

ORANGE PUBLIC LIBRARY

COLLECTION DEVELOPMENT

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

Revised/Adopted: 12/17/2001; 6/17/2002; 7/21/2004; 6/16/2008; 2/23/2015; 4/18/2016; 12/20/2017; 10/20/2025

Mission

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

Purpose of Collection Development Policy

The purpose of the Collection Development Policy is to serve as a guide for Library staff in regards to collection development, management, and material selection. It defines what comprises the collection, specifies the types of materials that are included, and explains the basis for making collection management decisions. The policy also serves to inform the public about the Library's collection and the principles that govern the selection process. The goals and objectives stated in this policy will not replace the judgment of library professionals and are designed to assist library professionals in the selection process.

Collection Development Policy

The Orange Public Library serves a diverse community of all ages, all education levels, and various socio-economic backgrounds. The primary responsibility of the Library's collection is to meet the broad and diverse interests of the community and respect both the Library's autonomy and its specific community needs. Therefore, the Library's collection is reviewed on an ongoing basis to meet the current needs in varying formats to acknowledge the importance of books and newer technology as sources of valuable information.

- A. The process of curating, maintaining, and providing a diverse and equitable collection is an ongoing process which is considered during all aspects of collection management. The Collection Development Policy ensures that over time, the Library's collection will remain on course and reflect the needs of Orange's community, while creating unique experiences of meaning and inspiration for the individual patron.
- B. Collection development decisions are based on staff judgment, training, knowledge, and expertise. Materials are available in a variety of formats, quantities, and titles.
- C. The Library emphasizes reasons for including materials rather than excluding them. Library staff has a professional responsibility to develop and maintain a collection of materials that present a diversity of opinions and tastes reflecting the needs and interests of its community. This policy adheres to California State Law, AB 1825.
 - 1. Library materials are provided for the interest, information, and enlightenment of all people, and presents diverse points of view in the collection as a whole.
 - 2. Materials are selected without regard to race, nationality, gender identity, sexual orientation, religion, disability or political affiliation or the socioeconomic status of a subject of the materials, an author of the

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materials, the source of the materials, or the perceived or intended audience of the materials.

3. Materials may include sexual content, unless that content qualifies as obscene under United States Supreme Court precedent.
- D. The Library serves as a center for voluntary inquiry and the dissemination of information and ideas and acknowledges the right of the public to receive access to a range of social, political, aesthetic, moral, and other ideas and experiences. The inclusion of an item in the collection does not imply the Library's endorsement of its contents.

Selection Tools and Criteria

Selection decisions are guided by the merits of the work, collection needs, and interests of a diverse collection which can support the roles of the Library as a reference center, learning center, educational center, and community center for the City's diverse community. 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; therefore, some material may be chosen to fulfil recreational needs of the community, while others may be selected because of their artistic merit, scholarship, or value to humanity.

- A. Circulating materials are to be collected primarily at the basic collection level* that serves to introduce and define the subject and comprised of mostly popular material or material that provides a general overview of the subject and may include classics, major reference works, and basic periodicals. Scholarly, technical or highly specialized materials are not within the scope of the Library's collection except where indicated.
- B. The selection tools used by librarians include professional library journals, trade journals, standard library review sources, bestseller lists, recommended core lists, electronic lists, and patron requests. Publishers' catalogs are used to fill a collection need.
- C. Selection of library materials and resources is the responsibility of the professional staff of the Library. Materials are selected by librarians and approved by the Senior Library Manager. Other staff members and the public may recommend materials for consideration. Library management retains the authority to reject or select any item contrary to the recommendations of the staff.
- D. Selection decisions are not influenced by the possibility that material may be accessible to children and teenagers. Responsibility for children's and teenagers' use of library materials and resources lies with their parents, legal guardians, or caretakers. The Orange Public Library does not serve in loco parentis.
- E. The selection of any material or resource does not constitute an endorsement by the Orange Public Library, City of Orange, or its staff.
- F. The Library selects materials of varying complexity, media, and format because it serves a public that includes a wide range of ages, educational backgrounds, interests, sensory preferences, and reading skills. When staff review and select materials for purchase, they consider the needs of the entire community.
- G. The Library selects materials for English, Spanish and Vietnamese language

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collections. Some materials may appear in other languages, but are not curated to a specific language collection.

- H. The Library may select materials that are to be used in the Library only.
- I. The Library selects materials for its History Center. Materials will be evaluated and treated per the Local History Collection Development Policy (see Appendix).
- J. While a single standard cannot be applied to each work, the following criteria are to be considered when selecting materials whether purchased or donated (in alphabetical order):
 - 1. Accuracy.
 - 2. Authoritativeness.
 - 3. Availability.
 - 4. Budgetary limitations.
 - 5. Format.
 - 6. Historical value.
 - 7. Local demand.
 - 8. Physical condition.
 - 9. Relevance to the existing collection's strengths and weaknesses.
 - 10. Reputation of the publisher.
 - 11. Reviews in literature.
 - 12. Social or local significance.
 - 13. Spatial limitations.
 - 14. Style or artistic quality of treatment.
 - 15. Sustainability.
 - 16. Timeliness.
- K. Patrons may request items the Library does not presently own. Each request is reviewed for inclusion in the collection and will follow the selection criteria listed in this policy. Requests can be made in person, over the phone, or online.
- L. The Library accepts donations of books and other materials with the understanding that the same selection criteria are applied to gifts and donations. The Library retains the authority to accept or reject gifts. Library staff make all decisions as to the use, housing, and final disposition of donations. Donated materials will be evaluated and treated per the Donations, Grants and Sponsorships Policy and Local History Donation Policy (see Appendix).

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

Maintenance of Library Materials

The Orange Public Library's collection is a living, changing entity. As items are added, others are reviewed for their ongoing value and sometimes are withdrawn from the collection. Great care is taken to retain or replace items that have enduring value to the community. Decisions are influenced by patterns of use, the capacity of each location and the holdings of other libraries that may specialize in a given subject matter. Staff review the collection regularly to maintain its vitality and usefulness to the community.

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- A. The Orange Public Library collection is evaluated on an ongoing basis using the CREW Method (Continuous Review, Evaluation and Weeding). Several factors must be considered during de-selection. Some of these factors include:
1. Worn, damaged, or unrepairable material.
 2. Unneeded duplicates.
 3. The needs and demands of the library's community of users.
 4. Item has not circulated and/or other similar material available.
 5. Outdated or obsolete information.
 6. Irrelevance to Orange Public Library's research collections.
 7. Availability elsewhere including other libraries and online.
 8. Not deemed to be of an enduring nature.
 9. Availability of more suitable material, such as improved or newer editions.
 10. Space availability.
- B. Replacement of materials that are withdrawn for condition is not automatic. The following criteria are considered when determining the need for replacement:
1. Number of copies in area libraries.
 2. Existence of adequate coverage of the subject.
 3. Demand for the specific title or for material in that subject area.
 4. Existence of a newer format as a replacement.
- C. Withdrawn items are donated to the Friends of the Orange Public Library for reuse and recycling. Materials unsuitable for transfer are discarded or recycled. The Library will not accept requests to hold weeded materials for individuals.
- D. Library materials are processed in such a way as to ensure their maximum use under normal circumstances. Damaged but still usable materials are mended according to an established set of procedures.
- E. History Center materials will be evaluated and treated per the Local History Disposition Policy (see Appendix).

Special and Online Collections

- A. The online collection represents the diverse viewpoints and interests of the entire community the Library serves. This collection may include citation and full-text databases, eBooks and eAudio, learning resources, other downloadable and streaming media, and instructional platforms. The Library uses some third-party vendors for some collections to select and provide digital material to its patrons on these platforms. Because of this, the Library has no input as to what materials will be selected and made available to its patrons. Material selection is at the discretion of the vendor and can change without notice.
- B. The Orange Public Library has curated a selection of items not traditionally associated with libraries. This is a collection of items, devices, and equipment that fosters exploration, learning, discovery, and enrichment through participatory actions rather than just reading, listening, or viewing. Items like Early Literacy Kits, ukuleles, telescopes, Mental Health Kits, park passes, etc. provide an experiential opportunity for patrons. With equity in mind, the Library's Special Collections provide

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opportunities for people who may not have access to or the financial means to purchase this kind of equipment.

- C. The Library's Special Collections also include laptops, home connectivity kits, and hotspots for checkout by patrons with a valid issued Library card. Providing access to this equipment helps close the digital divide for people who either do not have the means or access to high-speed broadband or devices to effectively complete work or school assignments.

Requests for Review

The Orange Public Library selects collection materials using established criteria and full consideration of the varying age groups and backgrounds of patrons. Selection of materials are based on the principles stated in this policy. Orange Public Library values Orange community input on its collection and recognizes that people may have differing opinions on the value of specific library items.

- A. Orange Public Library card holders wishing to request a review of an item in the Library's collection may complete a "Request for Review of Library Materials" form (see Appendix) and return it to staff at any Reference Desk at the Orange Public Library & History Center or the One Desk at Taft or El Modena Branch Libraries.
- B. "Request for Review of Library Materials" forms are available at any Reference Desk at the Orange Public Library & History Center or the One Desk at Taft or El Modena Branch Libraries, or online at the Orange Public Library website.
- C. "Request for Review of Library Materials" forms will be processed according to the Request for Review of Library Materials Policy (see Appendix).

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Appendix

- A. [Local History Collection Development Policy](#)
- B. [Donations, Grants and Sponsorships Policy](#)
- C. [Local History Donation Policy](#)
- D. [Local History Disposition Policy](#)
- E. [Request for Review of Library Materials Form](#)
- F. [Request for Review of Library Materials Policy](#)