

City of Monrovia
Community Services Department
Library Division

MONROVIA PUBLIC LIBRARY COLLECTION DEVELOPMENT POLICY

I. STATEMENT OF PURPOSE

The purpose of the Collection Development Policy of the Monrovia Public Library is to provide library resources necessary to meet the diverse informational, educational, and recreational needs of the community it serves. It is the policy of the Library to collect, access, and organize books, and other print, non-print, digital or online materials, so that it is easily accessible to all users.

The policy assures free access to holdings. All patrons are free to select or reject any item in the collection. Individual or group prejudices about a particular item or type of materials in the collection may not preclude its use by others. Parental right to censor children's materials will be enforced only by the parents. The Library will not be responsible for a child's selection of library materials, this decision rests wholly on the child's parents or legal guardians.

Monrovia Public Library has adopted the American Library Association's guidelines for public access to information:

- [Library Bill of Rights and Freedom to Read Statements](#)
- [Freedom to View Statement](#)

The professional staff consults a wide range of reviewing media when selecting materials for the Library. Considerations depend also on the availability of material and the availability of funds. The Staff endeavors to exercise professional judgment and bases its decision for purchase or rejection on several criteria characteristics. The professional staff of the Library recognizes that the responsibility for the selection of these materials requires sensitivity to the Community's needs and unbiased critical evaluation.

II. SELECTION OF MATERIALS

The professional staff makes recommendations for selection on the basis of professional experience, collective background and subject knowledge, complemented by the study of authoritative published reviews. Consideration will be given to any patron request for inclusion of materials in the collection.

Selection must be inclusive rather than exclusive by the very nature of the demands made upon the collection. It is the Library's responsibility to provide materials which will enable patrons to form their own opinions. Therefore, the Library will provide books representing several points of view. Different viewpoints on controversial issues may be acquired, including those which may be unpopular or unorthodox. The Library recognizes that some materials which may offend, shock, or fail to interest one reader may be considered agreeable, meaningful, or significant to another.

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The Library will, within the guidelines of the Library Division Manager, attempt to acquire and/or make available materials which will aid patrons to educate and inform them and support their social and cultural well-being. Each item will be considered in terms of its value to the collection, and the audience for whom it is intended. To acquire materials outside the scope of our collection for the patron, items from more specialized collections may be located at a local library or borrowed through Interlibrary Loan.

III. GENERAL CRITERIA FOR SELECTION

A. PRIORITIES

1. The top priority for collection development is for high demand, high interest materials. The collection includes current and popular materials. With budget permitting, duplication may be needed to meet demand.
2. Informational materials are selected to meet the needs of individuals, businesses, government and community interests.
3. The Library selects in many subject areas to support interests in lifelong learning.
4. The Library supplements, not duplicates, elementary, secondary, and community college libraries. Resources include reference materials, periodicals and databases. Textbooks and curriculum-related materials are not provided.

B. GENERAL CRITERIA

1. Material should be of interest and/or relevance to the local community.
2. Material must meet basic literary and/or artistic standards based on the collective experience of the professional staff.
3. The authority and significance of the material's author, editor, illustrator, etc. will be considered.
4. The material's accuracy of information will be considered.
5. Material representing specific or diverse viewpoints on an issue will be eligible for inclusion in the collection, if determined that the viewpoints are expressed in an accurate and informative manner.
6. Material in very specialized areas, and/or of a highly technical nature, may not be selected unless community demand for the item is significant.
7. The timeliness and permanence of the material will be considered.
8. Present and anticipated community needs and interests, as well as items of historical interest, will be taken into account during the selection process.

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9. All formats of material, both print and non-print will be considered. Formats selected will depend on community need, price of the item, the Library's materials budget and space consideration.
10. Favorable reviews of the item, from library related periodicals, such as the Library Journal, School Library Journal, Booklist, and Publisher's Weekly; and newspapers, general or specialized periodicals will be considered.

IV. FORMAT SELECTION CRITERIA

The Monrovia Public Library selects materials for its collection in accordance with professionally accepted ALA guidelines and includes professional journal reviews. The Library will attempt to represent a variety of approaches to subjects with a diversity of appeal and different points of view.

Non-fiction

The Library acquires materials of both permanent and current interest in all subjects based upon the merits of a work in relation to the needs and interests of the library community. Criteria considered when selecting materials for purchase include:

Favorable reviews in standard library reviewing sources; accuracy of information; authoritativeness of the writer and reputation of the publisher; impartiality of opinion or a clearly stated bias; subject relevance to library community; breadth and depth of coverage; relevancy of subject; historical value; physical attributes of work; availability of similar material within the community and other area libraries; and cost.

Fiction

Works of contemporary fiction, graphic novels, and classic works of enduring value are included in the collection. Fiction is selected according to the following criteria:

Favorable reviews in standard library reviewing sources; popular demand; relationship to the existing collection; literary merit; authoritativeness of the writer and reputation of the publisher; title is part of existing series; physical attributes of work; availability of similar material within the community and other area libraries; and cost.

Periodicals

Periodicals are publications issued and received on a regular basis in print or electronic format and form an important part of the library's collection. The periodicals collection is intended to complement the book collection. Periodicals are selected according to the following criteria:

Favorable reviews in standard library reviewing sources; inclusion in or exclusion by standard periodical resources; formats available; local or regional interest; popular demand; relationship to the existing collection; expand and/or help balance the collection; expense of ongoing maintenance; availability of similar material within the community and other area libraries; and cost.

Reference

Reference materials, whether in print or electronic format, are designed by subject matter to be consulted for definite items of information rather than read consecutively. They are typically used by the public within the library building. Reference materials are selected according to the Library's users' information needs, and the format in which it is available; ease of use; content, and cost.

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Digital/Electronic Resources

This format includes information resources available online or subscription databases and may be accessed from remote locations via the Library's website to library cardholders. This collection includes, but is not limited to, citation or full-text databases and instructional multimedia programs. Other electronic resources may be added to the collection utilizing the following criteria:

Favorable reviews in standard library reviewing sources; ease of use; accuracy; frequency of use; popular demand; remote access capability; licensing fees and usage restrictions; and cost.

Audio Books

The Library's goal is to provide a collection of recorded instructional, educational, and quality literature that parallels most areas of the general collection. Recorded books may be in compact disc or downloadable formats onto external devices. Only unabridged selections will be purchased. The following criteria will be taken into account when selecting recorded books:

Popular demand; authority and competency of producer; artistic merit and reputation of the reader; technical and sound quality; availability of similar material within the community and other area libraries; title availability via current platform; and cost.

CDs

Selections will include instrumental and vocal recordings in the following genres: classical and opera, jazz, world, country music, and current genres. The following selection criteria will be considered for recorded music:

Favorable reviews, authority and competency of the producer; artistic merit; technical quality; availability from vendors; and cost.

DVDs

The collection is comprised of popular movie and television titles to serve the general informational, educational and recreational needs of the library community. The following selection criteria will be considered for DVDs:

Favorable reviews in standard library reviewing sources; technical quality; authority and competency of the producer; artistic merit and reputation of the performers; availability of public performance rights; non-fiction documentaries to present accurate and current information; and cost.

Historical Collection

Staff collects, retains, and preserves local historical materials in book, government document, and microfilm formats. Historical materials are selected according to the Library's users' information needs, and the format in which it is available; ease of use; content, and cost.

International Languages

Staff collects international language materials in a various formats in fiction, non-fiction, periodicals and other formats which are available using the same selection and retention criteria for the other collections.

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V. CATALOGING

Staff follows the MARC (machine readable record format) record coding scheme, the Resource Description and Access (RDA) Standard, and the Dewey Decimal Classification.

VI. DE-SELECTION/WEEDING

De-selection is an integral part of the collection development process. An active and continuous de-selection program is essential in maintaining a current, accurate and useful collection. Limited shelf space combined with frequently arriving new titles requires a systematic de-selection process. Materials are withdrawn from the Library's collection through systematic de-selection and/or loss or physical damage. The following categories of materials are considered for de-selection:

Worn or mutilated items; duplicate copies of seldom used titles; materials which contain outdated or inaccurate information; superseded editions of specific titles; and materials no longer of interest or demand.

VII. REPLACEMENT

The Library attempts to maintain copies of standard and important works. Materials withdrawn due to loss or damage are not automatically replaced. Staff considers the following factors for replacement:

The item is available for purchase; another item or format might better serve the same purpose; sufficient demand to replace the item; updated or revised materials; historic value; the existing coverage of the subject within the collection; cost.