



Madera County Library Collection Development Policy

Purpose

The Collection Development Policy supports development, growth, and maintenance of Madera County Library (MCL)'s collection of books, media, periodicals, technology, and online content. Driven by our mission to strengthen communities by providing a place for everyone to connect, learn, and grow, MCL strives to provide a balanced collection that offers multiple perspectives and reflects everyone in the diverse communities we serve. MCL supports the individual's right to access ideas and information representing a variety of points of view and recognizes that certain materials may seem controversial to some patrons. Selection or retention of materials will not be made on the basis of anticipated approval or disapproval of any group or library patrons but in accordance with the criteria outlined below. MCL does not act *in loco parentis* or in place of parents/guardians for minors. It is the responsibility of parents or guardians to monitor the materials children borrow from or use in the library.

Selection Criteria

Selection criteria provide a framework for the evaluation of materials in order to guide decisions when adding items to the MCL collection. The criteria are guidelines as opposed to a strict set of requirements, and not all items selected for the collection will necessarily meet all criteria. Criteria for adding materials to the collection include:

- Current or anticipated community demand, interest, or need
- Relevancy to and reflection of local communities
- Timeliness and accuracy of content
- Critical reviews in esteemed sources, literary/merit awards, professional judgement
- Qualifications and reputation of the author, artist, and/or publisher
- Contribution to a balanced collection representing multiple viewpoints
- Format, cost, and quality of production
- Accessibility and durability
- Ability to catalog materials in the San Joaquin Valley Library System's Integrated Library System (Horizon)

Selection and acquisition of items for the collection does not necessarily constitute or imply agreement with or endorsement of the content, viewpoints, implications, or presentation of materials. As the frontline staff and experts on the communities they serve, librarians, library branch assistants, and library assistants at all library locations may be tasked with selecting materials to be added to the collection using the above criteria.

As a member of the [San Joaquin Valley Library System](#), MCL cardholders may borrow materials from any of the 10 member libraries in the consortium by submitting requests through the ValleyCat shared online catalog. Materials that are not available in the online catalog might be available via the [Zip Books Program](#), MCL's eBook platforms, or from other libraries via interlibrary loan. Please ask staff for assistance, as needed, in order to locate or borrow materials. Community members may suggest items for selection using the [Suggestion for Purchase Form](#). Suggestions are reviewed by library staff and considered on a case-by-case basis using the selection criteria above.

Gifts and Donations

The [Friends of the Library](#) (FOLs) are separate non-profit organizations that raise funds to support our library locations. FOLs accept donations of gently used materials for use in book sales and community events. Donated materials may also be added to the MCL collection according to the above selection criteria. Conditions may not be imposed on donated materials either before or after acceptance. Donated materials and materials purchased for the library collection by a FOLs group become property of MCL, and may be used without condition, deselected or reassigned to another location at any time.

Deselection Criteria

All collections are routinely assessed and evaluated to ensure library materials maintain relevancy and meet current community needs. Due to limited shelf space, deselection prevents overcrowding, helps increase visibility and accessibility of items, and provides more space for new and current materials. The library collection is not archival and MCL does not aim to serve as a depository for last copies or out-of-print titles. Materials will be deselected (also commonly referred to as “removed” or “weeded”) from the collection when they no longer meet the selection criteria above. Materials will also be deselected when they become worn, deteriorated, obsolete, when duplicate copies exist, or when circulation statistics denote a persistent lack of demand or use. Materials may be replaced based on need, demand, and budget, but replacement is not guaranteed. Withdrawn items will be marked as such and will either be recycled, donated to local non-profits for distribution within the community, or given to the FOLs for resale or distribution in the community.

Reconsideration of Materials

The selection and de-selection of materials is an ongoing process, which involves multiple staff members and input from the community. Madera County Library cardholders that have concerns and wish for a specific item in the collection to be reconsidered are encouraged to complete a [Material Reconsideration Form](#). The form will be reviewed by the Library Director or his or her designee with the option for additional input from an informal panel comprised of MCL staff and local community members. The Library Director or his or her designee will provide a written response to the submitted form. If the requestor remains dissatisfied with the decision, he or she may write a letter of appeal within 10 days of receipt of the Library Director’s response. The Library Director or designee will consider and respond to the appeal letter. Materials will not be removed from public use while under review, and no individual may infringe on another’s choice to access available materials or information. A separate Material Reconsideration Form is required for each specific item of concern, the form may not be used to cover a group of titles or entire section of the collection at once.

MCL does not act *in loco parentis* or in place of parents/guardians. A parent or guardian must provide signed permission for minors under 15 years of age to acquire a library card. The responsibility for what library materials a minor borrows, views, or otherwise accesses rests solely with that child’s parent or legal guardian.

Local Authors

MCL aims to support local literary and artistic efforts in the community. Works by local authors or artists will be reviewed on a case-by-case basis and may or may not be added to the collection based on the criteria outlined above. To avoid any perception of partiality or commercialism, requests for “author talks” or presentations from local authors will be referred to the FOLs for consideration and possible inclusion in local author fairs and similar FOLs-coordinated programming when available.

Library Displays

MCL staff routinely create displays of materials at all locations in order to highlight specific areas of the collection, increase accessibility to and awareness of materials, and boost circulation. The inclusion of materials within displays does not necessarily constitute or imply agreement with or endorsement of the content, viewpoints, implications, or presentation of the materials. The following criteria will be considered when selecting items for displays:

- Reflection of the interests, needs and diversity of the local communities
- Suitable format and style for the intended audience (i.e., adult materials will not be included in displays within the children's areas)
- Relation to current events, seasonal events, holidays, etc.
- Historical or regional relevance
- Feature of a genre, author, or topic of interest
- Relation to MCL events and programming

Additional Guidelines for Displays:

- Themes and materials should further fill the Library's mission to strengthen communities by providing a place for everyone to connect, learn, and grow
- Materials should be in "like new" condition
- Topical displays should represent the variety of viewpoints which are offered within MCL's collection and should not promote a single perspective, specific religion or particular political party.

Patrons requesting reconsideration of library display materials must follow the procedures for reconsideration of materials set forth above.