



GLENDORA PUBLIC LIBRARY POLICY CONCERNING COLLECTION

DEVELOPMENT

SECTION or POLICY NO:

Policy No. 4.05

ORIGINATING DEPT:

Library

Reference:

Administrative Policy

SUPERSEDES:

March 18, 2018

NEW EFFECTIVE DATE:

September 19, 2022

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APPROVED BY:

Board of Library Trustees

Policy Objective:

To establish a policy of collection development that reflects the Library’s mission and that serves to guide staff in the selection of materials with respect to content and quality; to inform the public about the principles upon which selections are made; and to defend intellectual freedom.

As the community changes, the Library will reassess and adapt its collections to reflect new and differing areas of interest and concern. The collection development policy is not meant to preclude such changes, but to provide principles that support making changes responsibly and responsively. As with other Library policies, this policy will be periodically evaluated and revised as necessary.

Authority:

Board of Trustees of the Glendora Public Library.

Assigned Responsibility:

Board of Trustees of the Glendora Public Library, Library Director and assigned managers.

Definitions:

“Censorship” as broadly defined means suppression of ideas or information that certain persons, whether as individuals, groups or in official capacity, find objectionable or dangerous.

“Classic” refers to a work that has withstood the test of time as an item of recurring or continuing interest.

The word “material” has the widest possible meaning; it may include books (hardbound and paperbound), pamphlets, maps, magazines and journals, comic books, newspapers, manuscripts, films, sound recordings, video recordings, computer software, electronic resources, downloadable e-books and audiobooks, streaming media and other forms of information and expression.

“Selection” refers to the decision that must be made either to add a given item to the collection or to retain one already in the collection. It does not refer to guidance in assisting a Library user.

“Weeding” is another term used to describe the selection decision of whether or not to retain an item already in the collection.

Policy/Procedure:

The Library connects people to the world of ideas and information by curating, organizing, and making accessible a collection of materials. These may be owned, licensed, subscribed to, or subsidized by the Library independently or cooperatively; inter-library borrowed from other libraries; accessed through the Internet; or otherwise managed by the Library.

The Glendora Library Board of Trustees, recognizing the varied tastes, interests, backgrounds and abilities of the public served, declares as a matter of Materials Selection Policy that:

1. Library material selection is and shall be vested in the Library Director, and under the Director's direction, such members of the staff who are qualified by reason of education, training and experience. Any Library materials so selected shall be held to be selected by the Board.
2. The Library strives to select materials to represent all sides of an issue so that the Library user can select for oneself items judged to be useful and of interest. It is not the Board's purpose to espouse moral, religious or political points of view or to censor materials that some find objectionable.
3. This Board supports that while anyone is free to reject for oneself material that does not meet with an individuals' approval, one person cannot exercise this right to restrict others' freedom to read. Notwithstanding, responsibility for the reading, listening, and viewing of Library materials by children rests with their parents or legal guardians.
4. This Board defends the principles of the freedom to read and declares that whenever censorship is involved no Library materials shall be removed from the Library save under the orders of a court of competent jurisdiction.
5. The Library welcomes expressions of opinion by patrons, but will be governed by the Collection Development Policy in making additions to or deleting items from the collection.
6. The Library provides an impartial environment in which individuals and their interests are brought together with the world of ideas and information spanning the spectrum of knowledge and opinions. The Board affirms the American Library Association's Library Bill of Rights, Freedom to View, and Freedom to Read policy statements in support of acquiring and managing collections.

MISSION STATEMENT

The Glendora Public Library enriches the community by connecting people to the world of ideas, information and imagination to support their work, education, personal growth and enjoyment. The Library stimulates civic involvement and is a symbol of the community's well being.

COMMUNITY OF GLENDORA

The Library serves the city of Glendora; a quiet residential community located approximately 21 miles northeast of Los Angeles and bounded by the cities of Azusa to the west, Covina to the south and San Dimas to the east as well as unincorporated portions of Los Angeles County. Glendora is approximately 19 square miles with a population of 52,558 according to 2020 United States Census.

The 2021 Population Estimate gives the following ethnic breakdown for the city of Glendora:

- White: 65.5%
- Asian: 11.8%
- Black or African-American: 1.8%
- 2 or more races: 12.1%
- Other race: 8.8%

People of Hispanic origin make up 36.2% of the total Glendora population.

English is the predominant language with 70.7% of Glendora residents speaking only English.

Language	Percentage of population, 5 years and over
Spanish	15.4%
Other Indo-European languages	2.8%
Asian and Pacific Islander languages	8.2%
Other languages	3.9%

Source: US Census 2020 ACS 5-year Survey

Glendora is primarily a bedroom community with no major industry and a small-business, retail, service economy. The median income is \$99,153. Seniors, age 65 and older account for 16.1% of the population while children age 18 and younger account for 22.9% of the total population, the median age in Glendora is age 40. Residents are proud of the small-town atmosphere, the downtown “village,” the historic houses, and the town’s motto of “Pride of the Foothills.”

OBJECTIVES OF SELECTION

The Glendora Public Library provides materials for City residents fulfill their curiosity, further learning, inform, and offer enjoyment. The Library strives to have a broad, general collection that meets the daily needs of the majority of residents.

The primary objective of selection shall be to enrich community life by providing current and classic reading, listening, viewing, and interactive resources for all ages. The Library will always be guided by a sense of responsibility to both present and future in adding materials that will enrich the collections and maintain an overall balance. The Library also recognizes an immediate duty to make

available materials for enlightenment and recreation, even though such materials may not have enduring interest or value.

The widest possible variety of subjects and views are included in the collection. Selection is based on the merit of a work in relation to the needs and interests of the community. Critical judgment is used to select those items best suited to fill these needs. Cost, space, usefulness, demand and current holdings must also be considered.

Treatments of varying complexity of subjects or works are sought to meet the needs of a diverse community, residents, regardless of their social or physical status or level of intellectual achievement.

The collection shall be well balanced with current and retrospective materials in various formats and levels of comprehension.

The Library strives to provide materials of recognized worth, giving users an appreciation of the varied trends in thought and expression.

Materials will be provided to represent diverse opinions on controversial issues, giving users an opportunity to develop their critical sense, and to arrive at intelligent, though opposite, conclusions.

COLLECTION MAINTENANCE

Maintenance of the Library's collection through constant, systematic re-evaluation by Library staff ensures its usefulness and relevancy to the community. Those materials determined to no longer meet selection criteria are withdrawn from the collection. A number of the factors governing selection of materials are the same ones taken into account in determining when to remove an item from the Library's collection. These may include:

- Physical condition
- Currency of information
- Usage
- Availability of other materials on the subject

Materials withdrawn due to loss or damage may be replaced by the same or similar work if there is still a demand.

The Library endorses the concept of recycling printed materials and tries to use or dispose of unneeded materials in a manner which fosters the sustainability of limited material and energy resources. Materials may be exchanged with or given to other libraries and non-profit institutions, sold at the GPL Friends Foundation Book Loft with proceeds used to support Library programs and services, recycled, or discarded if not usable for any of the preceding purposes. Patrons are not allowed to purchase or receive withdrawn material directly from the Glendora Public Library staff. Any such sales, when feasible, must go through the GPL Friends Foundation.

PRIORITIES

1. The collection has a wide range of circulating subject materials relevant to the interests of life-long learning, with an emphasis on high-demand, high-interest materials. The collection includes current and popular materials with sufficient duplication to meet demand.
2. The collection emphasizes informational materials to support individual, business, government, and community interests. The Library strives to support special reading, physiological, and neurological needs, and access to local human services and information.
3. The collection has a variety of materials and formats for children through all stages of development and the adults working with children. To encourage life-long reading habits, materials are selected which are considered to be of value and interest to children from infancy through pre-adulthood. These materials are not shelved by age groupings. The Library attempts to make all its resources available to users of all ages with emphasis on information need, interest, and ability rather than chronological age. The reading and viewing activities of children is ultimately the responsibility of parents, who guide and oversee their development.
4. Under the Library's current priorities, the collection includes materials to supplement, not duplicate, what is available in local elementary and secondary school and community college libraries. Textbooks and curriculum-related materials for these programs are provided only where the materials also serve the general public.
5. Duplication of nearby specialized reference and research materials is avoided unless convenience and frequency of use make it mandatory. In order to provide access to materials beyond the scope of our collection development policy, the Library utilizes inter-library loan and consortium services. Photocopies are supplied in lieu of periodicals and original reference materials.
6. The Library attempts to provide current technologies to meet information needs and represent popular culture. Works most representative of current significance and permanent value are considered for multi-type formats whenever appropriate. Choice of format is based on ease of use, availability of equipment to Library users, special needs of Library users and suitability of the medium to the content and cost.
7. Materials missing or withdrawn from the Library's collection are not automatically replaced. The decision to replace items is based on the following criteria:
 - Availability of other copies or editions in the collection
 - Public interest
 - Adequacy of coverage in the subject area
 - Cost and availability
8. Except for local history and documents, coverage of certain enduring and significant subjects, and some classic works belonging to the canon of world cultural literacy, all parts of the collection must be used regularly in order to be retained in the collection.

9. Materials of enduring local interest, such as local historical documents, may be retained and methods for preserving information are sought out.
10. The Library strives for an inclusive collection and diverse perspectives in support of information sharing, improved reasoning, cognitive action, innovation, and creativity. Historical representations and/or depictions that meet other selection criteria may be provided in context with resources and services that encourage user discussion and analytical evaluation.

DUTIES OF STAFF

All staff members selecting Library materials shall keep the objectives and selection criteria in mind, while applying their knowledge and experience in making decisions. Performance evaluations of selection staff include an assessment of the degree to which their collections adhere to these criteria and meet the needs of residents.

SELECTION CRITERIA

General Selection Criteria

No item in a Library collection can be indisputably accepted or rejected by any given guideline or standard. Certain basic principles, however, can be applied as guidelines. In building collections, library staff is guided by the principle of selection, rather than censorship. Furthermore, the selection of a given item for a library's collections should not be interpreted as an endorsement of a particular viewpoint.

To build a collection of merit, materials are evaluated according to one or more of the following standards. An item need not meet all of these criteria in order to be acceptable:

- Popular interest and expected use
- Contemporary significance, importance in category, or permanent value
- Currency of information, date of publication
- Accuracy
- Local emphasis
- Readability or ability to sustain interest
- Treatment of subject to age of intended audience
- Reputation of author, publisher, producer or illustrator
- Creative, literary or technical quality
- Critical assessments in a variety of journals
- Format and ease of use
- Circulation as monitored through the automated system
- Cost and availability
- Space
- Relationship to existing materials in collection
- Relationship to materials in other area libraries
- Representation of diverse points of view

- Meeting identified community needs, especially with regard to the City and Library strategic plans/framework

Objective data is used to allocate funds to purchase subjects and formats in accordance with community needs. These include monitoring Library use statistics, surveys of user interests, and satisfaction rates.

In addition to traditional Library content, the above criteria apply to: other physical materials including but not limited to technologies and other inventory provided for public use; virtual resources such as electronic, downloadable and streaming content; and other emerging methods of ensuring access to the world of ideas. For specialized collections, additional criteria may be applied as needed.

The Library encourages suggestions and comments about the collection. They are important in helping to decide what to acquire. 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. The general public and all staff members are encouraged to recommend items for consideration.

GIFTS

Acceptance of any gift materials is contingent on their meeting the above criteria for selection.

The Library welcomes gifts of books and other Library materials or money to buy such materials, but reserves the right to use and dispose of gift materials as is appropriate for current needs. They may be added to the collection if needed, exchanged with or given to other libraries and non-profit institutions, sold at Library booksales with proceeds used to support Library programs and services, recycled, or discarded if not usable for any of the preceding purposes.

Books or other Library materials accepted for the collection which were given as special gifts or as memorials shall carry a special gift plate identifying the donor and/or the person in whose memory the gift is made, if the donor requests. The Library is under no obligation, however, to replace these gifts if they are lost, damaged or worn, or to keep them after they have become obsolete or of no further value to the Library.

No other conditions may be imposed relating to any gift either before or after its acceptance by the Library.

RECONSIDERATION OF LIBRARY MATERIALS

Concerns about specific Library materials may be brought to the attention of any staff member. The complainant will be given the option of speaking to a supervisor; if none is available, or if the issue

cannot be resolved in person, the complainant may submit a written statement (Attachment D). Written requests shall be reviewed by the appropriate staff and a report given to the Library Director. The Director will respond in a timely manner. If the concern is not resolved at this level, the Library Board shall be the final authority.

USE OF LIBRARY MATERIALS

The Library recognizes that many materials are controversial and that any given item may offend some Library users. Selections will not be made on the basis of any anticipated approval or disapproval, but solely on the merits of the work in relation to the building of the collections and to serving the interests of Glendora residents.

Library materials will not be marked or identified to show approval or disapproval of the contents, and no item will be sequestered except for the express purpose of protecting it from injury or theft.

The use of rare and scarce items of great value may be controlled to the extent required to preserve them from harm, but no further.

Selection will not be inhibited by the possibility that materials may inadvertently come into the possession of children.

Attachments:

- A: Library Bill of Rights
- B: Freedom to Read Statement
- C: Freedom to View Statement
- D: Patrons Request for Evaluation of Library Resources

History:

This policy was originally Adopted April 20, 1998, Revised March 18, 2002, Revised January 26, 2009, Revised March 23, 2015, Revised March 19, 2018, Sectionally revised September 19, 2022 (Objective, Policy/Procedure, Community, Maintenance, Priorities, Criteria) by the Board of Library Trustees.

The Freedom to Read Statement

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and

librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. *It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.*

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. *Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.*

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. *It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.*

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

4. *There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.*

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

5. *It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.*

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. *It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.*

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

7. *It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.*

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.

A Joint Statement by:

[American Library Association](#)
[Association of American Publishers](#)

Freedom to View Statement

The **FREEDOM TO VIEW**, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore these principles are affirmed:

1. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989.

Endorsed January 10, 1990, by the ALA Council

GLENDORA PUBLIC LIBRARY—COLLECTION DEVELOPMENT POLICY

REQUEST FOR EVALUATION OF LIBRARY RESOURCES

We appreciate your interest in the materials which have been selected for inclusion in the collection of the Glendora Public Library. If you have a concern about a specific item, we would appreciate your assistance in addressing the matter. Please fill out this form and return it to the library. The staff will evaluate the material and forward a recommendation to the Library Director.

Name _____ Date _____

Address _____

City _____ State _____ Zip _____ Phone _____

Resources on which you are commenting:

- | | | |
|--|---|---|
| <input type="checkbox"/> Book (e-book) | <input type="checkbox"/> Music | <input type="checkbox"/> Movie (TV show) |
| <input type="checkbox"/> Magazine | <input type="checkbox"/> Audio Recording | <input type="checkbox"/> Content of Library Program |
| <input type="checkbox"/> Newspaper | <input type="checkbox"/> Digital Resource | Other |

Title _____

Author/Producer _____

What brought this title to your attention?

Have you examined the entire resource? If not, what sections did you review?

Have you seen or heard reviews of this material?

Please comment on the resource as a whole. _____

Please note your specific concerns or objections. _____

What page(s) or section(s) illustrate your concern?

What resource(s) would you suggest to provide additional information on this topic?

Have you read the Policy Concerning Collection Development?

Please use the back of this form if additional space is needed. Thank you for taking the additional time to complete this form. Your Request for Evaluation will be given careful consideration and a response will be provided.