

HAYWARD PUBLIC LIBRARY COLLECTION DEVELOPMENT POLICY

INTRODUCTION

The purpose of the Collection Development Policy is to provide the community and library staff documentation which informs and supports the development of the library collection. This document will provide guidance to Hayward Public Library staff and inform the public of the principles upon which the library makes decisions regarding the development and maintenance of the collection. While this policy will not replace the judgment of librarians, it serves to assist them in making decisions when choosing from available materials.

LIBRARY MISSION STATEMENT

The Hayward Public Library promotes and celebrates the diverse cultural heritage of the community in all services and programs. The Hayward Library is committed to providing materials and services that support every individual's right to know and that encourage the development of a lifelong interest in reading and learning. The Hayward Library is an accessible materials and reference center, actively promoting the use of its diverse collection through the assistance of trained and helpful staff. The Hayward Library serves as an advocate and resource for new readers of all ages.

SELECTION OF MATERIALS

A. Collection Development Goals

- Provide materials that meet the community's interests and needs in a timely manner.
- Provide a diverse collection which can support the roles of the library as a reference center, learning center, educational center, and community center.
- Provide a variety of viewpoints on all of the subjects in its collections.
- Participate in cooperative collection development programs.
- Provide materials for all age groups to encourage and promote lifelong learning and continued use of the library.
- Provide materials in varying formats to acknowledge the importance of books and newer technology as sources of valuable information.

B. Selection Guidelines

Library materials are chosen to serve the information, education, cultural, and recreational needs of the community. The Library selects materials on a large variety of subjects and in different formats, responding to the wide range of ages, ethnicities, languages, educational backgrounds, interests, and reading skills of library patrons. Materials are available in a variety of formats, quantities, and titles.

Collection development decisions are based on staff judgement and expertise, knowledge of what is already in the collection, and reviews in professional journals. Selection criteria includes but is not limited to: past and anticipated public demand; contemporary significance and timeliness; literary or artistic merit; the need for and availability of information or materials in the subject area; authoritativeness of the author or publisher; favorable reviews in standard selection sources; cost; and shelving space available in the library. Selections are made to build and maintain a balanced collection and to include a variety of viewpoints and opinions to meet community needs.

C. Patron Requests and Recommendations

The Hayward Public Library welcomes suggestions and feedback from the community for purchases of materials. All suggestions are given deliberate examination and are subject to the same criteria as all other Library materials purchased. Staff and the public are encouraged to recommend materials for consideration.

D. Gifts and Memorials

The library accepts gifts of library materials with the understanding that the same selection guidelines are applied to gifts as are applied to materials purchased by the library. The Library reserves the right to make final disposition of all gifts received; most are donated to the Friends of the Library for inclusion in their book sales.

Please contact the [Supervising Librarian](#) to discuss memorial donations. Commemorative bookplates are available for placement in materials.

E. Collection Maintenance & Evaluation

Collection maintenance and evaluation is important to ensure the materials in the Library are balanced and responsive to community needs. The Library strives to maintain an up-to-date, useful collection. Statistical tools such as circulation reports help librarians to determine how the collection is being used, and community demographic information will be used to help keep abreast of changing community needs.

During the process of evaluation, the librarian will have the opportunity to identify subjects where materials are needed, missing titles that should be replaced, older editions of titles which should be updated, and subjects, authors, and titles that are no longer in demand in the community. Titles and items are withdrawn from the collection through periodic, systematic review by librarians. Materials may be withdrawn because they are worn, obsolete, or seldom used; superseded by a newer edition or better work on the subject; or physically damaged or in poor condition.

THE COLLECTION AND SUBJECT AREAS

- A. **Children's Collections:** A robust collection of print and media materials for children, items are provided in multiple formats for a wide range of interests, ages, and reading levels. Although the library strives to provide basic curriculum support, we do not attempt to purchase in sufficient quantity for required reading or other district-wide projects. Special collections in the children's area include:
 - a. **International Languages and Language-Learning:** Educational and recreational materials in multiple languages, including materials for English language learners.
 - b. **Parent-Teacher Collection:** Resources for teachers, child care providers, parents and guardians, and other professionals and students working with children, focusing on child development and curriculum development.

- B. **Teen Collections:** A collection of books and magazines is maintained for teens, with awareness of the variety of interests, backgrounds, reading skills, and development levels within this age group. This book collection is overwhelmingly fiction selected for recreational reading. The non-fiction titles in the collection are on subjects that meet the developmental needs of teens as well as titles of contemporary interest to this age group.

- C. Adult Collections:** Fiction and non-fiction collections including books, CDs, DVDs, periodicals, and online materials, with an emphasis on popular works, basic reference, and homework support. Special collections include:
- a. **Career Development:** Titles for job seekers, students, career changers, employees and business owners, including job search resources and test preparation for standardized tests and the Civil Service tests.
 - b. **Adult New Reader:** Easy-to-understand items for adults with limited reading ability and resources for teachers and other education professionals.
 - c. **International Languages and Language Learning:** Educational and recreational materials in multiple languages, including materials for English language learners.
 - d. **Local History:** Materials related to the history of Hayward and Alameda County, the greater San Francisco Bay area, and California.
 - e. **Urban Agriculture:** Materials relating to gardening, healthy living, and sustainable agriculture.
- D. Digital Collections:** The Library provides a variety of electronic resources for all age groups that are accessible via the Library's webpage at times and locations convenient to the users. Digital collections may include:
- a. **Ebooks and downloadable audio**
 - b. **Streaming media**
 - c. **Homework assistance and research materials for all grade levels**
 - d. **Test preparation**
 - e. **Full-text versions of magazines, newspapers, and journals**

INTELLECTUAL FREEDOM & ACCESS TO LIBRARY MATERIALS

Hayward Public Library advocates the freedom to read as indicated in the American Library Association's Library Bill of Rights, Freedom to Read, and Freedom to View Statements.

Hayward Public Library does not censor library materials of any nature to any member of the community. Library staff and patrons may not impose their views, values, and biases upon one another.

The Library's collection is the reflection of its diverse community, and inclusion in the library's collection does not reflect endorsement of any specific contents or belief. Library materials are not identified or marked to show approval or disapproval based on its content.

The Library upholds the right of the individual to access information. Parents and guardians have the right and responsibility make decisions about the materials suitable for their own children. The Library does not regulate what a child reads, views, or checks out

REQUEST FOR RECONSIDERATION

The purpose of the Collection Development Plan is to provide the community and library staff with a document that provides justification for the development of library collections. It ensures that the focus of the collections purchased remains the diversity of community interest. Despite this, occasional objections will be made by the community regarding material selection. In response, the Library has created a formal procedure for review of challenged materials. Patrons may submit a Request for Reconsideration Form (see Appendix C) for staff to re-evaluate the collection. The final decision will rest upon the Library Director.

Appendix A: The Library Bill of Rights

Appendix B: Freedom to Read Statement

Appendix C: Request for Reconsideration