet all of the general criteria in order to be acceptable.
 - 1. Present and potential relevance to community need
 - 2. Public demand, interest, or need

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3. Potential user appeal
 4. Authority of the writer on the subject
 5. Accuracy of the content
 6. Quality of the writing (i.e., readability) and presentation of the work (artistic/visual)
 7. Authenticity of historical, regional, or social setting
 8. Evaluations in review media
 9. Representation of diverse points of view
 10. Challenging, original, or alternative point of view
 11. Age appropriateness of art, text, and topic
 12. Accessibility for multiple users of electronic formats
 13. Technical quality (i.e., clarity of sound in audio materials, quality of cinematography in video, and quality of graphics in games)
 14. Cost
 15. Ability to house
 16. Consistency with the Library's mission and roles
- B. Selection of materials will not be influenced by:
1. The possibility that they may come into the possession of children or young adults. Responsibility for children's use of library materials and resources lies with their parents, legal guardians, or caretakers; see [LP10 Patron Responsibility Policy](#).
 2. The lack of a review or an unfavorable review.
 3. The perceived controversial nature of materials.

V. Formats

- A. The format of an item must be appropriate for Library use and ability to house the items. New formats shall be considered for the collection when national surveys and local requests indicate that there is significant interest in the community and the necessary technology to make use of the format.

VI. Gifted and Donated Materials

- A. The Library accepts gifts of new or gently-used books, magazines, DVDs, and music or books on compact disc. Materials donated to the Library are not automatically added to the collection. These items are reviewed according to the selection criteria.
- B. Gift materials that are not added to the collection may be offered to other libraries or are passed on to the Friends of the Library for resale. Individual items that are being withdrawn may not be saved for specific individuals.
- C. Materials unsuitable for transfer or sale are recycled when possible.

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VII. Weeding of Library Materials

- A. The professional staff at the Library regularly review materials in the collection to ensure that they continue to meet community needs. Materials that are worn, obsolete, unused, old editions or unnecessarily duplicated are removed. It is the responsibility of the library staff to assess the need for replacing materials that are damaged, destroyed or lost. Items are not automatically replaced; decisions are based on current need, demand, budget, and the other criteria listed in this policy. Withdrawn materials in good condition may be sold to benefit the Library. No materials are held for or given to individuals.

VIII. Reconsideration of Library Materials

- A. The Library fully endorses the principles found in the “Library Bill of Rights” and the “Freedom to Read Statement” of the American Library Association. Materials in the Library present a diversity of viewpoints, enabling citizens to make the informed choices necessary in a democracy. The Library also selects a wide variety of library materials that satisfy the diverse interests of our community. The Library upholds the rights of the individual to secure these resources even though the content may be controversial or unacceptable to others.
- B. The Library recognizes that some materials are controversial and that any given item may offend some patrons. Selection of materials will not be made on the basis of anticipated approval or disapproval but solely on the basis of the criteria set forth in this policy. While individuals may reject materials for themselves, they cannot exercise censorship to restrict access to the materials by others.
- C. The Library will take on the process of reconsideration of materials one item at a time per patron. Patrons who wish to express an objection to or concern about library material must complete the [LF11 Request for Reconsideration](#) form and may then request an appointment with the Director to discuss the matter. If, after discussion with the Director, the patron wants to pursue the reconsideration, the completed Request for Reconsideration form must be submitted to the Director. The Director will review the Request and evaluate the request based on the Library’s selection criteria. Within thirty days of receiving the Request, the Director will respond in writing to the individual to advise that person of the Director’s decision and will include a copy of the Library’s Collection Management Policy with the reply.
- D. If the individual desires further consideration of the request for reconsideration, they may appeal in writing to the Lodi Public Library Board of Trustees and request a hearing before the Board; this written appeal will be given to the Library Director who will forward it to the Board President. Upon receipt of the written appeal, discussion of the appeal will be scheduled on the agenda of the next regularly scheduled meeting of the Library Board. The Board reserves the right to limit the length of the presentation and

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the number of speakers at the hearing. The Board will determine whether the request for reconsideration has been handled in accordance with stated policies of the Library. On the basis of this determination, the Board may vote to uphold or override the decision of the Director. The Board's decision will be final. Library materials under consideration will be neither removed from circulation nor moved to a different location during the process of reconsideration.

IX. Appendix of the Collection Management Policy

- A. [LF11 Request for Reconsideration of Library Materials](#)
- B. [The Freedom to Read Statement](#)
- C. [Freedom to View Statement](#)
- D. [Library Bill of Rights](#)

X. Revision History

- A. Policy approved September 20, 2021 (Revision 0)
- B. Policy revised July 17, 2023 (Revision 1)