

COLLECTION DEVELOPMENT POLICY

Purpose: Intellectual freedom
Organizational and administrative ease
Upholding citizens’ rights

POLICY:

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Collection Development Policy

This Collection Development Policy offers guidance to library staff in the selection and retention of materials for the Carlsbad City Library and serves to inform the public of the library’s philosophy for selection and collection maintenance.

The library’s mission is to provide community members of all ages with convenient access to high quality resources and services to inform and enrich individual and community life.

The guidelines are based on the library's mission and the long-established principles of the [Library Bill of Rights](#), [Freedom to Read Statement](#) and [Freedom to View Statement](#) as adopted by the American Library Association. The full text of these statements is in the appendix to this document.

Policy review and revisions to reflect changes in the community and in collection development needs are scheduled at least every five years.

Library and Community Profile

Carlsbad City Library consists of three library locations serving a population of 115,302 (2021) in an area of approximately 39 square miles. All materials are discoverable in a single online catalog, materials can be readily transferred among locations, and cardholders have the option of using interlibrary loan services to request materials not owned by Carlsbad City Library.

In 2021, 13 percent of Carlsbad residents were aged 14 and younger and 16 percent were aged 65 and older. Of residents aged 25 and older, 97 percent completed high school. Housing was 61 percent owner occupied.

The library collections include materials of both contemporary significance and of long-term value. Its focus is on resources of interest to the general public over esoteric or highly academic resources. With specific exceptions, such as "young readers" editions and adaptations written for adult literacy learners, the library does not purchase or add abridged editions of titles.

The print, audio, video and other holdings at the Dove Library facility provide the greatest breadth and depth of scope because it is the largest of the three facilities. The Georgina Cole and Learning Center facilities contain popular material in addition to the following special collections:

The genealogy collection is a special reference and research collection with materials on family history. Staff with subject matter expertise are available to assist researchers. The Carlsbad History collection comprises materials that directly contribute to and enhance users' understanding of the City of Carlsbad's history. These two substantial collections are housed at Georgina Cole Library.

The literacy section of the Learning Center provides specialized materials and resources to meet the needs of English-speaking adults and teens who want to improve their basic reading and writing skills, as well as the tutors who work with them. These materials are provided both for circulation and for use in the literacy classrooms.

Collection Objectives

The purpose of the collection is to provide library materials in various formats to meet the informational, cultural and recreational needs of Carlsbad community members. The library strives to meet these needs within the limitations of space, staffing and budget.

The collection, taken as a whole, provides varied sources of information representing as many viewpoints as possible with the goal of providing free and equal access to ideas and content. Subjects and viewpoints are covered in sufficient depth and breadth to meet anticipated and expressed individual and community needs. To foster enjoyment of reading and unfettered access to material, the library avoids labeling in a way that would influence a person's judgement of the material.

Through all the library's endeavors, including development of the collections, it strives to create a sense of belonging for all people, including those who have been historically underrepresented or misrepresented. It acknowledges that every person is a complex individual with multiple overlapping identities.

The library recognizes the value of individuals based on their unique combination of characteristics, encompassing the entire range of human differences, some of which are race, ethnicity, cultural heritage, gender identity and expression, sexual orientation, age, socioeconomic status, physical and cognitive ability or attributes, religious affiliation, national origin, citizenship and political beliefs. It also recognizes and appreciates that diversity extends beyond these characteristics to include many others related to personal experience, personality type, learning style, family background and more.

Exposure to the diversity of human experience can expand a person's capacity for understanding and acceptance. To this end, the library commits to continually building a collection that reflects and amplifies the mosaic of human identity and experience.

Decisions regarding collection development are made with an understanding of the dynamic and diverse nature of the local community. The collection development team incorporates the aforementioned factors in its work.

Authority and Responsibility for Collection Development

The Library Board of Trustees has authority to approve policy that guides collection development work. The responsibility for all materials and resources selected rests with the Library & Cultural Arts (L&CA) director. Collection management is delegated by the director to the lead librarian responsible for collection development, who provides oversight and guidance to collection coordinators and their team members, all of whom are qualified for this duty by education, training, job classification and knowledge of the community. These staff members have the authority to interpret and apply this policy in daily operation.

Funding

The L&CA director establishes budgets and objectives for the purchase of physical materials and other resources and secures funds during the citywide annual budget process. In fiscal year 2022-23, the city's budget allocation for materials was approximately six percent of the overall library budget. When available, donated funds may be used to increase or enhance the collection. Donated funds are not designated to replace regular operating budget funds allocated for the purchase of materials.

Materials Selection

Staff make decisions that meet the collection objectives of the library based on the criteria in this collection development policy, authoritative information resources and their professional judgment. Staff add current materials and review the collection areas to ensure that standard items and older imprints relevant to the collection are included.

The public may submit recommendations of items to purchase. The criteria for materials selection apply to purchase requests.

Criteria for Materials Selection

The general criteria for selection are applied to all formats of materials and to both new and older titles being considered for withdrawal, replacement and/or duplication. The established criteria for all subjects, formats and audiences include:

- actual or anticipated community demand or need
- favorable reviews in professional media
- critical acclaim or regional/national awards
- literary, artistic, historical, scientific, or intellectual merit
- permanent or timely value
- accurate information
- social significance
- importance of the subject matter to the collection
- reputation and qualifications of the author, illustrator, publisher, or producer
- suitability of physical format
- professional quality of manufacture or production, such as editing, sound/video, art/typography, printing/binding
- price
- availability in the marketplace from a reputable United States publisher or distributor

In addition, the following criteria apply specifically to electronic resources, which are preferred to be device and platform neutral, use open and/or public file formats and support the traditional legal principles of first sale and fair use:

- accessibility
- security of patron information

The importance or weight of each of these factors will vary from one acquisition to another and materials for adults, teens, and children may each be judged differently. An item need not meet all these criteria to be acceptable.

Maintenance of the Collection

The library follows guidelines for maintenance, in terms of appropriate evaluation and retention procedures, commonly used by public libraries. Staff expertise and local needs and interests also contribute.

Assessment

Collection assessment is the ongoing process of evaluating what is in the collection and how much it is used, as well as what patrons need and request. Staff use a variety of tools, including statistics from circulation and surveys of users, reports on usage generated from the library's data analysis software, standard bibliographies and physical assessment of materials to evaluate materials. The staff regularly evaluate how well the collection meets community needs to ensure that it provides the optimum level of resources.

Deselection

Thoughtful deselection is one result of the regularly scheduled evaluation of the content and physical condition of the collection. It is an integral part of collection management to maintain a vital, relevant, useful and up-to-date collection.

Deselection work is performed according to current CREW (continuous review, evaluation and weeding) guidelines, a standard for the library profession. Deselection decisions are made based on incorrect, misleading or obsolete content; poor physical condition; excess number of copies in the collection; and the combination of low use and questionable current value.

Deselected materials are clearly marked to indicate withdrawal. Discarded materials are not given or sold directly to the public or staff. Items still in reasonable condition are transferred to the Friends of the Library for resale or redistribution. Remaining materials, such as those in damaged condition or that are outdated, are recycled using the city recycling utility.

Controversial Items

Libraries in America are cornerstones of the communities they serve. Free access to the books, ideas, resources, and information in America's libraries is imperative for education, employment, enjoyment, and self-government. (see [Libraries: An American Value](#))

The library promotes and protects free access to information, knowledge, opinion and creative works. By representing multiple points of view within the collection, the library will inevitably

contain materials that are offensive to some members of the community. Selection of materials by the library staff does not indicate endorsement of the contents or the views expressed in those materials. The library will not acquire materials that have been declared obscene by the courts.

Request for Reconsideration of Library Material

Forms are available at all three library facilities so that patrons within our service area may indicate that they would like an item held in the collection to be reclassified or reconsidered for its continued inclusion in the library collection. Library staff will review the material only upon receipt of a completed and signed Request for Reconsideration form.

After a formal review is completed by staff, the review coordinator will notify the person who initiated the review of the decision. Decisions may be appealed through a requested meeting with the L&CA director.

The library will perform a maximum of three reviews at one time. An item that has been reviewed through this procedure will not be eligible for review again for 36 months.

Donations

Carlsbad City Library welcomes and is grateful for donations of materials and cash. Upon request, the library will provide acknowledgment to donors to serve as a tax receipt. The library does not place a value on material donations.

Material Donations

Material left at the library becomes the property of the library, may be considered for inclusion in the library collection and cannot be returned. The library reserves the privilege of deciding whether the material should be added, and to which collection. The criteria for materials selection apply. The library supports authors and performers associated with Library & Cultural Arts programming by considering for inclusion in the collection their works that supplement the program and adhere to the materials selection criteria. Anything not added to the library's collection is made available to the Friends of the Carlsbad Library and may be sold by the Friends.

The library selectively culls some of the donated material and makes it available to library cardholders and non-cardholders for all audience levels at all library locations. This practice provides convenient access to puzzles, games and high demand paperbacks, which are not cataloged due to their ephemeral nature. Mass market paperbacks, also called pocket paperbacks, in the adult and teen Read & Return collections may be duplicates of titles in the cataloged collection or may be titles which are not available in other formats. Pocket paperbacks are less than five inches wide. Their low production quality does not stand up well to library use, making them a poor investment. Trade paperbacks are more than five inches

wide, are physically more robust than pocket paperbacks and are appropriately purchased and included in the circulating collections.

Gifts of special collections will be accepted only if there are no restrictions for their use. Special collections are made available to all users on an equal basis, with no special privileges for individuals or groups. Gifts of special collections become the property of the library with respect to housing, use, circulation and withdrawal. Gifts of magazine subscriptions may be accepted by the library subject to the same selection and retention policies as regular subscriptions.

Monetary Donations

The library accepts tax deductible donations of cash for the purpose of collection enhancement. A memorial donation is created when funds are donated to add materials to the collection, usually in memory or honor of an individual or group. The library welcomes general suggestions for purchases with memorial donations and tries to find materials which are satisfactory to both the donor and the library.

Groups or individuals may work with the Library & Cultural Arts director or the lead librarian responsible for collection development to set up memorial funds for larger or long-term purchases of materials or to set up standing arrangements for purchases of items donated in memoriam. The library reserves the right to accept or reject any such proposed fund, standing arrangement or donation of funds.

Appendices

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.

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019.

Inclusion of "age" reaffirmed January 23, 1996.

Although the Articles of the Library Bill of Rights are unambiguous statements of basic principles that should govern the service of all libraries, questions do arise concerning application of these principles to specific library practices. See the documents designated by the Intellectual Freedom Committee as [Interpretations of the Library Bill of Rights](#).

Freedom to Read Statement

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

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

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

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

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

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

to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

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

We therefore affirm these propositions:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

A Joint Statement by:

[American Library Association](#)

[Association of American Publishers](#)

Subsequently endorsed by:

[American Booksellers for Free Expression](#)

[The Association of American University Presses](#)

[The Children's Book Council](#)

[Freedom to Read Foundation](#)

[National Association of College Stores](#)

[National Coalition Against Censorship](#)

[National Council of Teachers of English](#)

The Thomas Jefferson Center for the Protection of Free Expression

Freedom to View Statement

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

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

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

Endorsed January 10, 1990, by the ALA Council

Policy approved by the Library Board of Trustees on June 28, 2023