

ORANGE COUNTY LIBRARY SYSTEM

Materials Management Policy

General Statement of Purpose

The mission of the Orange County Library System is Information, Inspiration and Imagination. We strive to support the members of our Library District in their pursuit of life long learning, entertainment and self-fulfillment. The goal of the Collection Development program is to select materials in a variety of formats to support this mission. The Library provides materials that represent and reflect diverse viewpoints and opinions.

Responsibility for Selection

Responsibility for selection decisions is given to the Library Director who operates within the framework of policies determined by the Library Board of Trustees. The Library Director delegates to staff members the authority to interpret and apply the policy in making day-to-day decisions. The Library accepts recommendations from the public. Library materials, including recommended works, are considered according to the general policies and guidelines that follow.

General Policies

The Library attempts to provide a large general collection of current and retrospective materials in various formats to meet a wide range of needs. The development of the collection is focused on balance and variety with an understanding that it is limited by available space and funds. The Collection includes print, audio visual, electronic and non-print formats.

Materials in a variety of formats are potential candidates for inclusion in the Orange County Library System collection. Each work will be considered on its particular merits. The staff rely on guidelines as outlined in this document as well as professional insight in the selection process.

Guidelines

The following guidelines provide an overview for the selection of materials included in the collection. Materials must be readily available from reliable sources. Collection Development librarians use the criteria on a daily basis.

Material Requests: The library attempts to meet the requests of all customers. Works of local, national or international interest, as well as those included on "Bestseller" lists or mentioned in the media will be given consideration. Materials that are expected to be popular with a significant number of the Library's customers will be given preference over works of interest to only a few customers. To meet limited demand, the Library may rely on the availability of the collections of other local libraries, interlibrary loan and on-line searching.

The Library takes seriously its supplementary role in support of public, private and school curricula. A variety of titles on popular homework topics, a wide selection of lifelong learning and recreational reading materials for a broad range of reading levels, a vast array of online databases, referral, and interlibrary loan services are provided. The Library does not select materials for the sole purpose of fulfilling specific curricular needs of students, recognizing this to be the role of the individual school libraries.

Critical acclaim: Works possessing unique qualities or making a significant contribution to a field will be considered for inclusion into the collection, as well as favorably reviewed works from reputable sources.

"Classic" status: Works of timeless value or historic significance may be maintained.

Local authored or self-published titles must meet the same criteria as other materials for inclusion in the collection.

Juvenile and Young Adult Collections

The Library seeks to devote a significant portion of the collection to materials produced for children and young people. The purpose of the collection is to encourage library use and the development of lifelong readers. The Library maintains that parents and legal guardians have the ultimate responsibility for their own children's selection choices. The Library staff does not act "in loco parentis".

Evaluation of Collections

Evaluation of the collection is a continuing process, aimed at maintaining an active and useful collection. Essential materials are updated and titles that are, superseded, outdated, physically worn, or no longer in demand are removed on an ongoing basis. Removal of an item from a collection and the replacement of withdrawn materials are based on the guidelines included in this document. It is the responsibility of the Collection Development staff to discontinue formats as market trends change, as well as search for new emerging formats.

Future Formats

While maintaining traditional collections, the Library is committed to expanding the selection of electronic resources. Though standard selection criteria will apply in these decisions, the rapidly changing technology environment requires the development of its own criteria. Cost, access to various technologies by the general public, and licensing restrictions are among those things that will be considered.

Gifts

The Library accepts gift materials from the public. Gifts may be considered for addition to the collection subject to the same criteria as purchased materials. Materials not selected for addition to the collection are still considered a benefit to the Library. Donations are eligible for sale in our Friends of the Library Bookstore and in Branches, and may be donated to our community partners. Funds generated from any sales of these donations are returned to the Library as financial support for projects.

Intellectual Freedom

The Library recognizes that while anyone is free to reject any material of which he does not approve, he cannot exercise this right of censorship to restrict the freedom of others to read, view, or listen.

The Orange County Library System endorses the Library Bill of Rights, the Freedom to Read Statement and all other statements regarding intellectual freedom as adopted and published by the American Library Association. The Library recognizes that some library materials are controversial and that an item may offend some customers. Selections will not be made on the basis of any anticipated approval or disapproval. Selection of materials by the Library does not mean endorsement of the contents or the views expressed in those materials. Library materials will not be sequestered except for the purpose of protecting them from damage or theft. Obscene materials are not purchased. The latest court proceedings and definitions will be used to determine appropriateness.

Collection Review Procedure

Library users may complete a Request for Review of Library Materials form. Completed forms are directed to the appropriate Division Head and shared with the Director. Appointed staff will evaluate the request and the material concerned. In all cases, customers will receive a written response.

Summary

The Orange County Library System provides resources based on the needs and interests of its customers. The Library strives to select, as efficiently and economically as possible, a wide variety of materials. It recognizes each individual's right of access to information and ideas and supports intellectual freedom as a common element of a democratic society.

This Materials Management Policy will be updated or revised as conditions warrant.

Approved by Library Board of Trustees 11/14/1996
Amended by the Board 03/21/2002