

Upland Public Library Collection Development Policy

Library Mission Statement

The purpose of the Upland Public Library is to provide information resources and services for the intellectual, educational and cultural enrichment of our community.

Introduction

The Upland Public Library provides library materials for information, entertainment, intellectual development, and enrichment for the residents of Upland. Library materials are chosen according to this policy which has been approved by the Library Board of Trustees.

The Upland Public Library endorses the Library Bill of Rights of the American Library Association as stated below:

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

- 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.

The Upland Public Library strives to present materials representing all sides of an issue in a neutral, unbiased manner. The existence of a particular viewpoint in the collection is an expression of the Library's policy of intellectual freedom, not an endorsement of the particular point of view.

Materials Selection

Under the authority of the Director, librarians are responsible for collection development and maintenance in their departments. The Library makes a positive effort to provide materials of interest to people of differing ages, ethnic groups and interests in English and other languages. The Library purchases books, magazines, access to electronic databases, and audio-visual materials. The library also collects

materials and ephemera relating to the City of Upland, both historical and current materials, for the local history collection. The Library may collect in new formats as they become available and demand warrants.

The audio-visual and rental book collections are self-supporting with all monies collected from rental fees going directly to the purchase of new materials.

Selection Method

The Library selects materials based on recommendations from the public, reviews, and the knowledge and expertise of library staff.

No materials are excluded or removed from the Library on the basis of the author's race, nationality or political, social or religious beliefs.

General Selection Criteria

- Relevance
- Accuracy of information
- Multiple points of view in the Library
- Appropriateness for intended audience
- Format and price
- Reputation of author
- Popular interest or demand

Special Selection Criteria

Films on Video and DVD

Feature films will be based on literature

Local History

Materials are added at the discretion of the supervising librarian.

Donations

Donated materials in good condition are welcomed by the library. Once accepted, donated materials are checked for condition and to determine if they meet the Library's selection standards and current needs. If materials are not added to the Library's collection, the Library reserves the right to either donate them to the Friends of the Upland Library for their book sale or otherwise dispose of them.

Collection Maintenance

Materials will be maintained based on the following criteria:

- Needs and interests of the community
- Physical condition and age of the item
- Usage
- Timeliness
- Availability of similar material in the collection
- Appearance in standard lists
- Available space

Reconsideration of Library Material

Any Upland Library card holder may express his or her objections to particular library materials by providing the following information in writing to the Library Director:

1. Name, address, telephone number and library card number.
2. Date.
3. Group or organization, if any which he/she represents.
4. Author, title, copyright date of the material.
5. The portion of the material read, i.e. has it been read in its entirety?
6. Specific concerns about the material.
7. Page reference and specific quotes for each concern.
8. Suggested disposition of the material.
9. Suggested alternative materials if any.

Once this written communication is received, the Library Director will review the request for reconsideration. A written notice of the decision will be sent to the sender. Materials will remain in the library until a decision has been made.

In the event the person making the request is not satisfied with the Director's decision, he/she may ask the Director for a hearing before the Library Board of Trustees. The Library Board of Trustees reserves the right to limit the length of presentation and number of presenters at the hearing. The Library Board of Trustees decision will be final.

Approved by the Library Board of Trustees January 2004