



### Collection Development Policy

Adopted by Library Board of Trustees: 08/04/2022

**PURPOSE:** Rancho Cucamonga Public Library's Collection Development Policy reflects the mission of public libraries to provide access to information and support diversity, democracy, lifelong learning, and intellectual freedom. Collection development is the ongoing process of assessing the materials available for purchase or licensing and deciding on their inclusion or their retention. The policy both informs the public of the principles supporting selection decisions and provides guidance for the selection and evaluation of library materials that anticipate and meet the needs of the Rancho Cucamonga community.

It is the goal of the Library to provide free, equal, and equitable access to a high-quality collection of resources in a variety of formats, reflective of the diversity of the community. Materials available in the Library present a diversity of viewpoints, enabling the community to make the informed choices necessary in a democracy. In support of preserving and encouraging the essential free expression of ideas, Rancho Cucamonga Public Library endorses the principles documented in the [Library Bill of Rights](#), the [Freedom to Read Statement](#), the [Freedom to View Statement](#) and the [Libraries: an American Value Statement](#) of the American Library Association.

**RESPONSIBILITY FOR SELECTION AND COLLECTION MAINTENANCE:** Selection and collection maintenance of library materials is delegated to qualified Library staff, under the authority and at the discretion of the Library Director. All staff members and the Rancho Cucamonga community are encouraged to recommend materials for consideration.

**SELECTION CRITERIA:** All materials, whether purchased or donated, are considered in terms of the criteria listed below. An item need not meet all of these standards in order to be added to the collection.

- Popular interest
- Contemporary significance
- Currency of information
- Authority
- Comprehensiveness and accuracy
- Local emphasis
- Readability
- Objectivity
- Creative, literary, or technical quality
- Representation of diverse points of view
- Sustained interest
- Relevance and use of the information
- Relationship to other materials and adequacy of coverage in subject area
- Significance of item within subject area
- Professional reviews from a variety of sources
- Relationship to materials in other area libraries
- Requests from the public
- Format and ease of use
- Cost and availability
- Physical appearance and condition
- Space limitations

**SCOPE OF THE COLLECTION:** The Rancho Cucamonga Public Library is a popular materials library and maintains a varied and current collection covering a wide range of subjects and containing multiple points of view. The Library's collections are dynamic, with an emphasis on up-to-date and in-demand materials. The Library provides information resources in physical and electronic formats in an effort to deliver the broadest possible access to content both within and beyond the Library's walls. The primary responsibility of the Rancho Cucamonga Public Library is to serve the Rancho Cucamonga community by providing a broad choice of materials to meet informational, educational, cultural, and recreational needs.

Collections are developed in response to current use patterns, community needs, budgetary and space constraints, evolving technology, and the Library's mission. The majority of the Library's collection development activities will be conducted to create a collection of popular and informational works that is evaluated continually. The collection embraces broad fields of knowledge with basic, representative works in most subject areas, emphasizing materials that are useful for the general public. Textbooks and materials of a highly technical or specialized nature of limited community interest are generally not collected.

Collections in languages other than English will be guided by needs of significant population groups living within the city of Rancho Cucamonga that have a language other than English as their primary language. Access to other specialized and comprehensive collections that exist elsewhere in the state of California is provided through interlibrary loan and direct referral.

**SUGGESTIONS FOR PURCHASE:** The Library encourages input from the community concerning the collection. A [suggestion for purchase](#) procedure enables the Rancho Cucamonga community to request that a particular item or material on a certain subject be purchased by the Library. All suggestions for purchase are subject to the same selection criteria as other materials and are not automatically added to the collection. It is the Library's intent that suggestions for purchase be used to help the Library in developing collections which serve the interests and needs of the community.

**COLLECTION MAINTENANCE:** In an effort to maintain a relevant, popular, and appealing collection, the Library engages in ongoing evaluation of owned materials. This policy's selection criteria, the [CREW method](#), and other best practices are used when evaluating collections.

**DISPOSITION OF WITHDRAWN MATERIALS:** Materials that have been withdrawn may be first offered to the Friends of the Rancho Cucamonga Public Library. Items not provided to the Friends of the Rancho Cucamonga Public Library will be disposed of in accordance with general City policies and procedures.

**REPLACEMENT:** Replacement of damaged, missing, and withdrawn materials is not automatic. The decision to replace is determined by the selection criteria listed in this policy.

**MATERIAL AND FUND DONATIONS:** Donations of books and other materials are to be made through the [Friends of the Rancho Cucamonga Public Library](#), a 501(c)(3) nonprofit organization. For further

information on their procedures, contact the Friends of the Rancho Cucamonga Public Library directly. The Library cannot guarantee that unsolicited materials will be returned to donors.

The Library reserves the right to accept or refuse materials or funds and any conditions placed upon gifts of materials or funds, and to evaluate and dispose of donated items in accordance with the criteria applied to purchased materials.

**REQUEST FOR RECONSIDERATION:** Members of the Rancho Cucamonga community that are concerned about the appropriateness of a particular item in the Library's collection will be referred to a staff member designated to answer questions regarding collection development, at the discretion of the Library Director. If, after speaking with the designated staff member, the patron still wishes to pursue review of the item, they must complete a Request for Reconsideration form. The Library Director will review the request and apply the selection criteria set forth in this policy to determine if the item should be removed or re-categorized. The Library Director's decision on reconsideration is the City of Rancho Cucamonga's final decision. The item under review will not be removed from circulation during the review process. Reasonable efforts will be made by Library management to respond in writing regarding the disposition of the Request for Reconsideration within 60 days of receipt of the completed Request for Reconsideration form.

**CONCLUSION:** The Rancho Cucamonga Public Library is committed to providing a broad and diverse collection, and its collection development activities are guided by the above principles and criteria. This policy expresses the Library's commitment to intellectual freedom. Library resources are for use by all members of the Rancho Cucamonga community, and the Library strives to reflect the needs and diversity of the community in its collections.