

City of Hayward
HAYWARD PUBLIC LIBRARY

I. Introduction

The Collection Development Statement of the Hayward Public Library has been written to set a policy and a plan for a systematic approach to the acquisition of material and collection maintenance which supports the mission and goals of the Hayward Public Library.

II. Collection Development Policy

The Hayward Public Library is committed to providing collections, resources, and services that meet the cultural, informational, recreational, and educational needs of Hayward's diverse, multicultural community and all users of the Library. The collection will be broadly based and diverse to support the Mission Statement of the Library. (Appendix)

The Library will strive to provide a balance of viewpoints on subjects in the collection.

The library will strive to provide materials for the diverse cultures represented in Hayward and to provide materials in the major languages represented in the city to the extent that resources permit.

In keeping with the American Library Association's Library Bill of Rights and Its Freedom to Read and Freedom To View statements, the Library provides free and equal access to the entire range of library resources and formats, including audiovisual materials. These rights extend to all users of the library including minors.

The City Council, as governing body for the City of Hayward and the Hayward Public Library, has adopted the Collection Development Policy of the Hayward Public Library and as part of this Policy, has adopted the aforementioned statements and the following interpretations of the Library Bill of Rights:

Evaluating Library Collections; Expurgation of Library Materials; Challenged Materials; Labels & Rating Systems; Diversity in Collection Development; Free Access to Libraries for Minors; and Restricted Access to Library Materials

Selection responsibility ultimately rests with the Library Director, who works within the framework of policies recommended by the Library Commission. Actual selection is assigned to librarians responsible for individual subject areas. The Supervising Librarians oversee the selection process.

III. SELECTION OF MATERIALS

Selection Guidelines

The criteria for evaluation of materials includes timeliness, usefulness, popular demand, literary or artistic merit, permanent value, the need for and availability of information or materials in the subject area, authoritativeness, and cost. Selections are made to build and maintain a balanced collection, and include a variety of viewpoints and opinions to meet community needs.

The selection of any material for the collection of the Library does not constitute endorsement of its contents. Decisions are made solely on the merits of the work in relation to the building of the collection; the provision of more than a single viewpoint; and to serve the interests of customers. Emphasis will be on popular and educational support materials. Educational materials selected are supplemental to elementary and secondary educational requirements and support post secondary programs only insofar as there is interest and need for the materials in the general population. The Library does not directly attempt to meet curriculum needs of educational programs.

Gifts and Suggestions

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. Cost of cataloging and processing each item is a factor in deciding whether to add each item. 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. Gift materials not added to the collection cannot be returned to the donor. Monetary gifts are gladly accepted. Discussion between staff and donor can determine topic or title(s) of interest, with agreement being reached by all parties involved. Commemorative bookplates are available for placement in materials.

Suggestions for purchase by library customers are welcomed and given every consideration. A suggested title may be purchased if it meets the selection standards of the library.

Library Collections

The collections of the Hayward Public Library will include, but are not limited to, books, periodicals, documents, audiocassettes, compact discs, videocassettes, DVDs and electronic resources. In addition, the library provides open access to the Internet.

Multiple Copies

The Library buys multiple copies of high-demand, popular items such as "best sellers" to improve service and limit waiting by customers for titles of current interest.

New Reader

In keeping with the goals of the Mission Statement, the Library is committed to providing language texts and easy-to-understand materials for adults with limited reading or English skills. Purchase of these materials is done in cooperation with our Literacy Specialists.

IV. COLLECTION MAINTENANCE AND 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 and client surveys will 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, or superseded by a newer edition or better work on the subject. Items that have been lost or physically damaged are also withdrawn.

Appendix

The Hayward Public Library Mission Statement

The Hayward Public Library promotes and celebrates the diverse cultural heritage of the community in all of its services and programs. The Hayward Library is committed to providing materials and services that support each individual's right to know and that encourage the development of a lifelong interest in reading and learning. The Hayward Library is a popular materials and reference center, actively promoting 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.