



Library Board of Trustees Staff Report

DATE: November 19, 2019

AGENDA ITEM NO: 10

TO: Library Board of Trustees
FROM: Diana Garcia, City Librarian
SUBJECT: Updates to Library Collection Development Policy

RECOMMENDATION:

It is recommended that the Library Board of Trustees:

- Approve the proposed updates to the library's Collection Development Policy;
- Take such additional, related, action that may be desirable.

EXECUTIVE SUMMARY:

The Library is submitting updates to the Collection Development Policy, which defines the guidelines by which library staff manage the library's collection. The Collection Development Policy also serves as a source of information to the public about the purpose and scope of the Library's collection and lays out a process by which staff and the Library Board of Trustees respond to requests for reconsideration of library materials.

BACKGROUND:

The City Librarian, in conjunction with the management team, undertakes periodic review of the library's policies to ensure that they are current and up to date with the needs of staff and patrons. Library leadership reviewed the Collection Development policy in September and October 2019 and is submitting the attached updates for approval.

Respectfully submitted by:

A handwritten signature in black ink, appearing to read "Diana Garcia", is written over a horizontal line.

Diana Garcia
City Librarian

ATTACHMENTS:

1. Current Collection Development Policy
2. Updated Collection Development Policy

ATTACHMENT 1
Current Collection Development Policy

MONTEREY PARK BRUGGEMEYER LIBRARY
City of Monterey Park

COLLECTION DEVELOPMENT POLICY
Adopted by the Library Board of Trustees

Revised May 2015

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I. PURPOSE:

The Monterey Park Bruggemeyer Library Collection Development Policy provides guidance for the selection, evaluation, and withdrawal of materials and assists as a resource tool to meet the reading and informational needs of the community. The Collection Development Policy also serves as a source of information to the public about the purpose and scope of the Library's collections and the library management principles upon which decisions concerning the collection are made.

The Collection Development Policy is designed to support the Library's mission statement: The mission of the Monterey Park Bruggemeyer Library is to meet the cultural, educational and informational needs of the residents of the City of Monterey Park by providing free and open access to its resources and services.

II. PRINCIPLES

The collection is based on the following principles:

- The Library selects materials which best serve the needs of its diverse community.
- The Library provides a collection that would be of interest to people of all ages and in multilingual languages.
- The Library recognizes its responsibility to provide materials preserving various and diverse points of view. The Library supports the philosophy as stated in Article II of the American Library Association's *Library Bill of Rights*: "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." Library collections must represent the diversity of people and ideas in our society.
- The Library supports free and open access to information for educational, recreational, and independent learning.
- The Library does not take responsibility for judging the appropriateness of materials selected by children and youth when parents are not present to supervise those selections.

III. RESPONSIBILITY AND PROCEDURE FOR SELECTION OF LIBRARY MATERIALS

The Library Board of Trustees of the City of Monterey Park (forthwith "The Library Board") adopts this "Collection Development Policy" as the guide for building the Library's collection of Adult and Children's materials.

Under the authority of the City Librarian, the Adult, Young Adult and Children's Librarians have overall responsibility for the selection and retention of library materials. Selection of materials is made with the subject knowledge of each selector with professional reviewing sources like *Booklist*, *Library Journal*, *School Library Journal*, the *Los Angeles Times Book Review* and others, along with recommendations from the public. Material will not be excluded or removed because of the race, nationality, political or religious views of the writer. Portions of the budget are allocated to the collection to purchase new materials and to fill subject gaps.

IV. GENERAL SELECTION CRITERIA

Materials are selected based on the following criteria:

- Popular interest, contemporary significance, permanent value.
- Authority, accuracy and accessibility of presentation.
- Currency of the information in rapidly changing fields.
- Reputation of author, publisher or issuing body.
- Readability
- Historical interest to the community.
- Prizes, awards, or honors received.
- Importance of items to provide diversity in the collection.
- Durability and attractiveness.
- Suitability of format for subject and user's needs.
- Inclusion of the work in bibliographies and indices.
- Price and availability.
- Monterey Park author or local references.
- Supplement school libraries - not supplant them.
- Materials intended for a general audience not solely for an academic audience.
- Limited purchase of textbooks when they are useful to those doing independent study, but not in support of a specific curriculum. The Library does not acquire curriculum-related materials, such as workbooks, teachers' manuals and flash cards for the nonfiction collection.

V. FORMATS

The Library purchases many types of materials for public use and for use only in the Library. These materials include but are not limited to:

- Books
- Magazines
- Newspapers
- Audio Books
- E-Books
- DVDs
- CDs/Sound Recordings
- Electronic Databases
- iPads

VI. LANGUAGES

The Library purchases materials in the following languages:

- Chinese
- English
- Japanese
- Korean
- Spanish
- Vietnamese

VII. APPLICATION TO SPECIFIC COLLECTION AREAS

Usually the Library does not duplicate titles between the various collections but will do so occasionally at the discretion of the librarian's understanding of the need and use of the material. Multiple copies of a title are also purchased in response to patron demand and the number of requested holds for the title.

ADULT COLLECTIONS

A. ADULT FICTION

This collection includes representative novels and short stories of the past and present, notable for literary quality, cultural value, and/or public interest; historical and regional novels; character studies; biographical and psychological novels; novels relating to the fields of art, industry, science and the professions; social problems; satire and humor; genre novels such as mysteries, romances, suspense, fantasy, science fiction, westerns, adventure, Christian or inspirational novels, etc.

B. CLASSIC

This collection includes noteworthy authors and literature beloved by generations of readers and studied for their literary value by students in high school and college. The collection includes literature on recommended reading lists of local high schools and colleges.

C. LARGE PRINT

The Library purchases fiction and nonfiction large print books of popular interest to general readers who prefer to read with a larger type. Books are purchased in all categories including bestsellers, mysteries, inspirational, romance, westerns, biographies, and other nonfiction subject areas.

D. POPULAR PAPERBACKS

This is a fiction collection. Books are purchased when there is an immediate demand for multiple copies, a high loss or theft rate for the hardback copy, the only edition available is paper. The Library purchases trade paperbacks when it is the only format available or if the hardback price is beyond the Library's budget.

E. ADULT NONFICTION

The Nonfiction Collection is organized by a classification tool, the Dewey Decimal System which uses 10 broad Subject categories to organize knowledge. The library selects and purchases books to fill the 10 knowledge subject areas of the Dewey Decimal System which include:

000 Generalities

100 Philosophy and Psychology

200 Religion

300 Social Sciences

400 Language

500 Natural Sciences and Mathematics

600 Technology (Applied Sciences)

700 Arts

800 Literature

900 Geography and History

Subject areas of interest, study, and knowledge fall under each large subject category. The library supports all of the 10 broad Subject categories of the Dewey Decimal System and maintains a collection of adult nonfiction resources to meet the demands of its public.

Selectors select materials for the nonfiction collection to meet the needs of a broad range of users rather than a specialized or an academic focus and work to maintain a collection that meets the educational needs of adults and teens working on research and homework assignments.

The library recognizes the public's broad range of reading interests and maintains a nonfiction collection that supports the recreational and informational interests of the community using the following criteria (but not limited to) in selecting nonfiction materials: timeliness of the subject matter, demand or need, authority and competence of the author, accomplishment of its purpose, self-improvement qualities, fundamental objectivity, clarity, honesty, and accuracy of presentation, relationship to the existing collection, relative importance in comparison with other books on the subject.

Resources are also selected which represent the histories, languages and cultures of America's racial and ethnic minority groups. Library materials on ethnicity and race are classified in many call number areas depending on their content but most notably within the subject area of sociology which contain materials on the social histories of America's ethnic groups offering resources on African Americans, Asian Americans, Latino Americans, and Native Americans for Ethnic Studies research. This subject area can be further explored in other subject areas including history, economics, political science, law, anthropology, psychology, education, music, visual arts, etc.

F. ADULT REFERENCE

Materials in this collection assist librarians to answer questions about the informational needs of library patrons. Items placed in this collection include: dictionaries, encyclopedias, almanacs, indices, atlases, yearbooks, annuals, biographical indices, histories, and others. Items for Adult Nonfiction Collection which are extremely popular; e.g. Nolo Law Books, may be acquired for the Reference Collection to ensure availability for patron use at all times. The Library collects the MONTEREY PARK MUNICIPAL CODE, and other legal material that may be of use to the community. The Library receives THE CODE OF FEDERAL REGULATIONS as part of the depository program.

- The Library receives publications released from the EPA about the Operating Industries Superfund site in Monterey Park. These are cataloged by Dewey Decimal number, shelved in the Reference Collection with current reports shelved at the Reference Desk. Microfilm from the EPA on the Superfund site in Monterey Park is kept in the microfilm cabinets in the Special Collection Room.
- The Library places Reference materials in Chinese, Japanese, Korean, Spanish and Vietnamese in the appropriate International Reference Collection.
- A reference collection of current *Consumer Reports* magazines is available for patrons to use for "library use only." Patrons can check these items out for usage in the library from the Reference Desk.
- A reference collection of text books on high school subjects is available for students to use for "library use only." Patrons can check these items out for usage in the library from the Reference Desk.
- Current Ready Reference materials like the World Book Encyclopedia are available for patrons to use for "library use only." Other materials include dictionaries, medical books, Thomas map guides and others. Patrons can check these items out for usage in the library from the Reference Desk.

G. GOVERNMENT DOCUMENTS

Federal Depository Documents

The Library is an official depository for U. S. Government Documents and acquires titles on a selective basis due to space limitations within the Library. The base list of items selected includes recommendations from the FEDERAL DEPOSITORY LIBRARY MANUAL SUPPLEMENT APPENDIX A. These items are available online from the library's website while a limited number of items are available at the library.

- Staff also considers Internet access in selecting documents for the public.
- The Library acquires documents that the federal government publishes. Format is considered in selection.
- The law stipulates that documents received as part of the federal depository program be kept for a minimum of five years from the date of receipt unless it is a superseded item. The Government Printing Office provides access to a list of superseded items via their website.
- To discard federal depository items staff compile a list of materials to be discarded and send this list to the California State Library. The State Library sends the list to other depository libraries which may elect to obtain the discarded titles. After 30 days with no replies the Library can discard the publication. The Library cannot sell the publications.
- Materials which are Reference in nature are placed in the Reference Collection; e.g. GOVERNMENT MANUAL and STATISTICAL ABSTRACT.
- Materials placed in the nonfiction collection are classified by the Dewey Decimal System; e.g. area handbooks for individual countries and other non-pamphlet materials which are of a general interest level.
- The topographical maps are placed in the Map Case are arranged by state and size.
- Microfiche is cataloged, classified, bar-coded and shelved in the microfiche cabinets in the Special Collection Room. The library no longer receives microfiche from the Federal Government Depository Program.
- The remaining federal government documents go into the Federal Government Document Collection, which is arranged by Superintendent of Documents Classification Number, and cataloged.

California State Documents

The Library is not a depository for California state documents. Staff select California state documents as they would any other publisher's publication. Choice is based on demand and reviews. Anything selected is of a Reference nature only.

H. SPECIAL COLLECTION

The Library collects local history information to document the history of Monterey Park. Materials in this collection include:

- Histories of Monterey Park, oral histories of long-time residents, works by local authors, local subjects, library scrapbooks, archival statistical data for Monterey Park and California.
- A limited collection of local newspapers including *Cascades*, *Citizen's Voice*, the *Monterey Park Journal*.
- A limited collection of past newspapers on microfilm including the *Los Angeles Times* and the *Monterey Park Progress*.

- Monterey Park City budgets, all except the current and previous year.
- A California history collection of materials which cannot be replaced are kept in this collection.
- The City Council minutes and the Library Board agendas and minutes. The City Clerk binds the agendas and minutes of the City Council; The Library binds the agendas and minutes of the Library Board. The Library catalogs the City Council and Library Board agendas and minutes.
- The Library may copy certain original documents deemed too fragile for use. In these cases, patrons will use the copies not the original document.
- A Local History vertical file of clipped articles on Monterey Park history is stored in the Special Collections Room.

I. MAGAZINES

The Library acquires both indexed and non-indexed magazines in response to public interest and general usefulness. The public has “library use only” access to one current year of magazines purchased by the library. The Library lists these purchased magazine subscriptions in the OPAC. The public can also access magazines from a magazine databases the library’s website. The Library evaluates and selects magazine subscriptions on a yearly basis.

- Magazines available on a database are selected on a yearly basis. Determining factors in deciding on a magazine database include: title availability, ease of use, price, full-text articles and current issues of magazines.
- The Library purchases magazines in Chinese, Spanish and Vietnamese. Patron demand, availability and cost are factors in which magazines are purchased. The Library purchases Chinese magazines published in the United States, China, Hong Kong, and Taiwan. The Library purchases only Spanish language magazines published in the United States.
- The Library decides on the selection and retention of gift magazines using the same criteria as for purchases. The Library keeps these magazines for a month, and then they are put into recycling. Gift magazines are stamped with a “Monterey Park Bruggemeyer Library” stamp. Otherwise processing procedures are the same as for other magazines.
- The Library will try to borrow articles from magazines via interlibrary loan for patrons when the Library does not own the magazine. There is no charge if the article is 20 pages or less.

J. NEWSPAPERS

The Library selects local and national newspapers in response to local and public interest. Current issues of newspapers are available for “library use only” in the reading room on the first floor and are kept for 3 months. Non-English language newspapers are available on rods in the International Room for “library use only.”

- The Library subscribes to the *Los Angeles Times*, the *Sunday New York Times* and retains back issues for three months.
- The Library subscribes to the following newspapers and retains back issues for one month for the following: *the San Gabriel Valley Tribune*, the *Wall Street Journal*, and *USA Today*.
- The Library subscribes to the *Chinese Daily News* (formerly *World Journal*) and retains back issues for 3 months.
- The Library collects newspapers in Chinese, Japanese and Spanish based on their coverage of southern California news. The Library subscribes to the following newspapers in other languages and retains back issues for one month: *La Opinión*, *Rafu Shimpō*, and *Sing Tao*.
- A collection of local history newspapers (hard copy) are stored in the Special Collection Room. These include: the *Citizen's Voice* back to 1993. The City of Monterey Park's *Cascades* (hard copy) back to its start in 2000-2014. The *Monterey Park Journal* (hard copy) back to its start in 2000 -2014. These newspapers are available online with archived issues.
- The Library subscribes to the *Wave* (East Edition) (formerly called the *Monterey Park Progress*) and retains back issues for one month. Microfilm issues of the *Monterey Park Progress* from 1918-1995 are available in the Special Collection Room with indexed issues for 1918-41 and 1994-95.
- The Library has microfilm issues of newspapers in the Special Collection Room. For a complete list of the newspaper microfilm collection see “K. Microfilm” in this document.

K. MICROFORM (MAGAZINES, NEWSPAPERS AND GOVERNMENT DOCUMENTS)

The Library maintains the following collection of newspapers on microfilm and Microfiche and other microfilm/microfiche in the Special Collection Room:

- *1776 Gazette* January 1976-December 1976
- *Alhambra Post Advocate* January 1965-February 1966, June 1967-September 1968
- *Chinese Daily News* February 26, 2000 – May 15, 2008
- *International Daily News* February 3, 1983 - January 1, 1998
- *Los Angeles Times* January 1, 1972-December 31, 2005
- *Monterey Park Progress* April 1918-December 1995
- Government documents
- EPA Superfund Site (Monterey Park)

L. AUDIO-VISUAL (AV) MATERIALS

The content of the AV Collection is analogous to the book collection with more emphasis on popular materials. The Library purchases AV materials in multiple languages.

- The Library maintains a collection of DVDs including Blu Ray, Newly Released Feature Films on DVD, Books on CD's (audio books) for audio format, and music CDs (sound recordings.)
- The Library does not purchase abridgements of materials in audio format.
- The film collection is provided in ~~VHS, VCD~~, Blu Ray and DVD formats only. The library will only purchase DVD format.
- The Library will add additional formats based on community demand.
- The Library does not purchase commercial software for checkout.

M. E-BOOKS

A collection of E-books is available for adults to read and download from the Library website. This free collection of fiction and nonfiction makes reading convenient and accessible through digital technology. E-books are selected with the same criteria as fiction and nonfiction print collections.

N. ELECTRONIC DATABASES

The Library selects and subscribes to electronic databases that offer a collection of information in multidisciplinary subject areas including general reference, journal and newspaper articles. This information can be searched and retrieved electronically to help library patrons expand their scope of informational needs.

O. NEW MEDIA

The Library recognizes the emergence of new technology and maintains a collection of iPads for instructional use for adults enrolled in LAMP classes. The Library will explore and acquire other digital interactivity devices and technologies as needed to support the educational and informational needs of the community. When deciding whether to replace or augment existing formats with new media, the following factors are considered: anticipated improvements in information storage and retrieval, user demand, quality of the product, ease of use, equipment requirements, cost, and staff requirements for processing, maintenance, and training.

P. APPS

An App is an application downloaded by a user to a mobile device. Apps are used in programs such as technology classes for adults and presentations to large groups. They are used to meet the needs and requests of the community. The goal is to provide the community with apps that are of high quality and represent the best of this format.

The Library will use the same guidelines as books, DVDs, and other media purchases. Selectors will choose specific apps that support the goals and mission of library programs.

Selectors will evaluate the following resources:

- Professional reviews: *School Library Journal*, *Kirkus*, *Common Sense Media*, *the Guardian*
- Recommendations from others library professionals and libraries
- Consumer reviews: parenting.com, iTunes store, Google store
- Journals and blogs (Touch and Go, Appitit, Mashable, The iMums)

Selectors will select the apps based on the following criteria:

- Word of mouth
- Screen shots and any available video clips or review
- Content creation apps
- Apps with no advertising or in-app purchases.

Q. YOUNG ADULT

The Library maintains a collection of reading materials to meet the needs of young adults (ages 13-18 years old). This collection includes a body of literature with themes of contemporary situations confronting young adults. Materials found in this collection include: fiction books in mass market paperback format and hardback format, graphic novels, and nonfiction books representing subjects of interest to this age group. The young adult collection is predominately recreational.

- Other materials of interest to this age group will be in the Adult Collections or the Children's Collections.
- A collection of Chinese Graphic Novels and Chinese YA fiction is maintained through book donations.

R. INTERNATIONAL COLLECTION

The International Collection includes reading materials in Chinese, Japanese, Korean, Spanish and Vietnamese languages, addressing the need of reading enjoyment in languages and as transitional aids for second language reading. The collections are in fiction, nonfiction and reference. Selection and purchase of these materials includes materials written in the originating languages, translations of materials by high demand popular authors, best sellers, classics, current, contemporary, popular topics, themes and subjects. No preference will be given to region of publication.

- The Library purchases and accepts donations of bilingual materials which will be housed with the appropriate International Language Collection.
- The Library places other languages in the general collection. Most will be in the 400's.

S. DONATIONS

The Library selects and retains donations using the same criteria as for purchases.

CHILDREN'S COLLECTION

- The Children's collection is developed and maintained for the public with an emphasis on meeting the needs of young people from infants through age 12.
- The Children's collection is intended to encourage early and emergent literacy practices in pre-readers and their parent(s), to help young readers acquire and develop a lasting enjoyment and appreciation of literature, to enhance the reading skills of children, to help children complete homework assignments, to satisfy children's personal and academic interests and curiosity, and to develop life-long learners.
- The Children's collection provides books and other materials for the full range of children's interests, as well as for individuals who are concerned with children and children's literature.
- The objective in selecting books for children is to build a collection which serves their intellectual, recreational, and informational needs at various age levels with diversified intelligence, tastes, cultures, and interests. It also takes into consideration the language skills and developmental needs of the child.
- Primary consideration for selection is given to patron demand as reflected in requests and suggestions. Titles by popular authors or on popular subjects are purchased to meet patron demand. In addition the Library considers review journals, awards, school reading lists and Common Core State Standards when selecting materials. All materials identified and purchased will be considered on the basis of the following criteria:
 - Patron requests and needs.
 - Positive reviews (both printed and online) or inclusion on best-seller lists.
 - Appropriateness of format(s) for intended audience.
 - Physical quality of the materials, i.e. clear printing, durable binding, etc.
 - Availability and price.
 - Interest in building and maintaining an inclusive and well-balanced collection which represents a variety of subjects, viewpoints, cultures, and interests.
- Children may use all collections and resources, including the Internet, in accordance with local, state and federal laws. A child's parent(s) or guardian(s) are responsible for the child's selection in reading and use of the Library. A parent or guardian's signature on the application for the child's library card gives consent for the child to use the entire collection. If the parent wishes to guide a child's access, he or she must accompany the child and oversee what he or she is reading, listening to or viewing from the library's collection and the Internet.

A. **BOARD BOOKS** are a type of books printed entirely on hard cardboard to make them more durable. They are intended for infants through toddlers to provide visual stimulation, early literacy pre-reading skills, and to help them learn to associate words with pictures. Board books will include, but not be limited to, the following:

- Few words (i.e. one word per page) and appropriate for infants and toddlers.
- Repetitive text.
- Uncomplicated, vivid, and recognizable illustrations.
- Rounded corners on the book.
- Small enough so infants and toddlers can handle the book and turn the pages easily.
- Staff does minimal repair of board books. If a board book is in bad condition, it will be discarded and reordered.

B. **EASY BOOKS** are beginning reading books from preschool to approximately third grade reading level. These books are usually in larger print, and there are few words per page. The child reads these to him or herself. Some well-known authors of Easy Books are Margaret Hillert, Russell Hoban, Syd Hoff, Arnold Lobel, Daisy Meadow, Peggy Parish, Barbara Park and Cynthia Rylant. "I Can Read," "Beginning Books," "Rookie Readers," and "Easy Readers" are types of these books. Criteria to be evaluated in selecting fiction items include, but are not limited to, the following:

- Popularity and demand.
- Quality of writing, character development, plot, setting and illustrations.
- General appeal to young readers.
- The language, structure and vocabulary to be appropriate for preschoolers through third grade.
- The illustrations, if any, need to reflect accurately the facts and atmosphere of the story.
- Award winners; i.e. Caldecott, Coretta Scott King, and California Young Reader Medal.

C. **PICTURE BOOKS** are books that are read to a child on a one-to-one basis. They are usually not read by a child. Staff members also tend to use these in storytime. The reading level can be from preschool to second grade or higher. They are usually highly pictorial. If the books are only available in paperback, the Library will bind the books before being placed in the collection to make them durable for heavy use. The Library does not purchase **Pop-up and Toy Books** for circulation. Some well-known authors of Picture Books are Marc Brown, Stan and Jan Berenstain, Eric Carle, Nancy Carlson, Lois Elhert, Ed Emberley, Tana Hoban, Victoria Kann, Steven Kellogg, James Marshall, Margaret and H.A. Rey, Allan Say, Maurice Sendak, Dr. Seuss, David Shannon, and Mo Willems. Criteria to be evaluated in selecting fiction items include, but are not limited to, the following:

- Popularity and demand.
- Appropriateness of subject matter for young children.
- General appeal to young readers.
- Quality of writing.
- Excellence of illustrations.
- Award winners; i.e. Caldecott, Coretta Scott King, and California Young Reader Medal.

D. CHILDREN'S FICTION includes general fiction, and genre fiction, including, but not limited to adventure stories, historical fiction, mysteries, animal stories, fantasy, science fiction, horror stories and humorous stories for those children in grades 3-6. Established popular authors are purchased, often in quantity, to meet the demand. Criteria to be evaluated in selecting fiction materials include, but are not limited to, the following:

- Popularity and demand.
- Quality of writing, character development, plot, setting and illustrations.
- General appeal to elementary-aged readers.
- Inclusion on school reading lists.
- Award winners; i.e. Newbery, Coretta Scott King, and California Young Reader Medal.

E. FICTION PAPERBACKS

- Paperback copies of fiction titles are purchased when the demand is high enough to necessitate multiple copies of a title, when a title is available in no other format, or when it is the most appropriate format for the intended user; e.g. older children, tend to prefer paperback format for ease of carrying. If the demand is high, the Library will purchase titles in both hardback and paperback. The hardback copies will go into the Children's Fiction or Easy Fiction Collection.
- Staff will do only minimal repair of paperbacks. If a paperback is in poor condition, it will be discarded and reordered where possible.
- Staff may decide at purchasing if the paperback is to be bound or to have a reinforced cover applied. Bound paperbacks may go into the Children's Fiction, Nonfiction Collection, or Easy Nonfiction Collection.

F. **EASY NON-FICTION** ranges from a beginning reading level to approximately a third grade reading level. These books are usually in a larger print than picture books and, therefore, have few words per page. The child reads these books to him or herself. Criteria to be evaluated in selecting Easy Non-Fiction items include, but are not limited to, the following:

- Popularity and demand.
- The language, structure, scope, and vocabulary must be appropriate for preschoolers through third grade.
- Clarity, accuracy and objectivity in the treatment of the subject matter.
- Timeliness of subject matter.
- Level of complexity for the intended audience.
- Adherence to California's Common Core State Standards and the STEM Curriculum.
- Degree of availability of materials on the subject matter in the existing collection.
- Inclusion of appropriate back matter, including bibliographies, glossaries, indices and appendices.
- Appropriate and informative photographs and illustrations.
- Special regard will be given to award winners; i.e. Newbery, Caldecott, Coretta Scott King, and California Young Reader Medal.

G. **CHILDREN'S NONFICTION:** These books are primarily geared towards children in grades 3-6. Criteria to be evaluated in selecting nonfiction items include, but are not limited to, the following:

- Patron need or demand and popularity of topic.
- Clarity, accuracy and objectivity in the treatment of the subject matter.
- Timeliness of subject matter.
- Level of complexity for the intended audience.
- ~~Adherence to California's Common Core State Standards and the STEM Curriculum.~~
- Degree of availability of materials on the subject matter in the existing collection.
- Inclusion of appropriate back matter, including bibliographies, glossaries, indices and appendices.
- Appropriate and informative photographs and illustrations.
- Special regard will be given to award winners; i.e. Newbery, Caldecott, Coretta Scott King, and California Young Reader Medal.
- School textbooks are generally not considered for purchase by the library, due to the cost prohibitive nature of purchasing updated editions of textbooks in all subjects and from all local schools and grades.

H. INTERNATIONAL COLLECTION

- Patron demand as reflected via requests and suggestions is the primary consideration in selection of materials.
- In the selection of books in languages other than English the needs of the children of the community are primary consideration.
- Nonfiction purchases will be of a popular nature or serve as reference materials and/or help the new immigrant.
- Materials purchased will reflect the languages spoken and taught in the community. Therefore, the major emphasis is on Chinese, Japanese, Korean, Spanish, and Vietnamese.
- Most Asian language Children's books are in paperback format. These are usually bound or they have a reinforced cover applied before they are added to the collection.
- Bilingual books are selected which serve the dual role of satisfying the need for reading material in the native language of the reader as well as serving as a vehicle for transferring literacy skills to the English language.
- Efforts are made to acquire titles which are produced by authors, representative of various cultures rather than acquiring translations of books by American authors.
- The Library purchases Newbery and Caldecott award-winning books which have been translated into other languages represented in the community.

Chinese

- The Library purchases materials which introduce children to Chinese culture.
- The Library purchases classics of Chinese Children's literature.
- The Library purchases materials published in Taiwan, the United States and China. ~~Presently, the Library uses SUP, Senseio Books and Evergreen Bookstore as vendors.~~
- The Library purchases illustrated vocabulary builders written in Chinese and English.

Japanese

- The Library purchases materials which introduce children to Japan and its culture and are produced by authors representative of Japanese culture. These materials are published in Japan.
- The Library purchases classics of Japanese Children's literature.
- The Library purchases illustrated vocabulary builders written in Japanese and English.

Korean

- The Library purchases materials which introduce children to Korea and its culture and are produced by authors, representative of Korean culture. All the books selected are published in South Korea. Presently, the Library uses as vendors Tsai Fong Books and Jeong-Eum-Sa Books.
- The Library purchases classics of Korean Children's literature.
- The Library purchases illustrated vocabulary builders written in Korean and English.

Spanish

- The Library purchases materials which introduce children to Spanish-speaking countries and their cultures and are produced by authors who are representative of their culture.
- Preference will be given to books published in the United States and Mexico.
- The Library purchases classics of Children's literature in Spanish.
- The collection also contains illustrated vocabulary builders written in Spanish and English.

Vietnamese

- The Library purchases materials which introduce children to Vietnamese culture and are produced by authors who are representative of their culture.
- The Library purchases classics of Vietnamese Children's literature.
- The collection also contains illustrated vocabulary builders written in Vietnamese and English.

Other Languages

The Library places other languages in the general collection. Most will be in the 400's.

I. CHILDREN'S REFERENCE: Items placed in this collection are general encyclopedias, subject encyclopedias (e.g. animals, health, countries, science and technology), almanacs, indices, atlases, biographical indices, dictionaries, bibliographies, etc. Criteria to be evaluated in selecting reference materials include, but are not limited to, the following:

- Reference materials should be selected for the quality of their information and their usefulness in providing ready facts for patrons who may not wish a more in-depth treatment of a subject. Special care should be taken to ensure that the information is not readily available elsewhere in the collection or from a reliable source on the internet. Special care should be taken to make sure that the same resource is not present on a database that the Library subscribes to. However, high use and popular reference resources, such as encyclopedias, should be purchased in print even if available online to accommodate the needs of patrons who do not have access to a computer or the internet.
- Additional copies of items from the Children's Nonfiction Collection, which are extremely popular; e.g. California missions, States, Native Americans, countries, etc., may be acquired for the Reference Collection to ensure availability for patron use at all times.
- The Library places Reference materials in Chinese, French, Japanese, Spanish and Vietnamese in the appropriate language collection.
- The Library purchases an updated edition of the WORLD BOOK ENCYCLOPEDIA every two years.

J. MAGAZINES are selected for popular, recreational, informational and cultural interest.

- Care is taken to ensure that, as much as is possible, magazine reflect a variety of reading levels and languages.
- Magazines will be kept for five years. Patrons may check out past issues of magazines for one week.

K. AUDIO-VISUAL (AV) MATERIALS are selected to represent a wide-range of cultures, interests and subjects. These may be compact discs (CDs), books with CDs or DVDs. The content of the AV Collection is analogous to the book collections. Selection is based on informational, educational, instructional and recreational value, interests of children and their caregivers. The Library purchases AV materials in the world languages, including Chinese, Japanese, Spanish and Vietnamese. Criteria to be evaluated in selecting reference materials include, but are not limited to, the following:

- Demand for the performer(s) or subject matter, the technical quality of the product, the quality of content and the availability of materials on the subject. The materials need to be appropriate for children from infants through age twelve.
- The Library may purchase **compact discs (CDs)** to introduce stories and music to children. The sound must be of high quality. The collection includes lullabies, children's music, children's stories and basic language instructional materials (i.e. Cantonese, English, French, German, Japanese, Mandarin, Spanish and Vietnamese).
- The Library purchases **audio books** which retell folk tales, fairy tales, myths and legends. In the collection are also recordings of picture books and stories for older children. Sound effects need to enhance, but not distract from the story. The voice reading the story must be pleasant, natural, clear and easy to understand.
- The Library purchases **books and cassette or book and compact disc (CD) kits** based on the same selection criteria as listed previously for books and audiocassettes.
- The video collection is provided in DVD format and some VHS. The videos must have good color pictorial quality and high quality sound.
- The Library does not purchase game or **software** for check out.

L. E-BOOKS are electronic versions of printed books that can be viewed using a digital device such as a laptop, an iPad, an iPhone, or a desktop computer. Fiction, Non-Fiction, Picture, Easy Non-Fiction, and Easy Fiction are included in the selection of materials for this category. This collection of materials will range from a beginning reading level to a sixth grade reading level. Criteria for the selection of e-books titles are the same as criteria for print fiction and non-fiction titles.

M. DATABASES: Databases for children will be selected on the basis of the reliability of publisher, and ease of navigation and organization of information. Children's databases should be inviting and easy to understand by the children who are identified as the primary audience. Children's Databases are purchased, or renewed annually as subscriptions come up for renewal. Selectors should make decisions on electronic resources based on the following criteria:

- Authoritativeness of the resource and its publisher.
- Accessibility and ease of use.
- Does the resource fill gaps in the collection?
- Does the resource significantly duplicate existing resources?
- Restrictions on use imposed on the library.
- Does the database provide off-site access, and how many simultaneous users can be accommodated?
- Quality and cost.

N. APPS

An app is an application downloaded by a user to a mobile device. Apps are used in programs such as storytimes and presentations to large groups. They are used to meet the needs and requests of the community. The goal is to provide the community with apps that are of high quality and represent the best of this format for children at various developmental stages.

The Library will use the same guidelines as books, DVDs, and other media purchases. Selectors will choose specific apps that support the goals and mission of the library programs.

Selectors will evaluate the following resources:

- Professional reviews: *School Library Journal*, *Kirkus*, *Common Sense Media*, *Children's Technology Review*, *Digital Storytime*, and *Little eLit*.
- Recommendations from others library professionals and libraries.
- Consumer reviews: parenting.com, iTunes store, Google store.
- Journals and blogs (Touch and Go, Appitic, Mashable, The iMums).

Selectors will select the apps based on the following criteria:

- Word of mouth.
- Screen shots and any available video clips or review.
- Apps based on popular characters from children's literature.
- Quality and value - apps that are easy, intuitive, engaging, fun, and educational for children.
- Apps with no outside advertising or in-app purchases.

O. DONATIONS

The Library retains and adds to the collection donations using the same criteria as for purchases.

VII. COLLECTION MAINTENANCE INCLUDING WEEDING

- Responsibility for collection development in a given subject includes responsibility for maintenance of those same subject areas. Collection maintenance entails making decisions with regard to particular items to replace, add, discard, mend or rebind.
- Utilizing a weeding plan, the selector examines the collection to weed out materials (Please note: materials are not discarded simply because they contain unpopular or controversial opinion) which are:
 - Duplicates bought to satisfy initial heavy demand.
 - Superseded editions.
 - Worn out or damaged library materials that are no longer usable and the items can be replaced with other copies or reprints or when the information content is adequately provided by other titles in the collection.
 - Dated or incorrect information when it is likely to mislead the user (Please note: historical materials with viewpoints currently considered inaccurate or offensive, but representative of their time and place are not discarded on that basis alone).
 - An item which is no longer in demand.
- Selectors will decide to replace an item in poor condition based on demand, budget, an item being in print, an item being a classic work of fiction or nonfiction and on subject need.
- Books are considered for rebinding if the title is out of print but continues to have value for the collection, length of time the title is expected to remain in the collection, availability in hardback, the item can be rebound (i.e. condition of the paper, wide enough margins to allow rebinding, the book has not been mended with tape previously, the book has not been rebound previously and the interior is free of ink writing or other spots) and there is nothing newer or better available to replace it. Rebinding tends to make the item less attractive to the patron.
- Items that have been selected for discard should be taken to the Technical Services department where they can be removed from the ILS database. Discarded items are not to be presented or saved for individual persons because of the possible resultant impression of favoritism. Discarded items are put into recycling.

VIII. REVISION OF THE COLLECTION DEVELOPMENT POLICY

The City Librarian will make recommendations of needed revisions of the Collection Development Policy to the Library Board at a regularly scheduled meeting.

IX. PROCEDURE FOR RESOLVING PATRON COMPLAINTS REGARDING MATERIALS

When a resident of the City of Monterey Park questions the inclusion of any item in the Library's collection, the patron will be furnished with a "Request for Reconsideration of Library Materials/Resources" form to formally express his or her concern and specific reasons for the objection (see procedure and the template of form given to the patron). The patron has the right to appeal the City Librarian's decision to the Library Board. Upon notification in writing of the patron's wish to appeal, the City Librarian will place the matter on the Library Board's Agenda to be considered at a public meeting. The Library Board will make the final decision concerning the disposition of the questioned material.

Reconsideration of Library Materials/Resources Procedure

The City of Monterey Park is made up of people with varied needs and interests. The Library considers these diverse views and attempts to meet these needs and by providing materials presenting diverse views and expressions. The selection of an item does not express or imply endorsement by the library of the viewpoint of the author or producer. Library materials are not identified to show approval or disapproval of the contents, nor are items placed in restricted areas, except for the purpose of protecting them from damage or theft. A few materials may reflect a point of view that others might find offensive. The Library welcomes expression of opinions by patrons, but will be governed by the "Collection Development Policy" in making additions to or deletions from the collection. Patrons may want to use the Suggestion form available at the Reference Desk or on the computer to suggest items the library should purchase.

Works normally are not excluded from the collection because of language, explicit text or illustrations, if they meet previously stated criteria. The choice of library materials by the user is an individual matter. While a person may reject materials for himself/herself, he/she cannot exercise censorship to restrict access to the materials for others.

The Children's Collection serves infants through age 12, and the broad range of ages, interests, and maturity levels represented requires a wide variety of materials. Books suitable for one child may not necessarily be suitable for another. The American Library Association opposes restricting access to library materials and services for minors and holds that it is the parents - and only parents - who may restrict their children - and only their children - from access to library materials and services. The Library encourages parents to play an active role in their children's library use until such time as the parent feels his/her child is ready to select materials or to use the Internet on his/her own. Library staff members are happy to give suggestions and help locate materials and Internet sites, but the library does not act in place of the parent.

Recognizing that a diversity of materials may result in some requests for reconsideration, the following procedures have been developed to ensure that objections or complaints are handled in an attentive and consistent manner.

- A. Any member of the public served by the Library may lodge a complaint about materials in the collection. Library staff will respond professionally to such a complaint in accordance with the following guidelines:
- Initially, the complaint should be referred to the Senior Librarian on duty at the Reference Desk or Children's Reference Desk. Patrons will be politely referred to this individual (if he or she is not on duty, refer the patron to the City Librarian or in his/her absence the Technical Services Senior Librarian).
 - The Senior Librarian will remain calm and listen courteously to the complainant.
 - If necessary, the Senior Librarian will explain the "Collection Development Policy" and the "Library Bill of Rights."
 - If the patron is not satisfied, the Senior Librarian will give him/her the "Request for Reconsideration of Library Materials" to complete.
 - When the form is returned, the Senior Librarian will explain that a Reconsideration Committee will review the item and consult professional reviews of the materials. Their recommendation will be given to the City Librarian.
 - The Senior Librarian will assure the patron that his/her interest in the library is important and welcome and that the City Librarian will reply to the patron within six weeks.
- B. The materials will be reviewed by the Reconsideration Committee incorporating professional reviews. The Senior Librarian in charge of the area receiving the complaint will establish a Reconsideration Committee consisting of herself or himself, a Subject Specialist and a member of the Friends of the Library or a member of the general public. The members of the committee will receive copies of any reviews of the material, the "Collection Development Policy" and the "Library Bill of Rights." The committee members will read or view or listen to the item that is being reconsidered. A written report will be submitted to the City Librarian within five weeks of the receipt of the written complaint.
- C. The City Librarian will make a decision concerning the material taking into consideration the recommendation of the Reconsideration Committee. She/he will notify the complainant of this decision in writing within six weeks of the complaint. She/he will also send copies of the letter to the Reconsideration Committee.
- D. If the complainant is not satisfied with the action taken, he or she may appeal by writing to the President of the Library Board.
- E. The Library Board will read/review the material taking into consideration the "Collection Development Policy." The Library Board will vote to uphold or override the decision of the City Librarian.

REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS/RESOURCES

The Library Board of Trustees of the Monterey Park Bruggemeyer Library has delegated the responsibility for selection and evaluation of library materials/resources to the City Librarian and has established reconsideration procedures to address concerns about those materials/resources. Completion of this form is the first step in those procedures. If you wish to request reconsideration of library materials/resources, please return the completed form to the City Librarian, Monterey Park Bruggemeyer Library, 318 South Ramona Avenue, Monterey Park, CA 91754.

Name _____ Date: _____

Address _____

City _____ State _____ Zip _____ Telephone _____

Do you represent Self _____ Organization _____

1. Material/resource on which you are commenting:

____ Book ____ Newspaper ____ Video ____ Display
____ Magazine ____ Library Program ____ Audio Recording
____ Electronic information/network (Specify)
____ Other (Specify) _____

Title _____

Author/Producer _____

2. What brought this resource to your attention?
3. Have you examined the entire resource?
4. What concerns you about the resource? (Use other side or additional pages, if necessary)
5. Are there resource(s) you can suggest that will provide additional information and/or other viewpoints on this topic?

X. GLOSSARY

Apps are applications downloaded by a user to a mobile device.

Audio Books are sound recording of books which has been recorded on compact disks (CDs). They can be listened to on formats that have disc drives.

Audio-Visual are materials available in the following formats: DVDs, audio books, CDs (sound recordings), Blu Ray, VCD (CD that contains moving pictures and sound) and VHS (video home system of analog recording videotape –based cassette).

Board Books are published on hard cardboard which is intended to be more durable for young children (infants through two years of age). They are intended to provide visual stimulation and help young children associate words with pictures.

Classic is a literature book beloved by generations by a noteworthy author.

Current materials are materials published within the last 3-5 years.

Ebook is a digital copy of a printed book that can be read on different formats that include mobile phones, tablets, laptops, or personal computers.

Easy Books are beginning reading books to about third grade reading level. The words are usually in larger print, and there are few words per page. The child reads these to him or herself.

Electronic Databases contain digitized general reference materials, information, journal and newspaper articles that are available online 24/7 from the library's website.

Fiction books are books which are imaginary and some or all of which are not true. These books may be romances, westerns, mysteries, science fiction, fantasy, etc.

Government Documents are publications of public entities. Local, State and federal governments produce these publications. The Monterey Park Bruggemeyer Library is a federal depository library and as such is governed by the selection, retention and weeding program of the federal government.

Genre pertains to a type of fiction; e.g. fantasy, mystery, romance, science fiction and westerns. The Library interfiles all genres with the regular fiction collection but indicates by labels which belong to a particular genre; e.g. mystery labels are blue and have a magnifying lens and romance labels have a red heart on them.

Graphic Novels use drawings to tell a story and are similar to comic books. Graphic novels can be fiction, non-fiction, history, fantasy or any subject. This format of book style can be found in the children's, young adult and adult collections.

International Collection is a collection of reading materials including books, magazines and newspapers available in Chinese, Japanese, Korean, Spanish and Vietnamese languages.

Large Print is a book with increased print size that accommodates readers with poor vision or sight difficulties to read the print with ease.

Library materials as used in this policy include print and non-print, bound or unbound, audio and/or visual, new media, e-books, databases and purchased or donations.

Mass Market Paperbacks are books with soft covers that publishers produce in quantity to meet an anticipated fleeting public demand.

Microfilm and Microfiche are in a film format. Microfilm is in rolls and microfiche are in flat sheets. They are a reduced size format which takes up less storage space than the hard copy magazines and newspapers.

New Media are digital interactive devices and technologies like the iPad, tablets and mobile phones.

Nonfiction books are about various subjects and about real people. These are arranged in Dewey Decimal order.

OCLC is a nonprofit, membership, computer library service and research organization whose computer network and services link more than 60,000 libraries in 112 countries. Libraries use OCLC's cataloging services, interlibrary loan service, union list service and selection service.

Picture books are books that are read to a child on a one-to-one basis. They are usually not read by a child. They are usually larger in size. Staff members and volunteers also tend to use these in storytimes. The reading level can be from preschool to second grade or higher. They are usually humorous and highly pictorial.

Ready Reference is a small collection of materials that provide quick and easy access to specific facts and information for questions often asked by the general public. These materials may include encyclopedias and other subject reference books and are located at the Reference Desk for librarians to access quickly.

Reference books are materials that provide specific facts or information like dictionaries, encyclopedias, almanacs, directories, handbooks and others. These types of materials cannot be borrowed. They are “library use only” making this information accessible to all during library open hours.

Selection refers to the decision made to add an item either purchased or a gift to the collection or to retain one already there. It does not refer to reader guidance.

Special Collection is a collection of local history and California history materials that include books, newspapers and microfilm that are housed in the library’s Special Collection Room.

Young Adult is literature written with themes relevant to teens about their experiences and conflicts. These books which include novels and nonfiction books are written for teen readers 13-18 years of age.

XI. APPENDICES

APPENDIX A AMERICAN LIBRARY ASSOCIATION'S LIBRARY BILL OF RIGHTS

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

1. 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.
2. 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.
3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgments of free expression and free access to ideas.
5. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
6. 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.

Adopted June 18, 1948. Amended February 2, 1961, June 27, 1967, and January 23, 1980, inclusion of "age" reaffirmed January 23, 1996, by the American Library Association Council.

APPENDIX B
AMERICAN LIBRARY ASSOCIATION'S
THE FREEDOM TO READ

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 citizen, by exercising critical judgment, will accept 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 instruments of freedom. 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 creating culture. We believe that these pressures towards 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 view and expressions, including those which are unorthodox, unpopular or considered dangerous with 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 books 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 authors.**

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 literature 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 differs, and values cannot be legislated; nor can machinery be devised which 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 idea of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for the citizen. 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 expended on the trivial; it is frustrated 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 their 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; revised January 28, 1972, January 16, 1991, July 12, 2000, June 30, 2004 by the ALA Council and the AAP Freedom to Read Committee.

APPENDIX C
AMERICAN LIBRARY ASSOCIATION'S
THE FREEDOM TO VIEW

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 possible access to film, video, and other multimedia materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee for freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other multimedia 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, and 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.

This statement was also endorsed by the ALA Council January 10, 1990.

ATTACHMENT 2

Updated Collection Development Policy

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MONTEREY PARK BRUGGEMEYER LIBRARY
City of Monterey Park

COLLECTION DEVELOPMENT POLICY
Adopted by the Library Board of Trustees

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Children's Fiction	18	Formatted: Font:
Fiction Paperbacks	168	Formatted: Font:
Easy Nonfiction	169	Formatted: Indent: Left: 0.49"
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International Collection	20	Formatted: Indent: Left: 0.49"
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X. Collection Maintenance Including Weeding	24 203	Formatted ... [41]
XI. Revision of the Collection Development Policy	25 214	Formatted: Font: 12 pt
XII. Procedure For Resolving Patron Complaints Regarding Materials	25 241	Formatted ... [42]
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Reconsideration of Library Materials/Resources Procedure Form	27 26	Formatted ... [43]
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XIII. Glossary	29 28	Formatted: List Paragraph
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XIV. Appendices	32 3281	Formatted ... [44]
A. American Library Association's Library Bill of Rights	32 3128	Formatted ... [45]
B. American Library Association's The Freedom to Read	33 2932	Formatted: Font:
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C. American Library Association's The Freedom to View	37 3336	Formatted: Font: 12 pt
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I. PURPOSE:

The Monterey Park Bruggemeyer Library Collection Development Policy provides guidance for the selection, evaluation, and withdrawal of materials ~~within the library and assists as a resource tool to meet the reading and informational needs of the community.~~ The Collection Development Policy also serves as a source of information to the public about the purpose and scope of the Library's collections and the library management principles upon which decisions concerning the collection are made.

The Collection Development Policy is designed to support the Library's mission statement ~~"to ÷~~

~~The mission of the Monterey Park Bruggemeyer Library is to~~ meet the cultural, educational and informational needs of the residents of the City of Monterey Park by providing free and open access to its resources and services".

II. PRINCIPLES

The collection is based on the following principles:

- The Library selects materials which ~~best~~ serve the needs of its diverse community.
- The Library provides a collection that ~~would be~~ is of interest to people of all ages and in ~~multilingual various~~ languages.
- The Library recognizes its responsibility to provide materials preserving various and diverse points of view. The Library supports the philosophy as stated in Article II of the American Library Association's *Library Bill of Rights*: "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." Library collections must represent the diversity of people and ideas in our society.
- The Library supports free and open access to information for educational, recreational, and independent learning.
- The Library does not take responsibility for judging the appropriateness of materials selected by children and youth when parents are not present to supervise those selections.

III. RESPONSIBILITY ~~AND PROCEDURE~~ FOR SELECTION OF LIBRARY MATERIALS

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~~The Library Board of Trustees of the City of Monterey Park (forthwith "The Library Board") adopts this "Collection Development Policy" as the guide for building the Library's collection of Adult and Children's materials.~~

Under the authority of the City Librarian, the Adult, Young Adult and Children's Librarians have overall responsibility for the selection ~~and retention~~ of library materials. Selection of materials is made with the subject knowledge of each selector with professional reviewing sources like *Booklist*, *Library Journal*, *School Library Journal*, the *Los Angeles Times Book Review* and others, along with recommendations from the public. Material will not be excluded or removed because of the race, nationality, political or religious views of the writer. ~~Portions of the budget are allocated to the collection to purchase new materials and to fill subject gaps.~~

IV. GENERAL SELECTION CRITERIA

Materials are selected based on the following criteria:

- Popular interest, contemporary significance, ~~or~~ permanent value.
- Authority, accuracy and accessibility of presentation.
- Currency of the information in rapidly changing fields.
- Reputation of author, publisher or issuing body.
- Readability
- Historical interest to the community.
- Prizes, awards, or honors received.
- Importance of items to provide diversity in the collection.
- Durability and attractiveness.
- Suitability of format for subject and user's needs.
- Inclusion of the work in bibliographies and indices.
- Price and availability.
- Monterey Park author or local references.
- Supplement school libraries - not supplant them.
- Materials intended for a general audience not solely for an academic audience.
- Limited purchase of textbooks when they are useful to those doing independent study, but not in support of a specific curriculum. The Library does not acquire curriculum-related materials, such as workbooks, teachers' manuals and flash cards for the nonfiction collection.

V. FORMATS

The Library purchases many types of materials for public use ~~and for use only in the Library.~~
These materials include but are not limited to:

- Books
- Magazines
- Newspapers
- Audio Books
- E-Books
- DVDs
- CDs/Sound Recordings
- Electronic Databases
- iPads

VI. LANGUAGES

The Library purchases materials in the following languages:

- Chinese
- English
- Japanese
- Korean
- Spanish
- Vietnamese

VII. APPLICATION TO SPECIFIC COLLECTION AREAS

Usually the Library does not duplicate titles between the various collections but will do so occasionally at the discretion of the librarian's understanding of the need and use of the material. Multiple copies of a title are also purchased in response to patron demand and the number of requested holds for the title.

VIII. ADULT COLLECTIONS

A. ADULT FICTION

This collection includes representative novels and short stories of the past and present, notable for literary quality, cultural value, and/or public interest; historical and regional novels; character studies; biographical and psychological novels; novels relating to the fields of art, industry, science and the professions; social problems; satire and humor; genre novels such as mysteries, romances, suspense, fantasy, science fiction, westerns, adventure, Christian or inspirational novels, etc.

B. CLASSIC

This collection includes noteworthy authors, and literature, and non-fiction beloved by generations of readers and studied for their literary value by students in high school and college. The collection includes literature on recommended reading lists of local high schools and colleges.

C. LARGE PRINT

The Library purchases fiction and nonfiction large print books of popular interest to general readers who prefer to read with a larger type. Books are purchased in all categories including bestsellers, mysteries, inspirational, romance, westerns, biographies, and other nonfiction subject areas.

~~E. POPULAR PAPERBACKS~~

~~D.~~

~~This is a fiction collection. Books are purchased when there is an immediate demand for multiple copies, a high loss or theft rate for the hardback copy, or the only edition available is paper.~~

~~The Library purchases trade paperbacks when it is the only format available or if the hardback price is beyond the Library's budget.~~

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E. ADULT NONFICTION

F.

The Nonfiction Collection is organized ~~by a classification tool, using~~ the Dewey Decimal System which uses 10 broad ~~s~~Subject categories to organize knowledge:-

~~The library selects and purchases books to fill the 10 knowledge subject areas of the Dewey Decimal System which include:~~

- 000 ___ Generalities
- 100 ___ Philosophy and Psychology
- 200 ___ Religion
- 300 ___ Social Sciences
- 400 ___ Language
- 500 ___ Natural Sciences and Mathematics
- 600 ___ Technology (Applied Sciences)
- 700 ___ Arts
- 800 ___ Literature
- 900 ___ Geography and History

Subject areas of interest, study, and knowledge fall under each large subject category. The library supports all of the 10 broad ~~s~~Subject categories of the Dewey Decimal System and maintains a collection of adult nonfiction resources to meet the demands of its public.

Selectors select materials for the nonfiction collection to meet the needs of a broad range of users rather than a specialized or an academic focus and work to maintain a collection that meets the educational needs of adults and teens working on research and homework assignments.

The library recognizes the public's broad range of reading interests and maintains a nonfiction collection that supports the recreational and informational interests of the community using the following criteria (but not limited to) in selecting nonfiction materials: timeliness of the subject matter, demand or need, authority and competence of the author, accomplishment of its purpose, ~~self-improvement qualities,~~ fundamental objectivity, clarity, honesty, and accuracy of presentation, relationship to the existing collection, relative importance in comparison with other books on the subject.

~~Resources are also selected which represent the histories, languages and cultures of America's racial and ethnic minority groups. Library materials on ethnicity and race are classified in many call number areas depending on their content but most notably within the subject area of sociology which contain materials on the social histories of America's ethnic groups offering resources on African Americans, Asian Americans, Latino Americans, and Native Americans for Ethnic Studies research. This subject area can be further explored in other subject areas including history, economics, political science, law, anthropology, psychology, education, music, visual arts, etc.~~

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F. ADULT REFERENCE

~~Materials in this collection assist librarians to answer questions about the informational needs of library patrons.~~ Items placed in this collection include: dictionaries, encyclopedias, almanacs, indices, atlases, yearbooks, annuals, biographical indices, histories, and others. Items for Adult Nonfiction Collection which are extremely popular; e.g. Nolo Law Books, may be acquired for the Reference Collection to ensure availability for patron use at all times. The Library collects the ~~MONTEREY PARK MUNICIPAL CODE~~ Monterey Park Municipal Code, and other legal material that may be of use to the community. The Library receives ~~THE CODE OF FEDERAL REGULATIONS~~ the Code of Federal Regulations as part of the depository program.

- The Library receives publications released from the EPA about the Operating Industries Superfund site in Monterey Park. These are cataloged by Dewey Decimal number, shelved in the Reference Collection with current reports shelved at the Reference Desk. Microfilm from the EPA on the Superfund site in Monterey Park is kept in the microfilm cabinets in the Special Collection Room.
- The Library places Reference materials in Chinese, Japanese, Korean, Spanish and Vietnamese in the ~~appropriate~~ respective International Reference Collection.
- A reference collection of current *Consumer Reports* magazines is available for patrons to use for "library use only." Patrons can check these items out for usage in the library from the Reference Desk.
- A reference collection of text books on high school subjects is available for students to use for "library use only." Patrons can check these items out for usage in the library from the Reference Desk.
- Current Ready Reference materials like the World Book Encyclopedia are available for patrons to use for "library use only." Other materials include dictionaries, medical books, Thomas map guides and others. Patrons can check these items out for usage in the library from the Reference Desk.

Comment [DG1]: Is this correct?

G. YOUNG ADULT

The Library maintains a collection of reading materials to meet the needs of young adults (ages 13-18 years old). This collection includes a body of literature with themes of contemporary situations confronting young adults. Materials found in this collection include fiction books in mass market paperback format and hardback format, graphic novels, and nonfiction books representing subjects of interest to this age group.

- Other materials of interest to this age group will be in the Adult Collection or the Children's Collection.
- A collection of Chinese Graphic Novels and Chinese YA fiction is maintained through book donations.

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G.H. GOVERNMENT DOCUMENTS

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Federal Depository Documents

The Library is an official depository for U. S. Government Documents and acquires titles on a selective basis due to space limitations within the Library. The base list of items selected includes recommendations from the FEDERAL DEPOSITORY LIBRARY MANUAL SUPPLEMENT APPENDIX A. -These items are available online from the library's website while a limited number of items are available at the library.

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- ~~Staff also considers Internet access in selecting documents for the public.~~
- ~~The Library acquires documents that the federal government publishes. Format is considered in selection.~~
- The law stipulates that documents received as part of the federal depository program be kept for a minimum of five years from the date of receipt unless it is a superseded item. The Government Printing Office provides access to a list of superseded items via their website.
- To discard federal depository items staff compile a list of materials to be discarded and send this list to the California State Library. The State Library sends the list to other depository libraries which may elect to obtain the discarded titles. After 30 days with no replies the Library can discard the publication. The Library cannot sell the publications.
- Materials which are Reference in nature are placed in the Reference Collection; e.g. GOVERNMENT MANUAL and STATISTICAL ABSTRACT.
- Materials placed in the nonfiction collection are classified by the Dewey Decimal System; e.g. area handbooks for individual countries and other non-pamphlet materials which are of a general interest level.
- The topographical maps are placed in the Map Case are arranged by state and size and are available upon request.
- Microfiche is cataloged, classified, bar-coded and shelved in the microfiche cabinets in the Special Collection Room. The library no longer receives new microfiche from the Federal Government Depository Program.
- The remaining federal government documents go into the Federal Government Document Collection, which is arranged by Superintendent of Documents Classification Number, and cataloged.

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California State Documents

The Library is not a depository for California state documents. Staff select California state documents as they would any other publisher's publication. Choice is based on demand and reviews. Anything selected is of a Reference nature only.

H.I. SPECIAL COLLECTION

The Library collects local history information to document the history of Monterey Park. Materials in this collection include:

- Histories of Monterey Park, oral histories of long-time residents, ~~works by local authors,~~
- local subjects, library scrapbooks, local school yearbooks, archival statistical data for Monterey Park and California.
- A limited collection of local newspapers including *Cascades*, *Citizen's Voice*, the *Monterey Park Journal*.
- A limited collection of past newspapers on microfilm including the *Los Angeles Times* and the *Monterey Park Progress*.
- Monterey Park City budgets, between 1955 and 2011. Budgets after 2011 are available on the City website all except the current and previous year.
- ~~A California history collection of materials which cannot be replaced are kept in this collection.~~
- The City Council minutes and the Library Board agendas and minutes. The City Clerk binds the agendas and minutes of the City Council; The Library binds the agendas and minutes of the Library Board. The Library catalogs the City Council and Library Board agendas and minutes.
- The Library may copy certain original documents deemed too fragile for use. In these cases, patrons will use the copies not the original document.
- A Local History vertical file of clipped articles on Monterey Park history is stored in the Special Collections Room.

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I.J. MAGAZINES

The Library acquires both indexed and non-indexed magazines in response to public interest and general usefulness. The public has "library use only" access to one current year of magazines purchased by the library. The Library lists these purchased magazine subscriptions in the OPAC. ~~The public can also access magazines from a magazine databases the library's website.~~ The Library evaluates and selects magazine subscriptions

on a yearly basis.

- Magazines available on a database are selected on a yearly basis. Determining factors in deciding on a magazine database include: title availability, ease of use, price, ~~full-text articles and current issues of magazines and~~ patron demand.
- The Library purchases magazines in Chinese, ~~and Spanish and Vietnamese.~~ Patron demand, availability and cost are factors in which magazines are purchased. The Library purchases Chinese magazines published in the United States, China, Hong Kong, and Taiwan.
The Library purchases only Spanish language magazines published in the United States.
- The Library decides on the selection and retention of gift magazines using the same criteria as for purchases. The Library keeps these magazines for a month, and then they are put into recycling. Gift magazines are stamped with a "Monterey Park Bruggemeyer Library" stamp. Otherwise processing procedures are the same as for other magazines.
- The Library will try to borrow articles from magazines via interlibrary loan for patrons when the Library does not own the magazine. There is no charge if the article is 20 pages or less.

Comment [DG3]: ?

JK. NEWSPAPERS

The Library selects local and national newspapers in response to local and public interest. Current issues of newspapers are available for "library use only" in the reading room on the first floor and are kept for 3 months. -Non-English language newspapers are available on rods in the International Room for "library use only."

- The Library subscribes to the *Los Angeles Times*, the *Sunday New York Times* and retains back issues for three months.
- The Library subscribes to the following newspapers and retains back issues for one month for the following: *the San Gabriel Valley Tribune*, the *Wall Street Journal*, and *USA Today*.
- The Library subscribes to the *Chinese Daily News* (formerly *World Journal*) and retains back issues for 3 months.
- The Library collects newspapers in Chinese, Japanese and Spanish based on their coverage of southern California news. -The Library subscribes to the following newspapers in other languages and retains back issues for one month: *La Opinión*, *Rafu Shimpō*, and *Sing Tao*.

- A collection of local history newspapers (hard copy) are stored in the Special Collection Room. -These include: the *Citizen's Voice* back to 1993, - The City of Monterey Park's *Cascades* (hard copy) back to its start in 2000-2014, - The *Monterey Park Journal* (hard copy) back to its start in 2000 -2014. These newspapers are available online with archived issues.
- The Library subscribes to the *Wave* (East Edition) (formerly called the *Monterey Park Progress*) and retains back issues for one month. -Microfilm issues of the *Monterey Park Progress* from 1918-1995 are available in the Special Collection Room with indexed issues for 1918-41 and 1994-95.
- The Library has microfilm issues of newspapers in the Special Collection Room. For a complete list of the newspaper microfilm collection see "K. Microfilm" in this document.

KL. MICROFORM (MAGAZINES, NEWSPAPERS AND GOVERNMENT DOCUMENTS)

The Library maintains the following collection of newspapers on microfilm and Microfiche and other microfilm/microfiche in the Special Collection Room:

- *1776 Gazette January/January* 1976- December 1976
- *Alhambra Post Advocate* January 1965- February 1966, June 1967- September 1968
- *Chinese Daily News* February 26, 2000 – May 15, 2008
- *International Daily News* February 3, 1983 - January 1, 1998
- *Los Angeles Times* January 1, 1972- December 31, 2005
- *Monterey Park Progress* April 1918- December 1995
- Government documents
- EPA Superfund Site (Monterey Park)

LM. AUDIO-VISUAL (AV) MATERIALS

The content of the AV Collection is analogous to the book collection with more emphasis on popular materials. The Library purchases AV materials in multiple languages.

- The Library maintains a collection of DVDs including Blu Ray, Newly Released Feature Films on DVD, Books on CD's (audio books) for audio format, and music

CDs (sound recordings.)

- The Library does not purchase abridgements of materials in audio format.
- The film collection is provided in ~~VHS, VCD~~, Blu Ray and DVD formats only. ~~The library will only purchase DVD format.~~
- The Library will add additional formats based on community demand.
- The Library does not purchase commercial software for checkout.

MN. E-BOOKS

A collection of ~~Ee~~-books is available for adults to read and download from the Library website. -This free collection of fiction and nonfiction makes reading convenient and accessible through digital technology. E-books are selected with the same criteria as fiction and nonfiction print collections.

ON. ELECTRONIC DATABASES

The Library ~~may~~ selects and subscribes to electronic databases that offer a collection of information in multidisciplinary subject areas including general reference, journal and newspaper articles. -This information can be searched and retrieved electronically to help library patrons ~~expand their scope of~~ meet their informational needs.

O. NEW MEDIA

The Library recognizes the emergence of new technology and maintains a collection of iPads for instructional use for adults enrolled in LAMP classes. ~~The Library will explore and acquire other digital interactivity devices and technologies as needed to support the educational and informational needs of the community. When deciding whether to replace or augment existing formats with new media, the following factors are considered: anticipated improvements in information storage and retrieval, user demand, quality of the product, ease of use, equipment requirements, cost, and staff requirements for processing, maintenance, and training.~~

Comment [DG4]: I'm not sure this belongs in the collection development policy.

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P. APPS

An App is an application downloaded by a user to a mobile device. Apps are used in programs such as technology classes for adults and presentations to large groups. They are used to meet the needs and requests of the community. The goal is to provide the community with apps that are of

~~high quality and represent the best of this format.~~

The Library will use the same guidelines as books, DVDs, and other media purchases. Selectors will choose specific apps that support the goals and mission of library programs.

Selectors will evaluate the following resources:

- Professional reviews: *School Library Journal*, *Kirkus*, *Common Sense Media*, *the Guardian*
- Recommendations from other library professionals and libraries
- Consumer reviews: *parenting.com*, iTunes store, Google store
- Journals and blogs (*Touch and Go*, *Appitit*, *Mashable*, *The iMums*)

Selectors will select the apps based on the following criteria:

- Word of mouth
- Screen shots and any available video clips or review
- Content creation apps
- Apps with no advertising or in-app purchases.

Q. YOUNG ADULT

The Library maintains a collection of reading materials to meet the needs of young adults (ages 13-18 years old). This collection includes a body of literature with themes of contemporary situations confronting young adults. Materials found in this collection include: fiction books in mass market paperback format and hardback format, graphic novels, and nonfiction books representing subjects of interest to this age group. The young adult collection is predominately recreational.

- Other materials of interest to this age group will be in the Adult Collections or the Children's Collections.
- A collection of Chinese Graphic Novels and Chinese YA fiction is maintained through book donations.

RP. INTERNATIONAL COLLECTION

The International Collection includes reading materials in Chinese, Japanese, Korean, Spanish and Vietnamese languages, addressing the need of reading enjoyment in languages and as transitional aids for second language reading. The collections are in fiction, nonfiction and reference. Selection and purchase of these materials includes materials written in the originating languages, translations of materials by high demand popular authors, best sellers, classics, current, contemporary, popular topics, themes and

subjects. No preference will be given to region of publication.

- The Library purchases and accepts donations of bilingual materials which will be housed with the appropriate International Language Collection.
- The Library places other languages in the general collection. Most will be in the 400's.

SQ. DONATIONS

The Library selects and retains donations using the same criteria as for purchases.

IX. CHILDREN'S COLLECTION

- The Children's collection is developed and maintained for the public with an emphasis on meeting the needs of young people from infants through age 12 and their caregivers.
- The Children's collection is intended to encourage early and emergent literacy practices in pre-readers and their parent(s), to help young readers acquire and develop a lasting enjoyment and appreciation of literature, to enhance the reading skills of children, to help children complete homework assignments, to satisfy children's personal and academic interests and curiosity, and to develop life-long learners.
- The Children's collection provides books and other materials for the full range of children's interests, as well as for individuals who are concerned with children and children's literature.
- The objective in selecting books for children is to build a collection which serves their intellectual, recreational, and informational needs at various age levels with diversified intelligence, tastes, cultures, and interests. It also takes into consideration the language skills and developmental needs of the child.
- Primary consideration for selection is given to patron demand as reflected in requests and suggestions. Titles by popular authors or on popular subjects are purchased to meet patron demand. In addition the Library considers review journals, awards, school reading lists and Common Core State Standards when selecting materials. All materials identified and purchased will be considered on the basis of the following criteria:
 - Patron requests and needs.
 - Positive reviews (both printed and online) or inclusion on best-seller lists.
 - Appropriateness of format(s) for intended audience.
 - Physical quality of the materials, i.e. clear printing, durable binding, etc.
 - Availability and price.
 - Interest in building and maintaining an inclusive and well-balanced collection which represents a variety of subjects, viewpoints, cultures, and interests.
- Children may use all collections and resources, including the Internet, in accordance with local, state and federal laws. A child's parent(s) or guardian(s) are responsible for the child's selection in reading and use of the Library. A parent or guardian's signature on the application for the child's library card gives consent for the child to use the entire collection. If the parent wishes to guide a child's access, he or she must accompany the child and oversee what he or she is reading, listening to or viewing from the library's collection and the Internet.

A. BOARD BOOKS are a type of books printed entirely on hard cardboard to make them more durable. They are intended for infants through toddlers to provide visual stimulation, early literacy pre-reading skills, and to help them learn to associate words with pictures. Board books will include, but not be limited to, the following:

- Few words (i.e. one word per page) and appropriate for infants and toddlers.
- Repetitive text.
- Uncomplicated, vivid, and recognizable illustrations.
- Rounded corners on the book.
- Small enough so infants and toddlers can handle the book and turn the pages easily.
- Staff does minimal repair of board books. If a board book is in bad condition, it will be discarded and reordered.

B. EASY BOOKS are beginning reading books from preschool to approximately third grade reading level. These books are usually in larger print, and there are few words per page. The child reads these to him or herself. ~~Some well known authors of Easy Books are Margaret Hillert, Russell Hoban, Syd Hoff, Arnold Lobel, Daisy Meadow, Peggy Parish, Barbara Park and Cynthia Rylant. "I Can Read," "Beginning Books," "Rookie Readers," and "Easy Readers" are types of these books.~~ Criteria to be evaluated in selecting fiction items include, but are not limited to, the following:

- Popularity and demand.
- Quality of writing, character development, plot, setting and illustrations.
- General appeal to young readers.
- The language, structure and vocabulary to be appropriate for preschoolers through third grade.
- The illustrations, if any, need to reflect accurately the facts and atmosphere of the story.
- Award winners; i.e. Caldecott, Coretta Scott King, and California Young Reader Medal.

C. PICTURE BOOKS are books that are read to a child on a one-to-one basis. They are usually not read by a child. Staff members also tend to use these in storytime. The reading level can be from preschool to second grade or higher. They are usually highly pictorial. If the books are only available in paperback, the Library will bind the books before being placed in the collection to make them durable for heavy use. The Library does not purchase ~~Pop-up and/or Toy B~~books for circulation. ~~Some well known authors of Picture Books are Marc Brown, Stan and Jan Berenstain, Eric Carle, Nancy Carlson, Lois Elbert, Ed Emberley, Tana Hoban, Victoria Kann, Steven Kellogg, James Marshall, Margaret and H.A. Rey, Allan Say, Maurice Sendak, Dr. Seuss, David Shannon, and Mo Willems.~~ Criteria to be evaluated in selecting fiction items include, but are not limited to, the following:

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- Popularity and demand.
- Appropriateness of subject matter for young children.
- General appeal to young readers.
- Quality of writing.
- Excellence of illustrations.
- Award winners; i.e. Caldecott, Coretta Scott King, and California Young Reader Medal.

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D. CHILDREN'S FICTION includes general fiction, and genre fiction, including, but not limited to adventure stories, historical fiction, mysteries, animal stories, fantasy, science fiction, horror stories and humorous stories for those children in grades 3-6. Established popular authors are purchased, often in quantity, to meet the demand. Criteria to be evaluated in selecting fiction materials include, but are not limited to, the following:

- Popularity and demand.
- Quality of writing, character development, plot, setting and illustrations.
- General appeal to elementary-aged readers.
- Inclusion on school reading lists.
- Award winners; i.e. Newbery, Coretta Scott King, and California Young Reader Medal.

E. FICTION PAPERBACKS

- Paperback copies of fiction titles are purchased when the demand is high enough to necessitate multiple copies of a title, when a title is available in no other format, or when it is the most appropriate format for the intended user; e.g. older children, tend to prefer paperback format for ease of carrying. If the demand is high, the Library will purchase titles in both hardback and paperback. The hardback copies will go into the Children's Fiction or Easy Fiction Collection.
- Staff will do only minimal repair of paperbacks. If a paperback is in poor condition, it will be discarded and reordered where possible.
- Staff may decide at purchasing if the paperback is to be bound or to have a reinforced cover applied. Bound paperbacks may go into the Children's Fiction, Nonfiction Collection, or Easy Nonfiction Collection.

F. EASY NON-FICTION ranges from a beginning reading level to approximately a third grade reading level. These books are usually in a larger print than picture books and, therefore, have few words per page. The child reads these books to him or herself. Criteria to be evaluated in selecting Easy Non-Fiction items include, but are not limited to, the following:

- Popularity and demand.
- The language, structure, scope, and vocabulary must be appropriate for preschoolers through third grade.
- Clarity, accuracy and objectivity in the treatment of the subject matter.
- Timeliness of subject matter.
- Level of complexity for the intended audience.
- ~~Adherence to California's Common Core State Standards and the STEM Curriculum.~~
- Degree of availability of materials on the subject matter in the existing collection.
- Inclusion of appropriate back matter, including bibliographies, glossaries, indices and appendices.
- Appropriate and informative photographs and illustrations.
- Special regard will be given to award winners; i.e. Newbery, Caldecott, Coretta Scott King, and California Young Reader Medal.

G. CHILDREN'S NONFICTION: These books are primarily geared towards children in grades 3-6. Criteria to be evaluated in selecting nonfiction items include, but are not limited to, the following:

- Patron need or demand and popularity of topic.
- Clarity, accuracy and objectivity in the treatment of the subject matter.
- Timeliness of subject matter.
- Level of complexity for the intended audience.
- ~~Adherence to California's Common Core State Standards and the STEM Curriculum.~~
- Degree of availability of materials on the subject matter in the existing collection.
- Inclusion of appropriate back matter, including bibliographies, glossaries, indices and appendices.
- Appropriate and informative photographs and illustrations.

- Special regard will be given to award winners; i.e. Newbery, Caldecott, Coretta Scott King, and California Young Reader Medal.
- School textbooks are generally not considered for purchase by the library, due to the cost prohibitive nature of purchasing updated editions of textbooks in all subjects and from all local schools and grades.

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H. INTERNATIONAL COLLECTION

- Patron demand as reflected via requests and suggestions is the primary consideration in selection of materials.
- In the selection of books in languages other than English the needs of the children of the community are primary consideration.
- Nonfiction purchases will be of a popular nature or serve as reference materials and/or help the new immigrant.
- Materials purchased will reflect the languages spoken and taught in the community. Therefore, the major emphasis is on Chinese, Japanese, Korean, Spanish, and Vietnamese.
- Most Asian language Children's books are in paperback format. These are usually bound or they have a reinforced cover applied before they are added to the collection.
- Bilingual books are selected which serve the dual role of satisfying the need for reading material in the native language of the reader as well as serving as a vehicle for transferring literacy skills to the English language.
- Efforts are made to acquire titles which are produced by authors, representative of various cultures rather than acquiring translations of books by American authors.
- The Library purchases Newbery and Caldecott award-winning books which have been translated into other languages represented in the community.

Chinese

- The Library purchases materials which introduce children to Chinese culture.
- The Library purchases classics of Chinese Children's literature.
- The Library purchases materials published in Taiwan, the United States and China. Presently, the Library uses SUP, Senseio Books and Evergreen Bookstore as vendors.
- The Library purchases illustrated vocabulary builders written in Chinese and English.

Japanese

- The Library purchases materials which introduce children to Japan and its culture and are produced by authors representative of Japanese culture. These materials are published in Japan.
- The Library purchases classics of Japanese Children's literature.
- The Library purchases illustrated vocabulary builders written in Japanese and English.

Korean

- The Library purchases materials which introduce children to Korea and its culture and are produced by authors representative of Korean culture. All the books selected are published in South Korea. Presently, the Library uses as vendors Tsai Fong Books and Jeong Eum Sa Books.
- The Library purchases classics of Korean Children's literature.
- The Library purchases illustrated vocabulary builders written in Korean and English.

Spanish

- The Library purchases materials which introduce children to Spanish speaking countries and their cultures and are produced by authors who are representative of their culture.
- Preference will be given to books published in the United States and Mexico.
- The Library purchases classics of Children's literature in Spanish.
- The collection also contains illustrated vocabulary builders written in Spanish and English.

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Vietnamese

- The Library purchases materials which introduce children to Vietnamese culture and are produced by authors who are representative of their culture.
- The Library purchases classics of Vietnamese Children's literature.
- The collection also contains illustrated vocabulary builders written in Vietnamese and English.

Comment [DG5]: Redundant?

Other Languages

The Library places other languages in the general collection. Most will be in the 400's.

I. **CHILDREN'S REFERENCE:** Items placed in this collection are general encyclopedias, subject encyclopedias (e.g. animals, health, countries, science and technology), almanacs, indices, atlases, biographical indices, dictionaries, bibliographies, etc. Criteria to be evaluated in selecting reference materials include, but are not limited to, the following:

- Reference materials should be selected for the quality of their information and their usefulness in providing ready facts for patrons who may not wish a more in-depth treatment of a subject. Special care should be taken to ensure that the information is not readily available elsewhere in the collection or from a reliable source on the internet. Special care should be taken to make sure that the same resource is not present on a database that the Library subscribes to. -However, high use and popular reference resources, such as encyclopedias, should be purchased in print even if available online to accommodate the needs of patrons who do not have access to a computer or the internet.
- Additional copies of items from the Children's Nonfiction Collection, which are extremely popular; e.g. California missions, States, Native Americans, countries, etc., may be acquired for the Reference Collection to ensure availability for patron use at all times.

- The Library places Reference materials in Chinese, French, Japanese, Spanish and Vietnamese in the appropriate language collection.
- ~~The Library purchases an updated edition of the WORLD BOOK ENCYCLOPEDIA every two years.~~

J. MAGAZINES are selected for popular, recreational, informational and cultural interest.

- Care is taken to ensure that, as much as is possible, magazine reflect a variety of reading levels and languages.
- Magazines will be kept for ~~five~~ two years. Patrons may check out past issues of magazines for one week.

K. AUDIO-VISUAL (AV) MATERIALS are selected to represent a wide-range of cultures, interests and subjects. These may be compact discs (CDs), books with CDs or DVDs. The content of the AV Collection is analogous to the book collections. Selection is based on informational, educational, instructional and recreational value, interests of children and their caregivers. The Library purchases AV materials in the world languages, including Chinese, Japanese, Spanish and Vietnamese. Criteria to be evaluated in selecting reference materials include, but are not limited to, the following:

- Demand for the performer(s) or subject matter, the technical quality of the product, the quality of content and the availability of materials on the subject. The materials need to be appropriate for children from infants through age twelve.
- The Library may purchase **compact discs (CDs)** to introduce stories and music to children. The sound must be of high quality. The collection includes lullabies, children's music, children's stories and basic language instructional materials (i.e. Cantonese, English, French, German, Japanese, Mandarin, Spanish and Vietnamese).
- The Library purchases **audio books** which retell folk tales, fairy tales, myths and legends. In the collection are also recordings of picture books and stories for older children. Sound effects need to enhance, but not distract from the story. The voice reading the story must be pleasant, natural, clear and easy to understand.
- The Library purchases **books and cassette or book and compact disc (CD) kits** based on the same selection criteria as listed previously for books ~~and audiocassettes~~.
- The video collection is provided in DVD format ~~and some VHS~~. The videos must have good color pictorial quality and high quality sound.
- The Library does not purchase game or **software** for check out.

L. E-BOOKS are electronic versions of printed books that can be viewed using a digital device such as a laptop, an iPad, an iPhone, or a desktop computer. Fiction, Non-Fiction, Picture, Easy Non-Fiction, and Easy Fiction are included in the selection of materials for this category. This collection of materials will range from a beginning reading level to a sixth grade reading level. Criteria for the selection of e-books titles are the same as criteria for print fiction and non-fiction titles.

M. DATABASES: Databases for children will be selected on the basis of the reliability of publisher, and ease of navigation and organization of information. -Children's databases should be inviting and easy to understand by the children who are identified as the primary audience. Children's Databases are purchased, or renewed annually as subscriptions come up for renewal. Selectors should make decisions on electronic resources based on the following criteria:

- Authoritativeness of the resource and its publisher.
- Accessibility and ease of use.
- Does the resource fill gaps in the collection?
- Does the resource significantly duplicate existing resources?
- Restrictions on use imposed on the library.
- Does the database provide off-site access, and how many simultaneous users can be accommodated?
- Quality and cost.

N. APPS

An app is an application downloaded by a user to a mobile device. Apps are used in programs such as storytimes and presentations to large groups. They are used to meet the needs and requests of the community. The goal is to provide the community with apps that are of high quality and represent the best of this format for children at various developmental stages.

The Library will use the same guidelines as books, DVDs, and other media purchases. Selectors will choose specific apps that support the goals and mission of the library programs.

Selectors will evaluate the following resources:

- Professional reviews: ~~School Library Journal, Kirkus, Common Sense Media, Children's Technology Review, Digital Storytime, and Little eLit.~~
- Recommendations from others library professionals and libraries.
- Consumer reviews: ~~parenting.com, iTunes store, Google store.~~
- Journals and blogs (~~Touch and Go, Appitie, Mashable, The iMums~~).

Comment [DG6]: Maybe remove the names of the websites, blogs, etc. due to the ephemeral nature of these resources?

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Selectors will select the apps based on the following criteria:

- Word of mouth.
- Screen shots and any available video clips or review.
- Apps based on popular characters from children's literature.
- Quality and value - apps that are easy, intuitive, engaging, fun, and educational for children.
- Apps with no outside advertising or in-app purchases.

O. DONATIONS

The Library retains and adds to the collection donations using the same criteria as for purchases.

XVII. COLLECTION MAINTENANCE INCLUDING WEEDING

- Responsibility for collection development in a given subject includes responsibility for maintenance of those same subject areas. Collection maintenance entails making decisions with regard to particular items to replace, add, discard, mend or rebind.
- Utilizing a weeding plan, the selector examines the collection to weed out materials (Please note: materials are not discarded simply because they contain unpopular or controversial opinion). Criteria for weeding may include: which are:
 - Duplicates bought to satisfy initial heavy demand.
 - Superseded editions.
 - Worn out or damaged library materials, ~~that are no longer usable and the items can be replaced with other copies or reprints or when the information content is adequately provided by other titles in the collection.~~
 - Dated or incorrect information when it is likely to mislead the user (Please note: historical materials with viewpoints currently considered inaccurate or offensive, but representative of their time and place are not discarded on that basis alone).
 - An item which is no longer in demand.
- Selectors will decide to replace an item ~~in poor condition~~ based on demand, ~~budget, an item being in print, an item being a classic work of fiction or nonfiction, availability~~ availability and ~~and on~~ subject need.
- Books are considered for rebinding if the title is out of print but continues to have value for the collection, length of time the title is expected to remain in the collection, availability in hardback, the item can be rebound (i.e. condition of the paper, wide enough margins to allow rebinding, the book has not been mended with tape previously, the book has not been rebound previously and the interior is free of ink writing or other spots) and there is nothing newer or better available to replace it.
- ~~Rebinding tends to make the item less attractive to the patron.~~
- Items that have been selected for discard should be taken to the Technical Services department where they can be removed from the ILS database. Discarded items are not to be presented or saved for individual persons because of the possible resultant impression of favoritism. Discarded items are put into recycling.

VIII. REVISION OF THE COLLECTION DEVELOPMENT POLICY

The City Librarian will make recommendations of needed revisions of the Collection Development Policy to the Library Board at a regularly scheduled meeting.

IXII. PROCEDURE FOR RESOLVING PATRON COMPLAINTS REGARDING MATERIALS

When a ~~library resident of the City of Monterey Park~~ patron questions the inclusion of any item in the Library's collection, the patron will be furnished with a "Request for Reconsideration of Library Materials/Resources" form to formally express his or her concern and specific reasons for the objection (see procedure and the template of form given to the patron). The patron has the right to appeal the City Librarian's decision to the Library Board. Upon notification in writing of the patron's wish to appeal, the City Librarian will place the matter on the Library Board's Agenda to be considered at a public meeting. The Library Board will make the final decision concerning the disposition of the questioned material.

Reconsideration of Library Materials/Resources Procedure

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The City of Monterey Park is made up of people with varied needs and interests. The Library considers these diverse views and attempts to meet these needs and by providing materials presenting diverse views and expressions. The selection of an item does not express or imply endorsement by the library of the viewpoint of the author or producer. Library materials are not identified to show approval or disapproval of the contents, nor are items placed in restricted areas, except for the purpose of protecting them from damage or theft. ~~A few~~ Some materials may reflect a point of view that others might find offensive. The Library welcomes expression of opinions by patrons, but will be governed by the "Collection Development Policy" in making additions to or deletions from the collection. Patrons may want to use the Suggestion form available at the Reference Desk or on the computer to suggest items the library should purchase.

Works normally are not excluded from the collection because of language, explicit text or illustrations, if they meet previously stated criteria. The choice of library materials by the user is an individual matter. While a person may reject materials for himself/herself, he/she cannot exercise censorship to restrict access to the materials for others.

The Children's Collection serves infants through age 12, and the broad range of ages, interests, and maturity levels represented requires a wide variety of materials. Books suitable for one child may not necessarily be suitable for another. The American Library Association opposes restricting access to library materials and services for minors and holds that it is the parents - and only parents - who may restrict their children - and only their children - from access to library materials and services. The Library encourages parents to play an active role in their children's library use until such time as the parent feels his/her child is ready to select materials or to use the Internet on his/her own. Library staff members are happy to give suggestions and help locate materials and Internet sites, but the library does not act in place of the parent.

Recognizing that a diversity of materials may result in some requests for reconsideration, the following procedures have been developed to ensure that objections or complaints are handled in an attentive and consistent manner.

A. Any member of the public served by the Library may lodge a complaint about materials in the collection. Library staff will respond professionally to such a complaint in accordance with the following guidelines:

- Initially, the complaint should be referred to the Senior Librarian on duty at the Reference Desk or Children's Reference Desk. ~~Patrons will be politely referred to this individual (if he or she is not there is no Senior Librarian on duty, refer the patron to the City Librarian). or in his/her absence the Technical Services Senior Librarian).~~
- The Senior Librarian will remain calm and listen courteously to the complainant.
- If necessary, the Senior Librarian will ~~explain~~ furnish copies of the "Collection Development Policy" and the "Library Bill of Rights."
- If the patron is not satisfied, the Senior Librarian will give him/her the "Request for Reconsideration of Library Materials" to complete.
- When the form is returned, the Senior Librarian will explain that a Reconsideration Committee will review the item and consult professional reviews of the materials. Their recommendation will be given to the City Librarian.
- The Senior Librarian will assure the patron that ~~his/her~~ their interest in the library is important and welcome and that the City Librarian will reply to the patron within six weeks.

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B. The materials will be reviewed by the Reconsideration Committee incorporating professional reviews. The Senior Librarian in charge of the area receiving the complaint will establish a Reconsideration Committee consisting of herself or himself, a Subject Specialist and a member of the Friends of the Library or a member of the general public. The members of the committee will receive copies of any reviews of the material, the "Collection Development Policy" and the "Library Bill of Rights." The committee members will read or view or listen to the item that is being reconsidered. A written report will be submitted to the City Librarian within five weeks of the receipt of the written complaint.

C. The City Librarian will make a decision concerning the material taking into consideration the recommendation of the Reconsideration Committee. ~~She/he~~ The City Librarian will notify the complainant of this decision in writing within six weeks of the complaint. ~~She/he~~ The City Librarian will also send copies of the letter to the Reconsideration Committee.

D. If the complainant is not satisfied with the action taken, ~~he or she~~ they may appeal by writing to the President of the Library Board.

E. The Library Board will read/review the material taking into consideration the "Collection Development Policy." The Library Board will vote to uphold or override the decision of the City Librarian.

REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS/RESOURCES

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The Library Board of Trustees of the Monterey Park Bruggemeyer Library has delegated the responsibility for selection and evaluation of library materials/resources to the City Librarian and has established reconsideration procedures to address concerns about those materials/resources. Completion of this form is the first step in those procedures. If you wish to request reconsideration of library materials/resources, please return the completed form to the City Librarian, Monterey Park Bruggemeyer Library, 318 South Ramona Avenue, Monterey Park, CA 91754.

Name _____ Date: _____

Address _____

City _____ State _____ Zip _____ Telephone _____

Do you represent Self _____ Organization _____

1. Material/resource on which you are commenting:

____ Book ____ Newspaper ____ Video ____ Display
____ Magazine ____ Library Program ____ Audio Recording
____ Electronic information/network (Specify)
____ Other (Specify) _____

Title _____

Author/Producer _____

2. What brought this resource to your attention?
3. Have you examined the entire resource?
4. What concerns you about the resource? (Use other side or additional pages, if necessary)
5. Are there resource(s) you can suggest that will provide additional information and/or other viewpoints on this topic?

| XIII. GLOSSARY

Apps are applications downloaded by a user to a mobile device.

Audio Books are sound recording of books which has been recorded on compact disks (CDs). They can be listened to on formats that have disc drives.

Audio-Visual are materials available in the following formats: DVDs, audio books, CDs (sound recordings), Blu Ray, VCD (CD that contains moving pictures and sound) and VHS (video home system of analog recording videotape –based cassette).

Board Books are published on hard cardboard which is intended to be more durable for young children (infants through two years of age). They are intended to provide visual stimulation and help young children associate words with pictures.

Classic is a literature book beloved by generations by a noteworthy author.

Current materials are materials published within the last 3-5 years.

Ebook is a digital copy of a printed book that can be read on different formats that include mobile phones, tablets, laptops, or personal computers.

Easy Books are beginning reading books to about third grade reading level. The words are usually in larger print, and there are few words per page. The child reads these to him or herself.

Electronic Databases contain digitized general reference materials, information, journal and newspaper articles that are available online 24/7 from the library's website.

Fiction books are books which are imaginary and some or all of which are not true. These books may be romances, westerns, mysteries, science fiction, fantasy, etc.

Government Documents are publications of public entities. Local, State and federal governments produce these publications. The Monterey Park Bruggemeyer Library is a federal depository library and as such is governed by the selection, retention and weeding program of the federal government.

Genre pertains to a type of fiction; e.g. fantasy, mystery, romance, science fiction and westerns. The Library interfiles all genres with the regular fiction collection but indicates by labels which belong to a particular genre; e.g. mystery labels are blue and have a magnifying lens and romance labels have a red heart on them.

Graphic Novels use drawings to tell a story and are similar to comic books. Graphic novels can be fiction, non-fiction, history, fantasy or any subject. This format of book style can be found in the children's, young adult and adult collections.

International Collection is a collection of reading materials including books, magazines and newspapers available in Chinese, Japanese, Korean, Spanish and Vietnamese languages.

Large Print is a book with increased print size that accommodates readers with poor vision or sight difficulties to read the print with ease.

Library materials as used in this policy include print and non-print, bound or unbound, audio and/or visual, new media, e-books, databases and purchased or donations.

Mass Market Paperbacks are books with soft covers that publishers produce in quantity to meet an anticipated fleeting public demand.

Microfilm and Microfiche are in a film format. Microfilm is in rolls and microfiche are in flat sheets. They are a reduced size format which takes up less storage space than the hard copy magazines and newspapers.

~~**New Media** are digital interactive devices and technologies like the iPad, tablets and mobile phones.~~

Nonfiction books are about various subjects and about real people. These are arranged in Dewey Decimal order.

OCLC is a nonprofit, membership, computer library service and research organization whose computer network and services link more than 60,000 libraries in 112 countries. Libraries use OCLC's cataloging services, interlibrary loan service, union list service and selection service.

Picture books are books that are read to a child on a one-to-one basis. They are usually not read by a child. They are usually larger in size. Staff members and volunteers also tend to use these in storytimes. The reading level can be from preschool to second grade or higher. They are usually humorous and highly pictorial.

Ready Reference is a small collection of materials that provide quick and easy access to specific facts and information for questions often asked by the general public. These materials may include encyclopedias and other subject reference books and are located at the Reference Desk for librarians to access quickly.

Reference books are materials that provide specific facts or information like dictionaries, encyclopedias, almanacs, directories, handbooks and others. These types of materials cannot be borrowed. They are “library use only” making this information accessible to all during library open hours.

Selection refers to the decision made to add an item either purchased or a gift to the collection or to retain one already there. It does not refer to reader guidance.

Special Collection is a collection of local history and California history materials that include books, newspapers and microfilm that are housed in the library’s Special Collection Room.

Young Adult is literature written with themes relevant to teens about their experiences and conflicts. These books which include novels and nonfiction books are written for teen readers 13-18 years of age.

XIV. APPENDICES

APPENDIX A AMERICAN LIBRARY ASSOCIATION'S LIBRARY BILL OF RIGHTS

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

1. 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.
2. 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.
3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgments of free expression and free access to ideas.
5. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
6. 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.

Adopted June 18, 1948. Amended February 2, 1961, June 27, 1967, and January 23, 1980, inclusion of "age" reaffirmed January 23, 1996, by the American Library Association Council.

APPENDIX B
AMERICAN LIBRARY ASSOCIATION'S
THE FREEDOM TO READ

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 citizen, by exercising critical judgment, will accept 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 instruments of freedom. 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 creating culture. We believe that these pressures towards 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 view and expressions, including those which are unorthodox, unpopular or considered dangerous with 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 books 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 no 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 authors.**

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 literature 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 differs, and values cannot be legislated; nor can machinery be devised which 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 idea of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for the citizen. 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 expended on the trivial; it is frustrated 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 their 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; revised January 28, 1972, January 16, 1991, July 12, 2000, June 30, 2004 by the ALA Council and the AAP Freedom to Read Committee.

APPENDIX C
AMERICAN LIBRARY ASSOCIATION'S
THE FREEDOM TO VIEW

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 possible access to film, video, and other multimedia materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee for freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other multimedia 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, and 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.

This statement was also endorsed by the ALA Council January 10, 1990.

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Library Board of Trustees Staff Report

DATE: November 19, 2019

AGENDA ITEM NO: 11

TO: Library Board of Trustees
FROM: Diana Garcia, City Librarian
SUBJECT: 2020 Holiday Schedule

RECOMMENDATION:

It is recommended that the Library Board of Trustees consider:

1. Approving the proposed schedule and;
2. Take such additional, related, action that may be desirable.

EXECUTIVE SUMMARY:

The library is presenting for approval the proposed Federal holiday closures for the 2020 calendar year.

BACKGROUND:

None.

FISCAL IMPACT:

None.

Respectfully submitted by:


Diana Garcia
City Librarian

ATTACHMENTS:

1. 2020 Holiday Schedule

ATTACHMENT 1
2020 Holiday Schedule

Library Holiday Closures for 2020:

January 1 (Wednesday)	New Year's Day
January 19, 20 (Sunday & Monday)	Martin Luther King, Jr.
February 16, 17 (Sunday & Monday)	President's Day
April 12 (Sunday)	Easter
May 9 (Saturday)	Play Days Parade
May 24, 25 (Sunday & Monday)	Memorial Day
July 4 (Saturday)	Independence Day
September 6, 7 (Sunday & Monday)	Labor Day
November 11 (Wednesday)	Veteran's Day
November 26, 27, 28, 29 (Thursday, Friday, Sat. & Sunday)	Thanksgiving
December 24, 25, 26, 27 (Thursday, Friday, Sat. & Sunday)	Christmas Holiday
December 31, January 1, 2, 3 (Thursday, Friday, Sat. & Sunday)	New Year's Eve

Highlighted days are official paid holidays for full-time employees