

Sausalito Library
Materials Selection Policy

PURPOSE OF THIS POLICY

- a. The Collection Development Policy, reviewed by the Sausalito Library Board of Trustees in conjunction with the City Attorney, is one of the Library's fundamental policy documents.
- b. The purpose of the Collection Development Policy is to serve as a guide for Sausalito Library staff in regards to collection development, management, and material selection. It defines what comprises the collection, specifies the types of materials that are included, and explains the basis for making collection management decisions. The policy also serves to inform the public about the library's collections and the principles that govern the selection process.
- c. The goals and objectives stated in this policy will not replace the judgment of library professionals and are designed to assist library professionals in the selection process.
- d. The Library will continuously work to curate a collection representing a wide array of people, cultures, ideas, and experiences. The process of curating, maintaining, and providing diverse and equitable collections is an ongoing process which is considered during all aspects of collection management. The Collection Development Policy ensures that over time, Sausalito Library's collections will remain on course and reflect the needs of Sausalito's community, while creating unique experiences of meaning and inspiration for the individual patron.
- e. In support of its mission, the Library endorses and has adopted the American Library Association's [Library Bill of Rights](#). The [California Freedom to Read Act](#) (AB 1825 passed in 2024), requires the following statements to be included in public library collection development policies:
 1. The collection meets the broad and diverse interests of the community and respects both the library's autonomy and their specific community needs.
 2. The public library serves as a center for voluntary inquiry and the dissemination of information and ideas.
 3. Library materials should be provided for the interest, information, and enlightenment of all people, and should present diverse points of view in the collection as a whole.

4. The right of the public to receive access to a range of social, political, aesthetic, moral, and other ideas and experiences is acknowledged.

GOALS AND SCOPE

a. The primary responsibility of Sausalito Library is to provide a broad and diverse selection of materials to meet the informational, educational, cultural, and recreational needs of the community. Therefore, the Library's collections are reviewed on an ongoing basis to meet current needs in varying formats to acknowledge the importance of books and newer technology as sources of valuable information. This policy supports the Library's goals as outlined below:

1. Provide popular materials
2. Promote lifelong learning, exploration, discovery, and enrichment
3. Support diversity, equity, inclusion, and accessibility
4. Provide a space for community gathering

b. Patron use is one of the most powerful influences on the Library's collection. Circulation, patron purchase requests, and hold levels are all closely monitored, influencing the purchase of new items and additional copies of high demand items.

c. Inherent in the collection development process is an appreciation for library patrons of all age groups. The Library provides materials to support all of our patron's journeys and does not place a value on one patron's needs or preferences over another's. The Library upholds the right of the individual to access information, even though the content may be controversial, unorthodox or unacceptable to others.

d. Materials for children and teenagers are intended to broaden their vision, support recreational reading, encourage and facilitate reading skills, supplement their educational needs, stimulate and widen their interests, lead to recognition and appreciation of literature, and reflect the diversity of the community. The reading and viewing activity of children is ultimately the responsibility of parents, legal guardians, or caregivers who guide and oversee their own child's development. Sausalito Library does not intrude on that relationship and the Library does not serve *in loco parentis*.

e. Selection of library materials and resources is the responsibility of the professional staff of Sausalito Library. Other staff members and the public may

recommend materials for consideration. Library management retains the authority to reject or select any item contrary to the recommendations of the staff.

f. To support an informed public, the collection shall represent diverse points of view, and may include materials that some members of the public consider to be controversial in nature. The Library will provide free and equitable access to library collections to all users. In selecting materials, library staff will use professional reference resources, judgment, knowledge and experience to select these materials, and will proactively solicit advice from, as well as anticipate the needs and interests of, the community.

COLLECTION DEVELOPMENT GUIDELINES

a. The selection of any material or resource does not constitute an endorsement by the Library, the City of Sausalito, or its staff.

b. The Library recognizes that many materials and resources may be controversial.

c. Selection decisions are guided by the merits of the work, collection needs, and interests of a diverse collection which can support the roles of the library as a reference center, learning center, educational center, and community center for the City's diverse community.

d. Selection decisions are not influenced by the possibility that material may be accessible to children. Responsibility for children's use of library materials and resources lies with their parents, legal guardians, or caretakers.

e. The Library selects materials of varying complexity, media, and format because it serves a public that includes a wide range of ages, educational backgrounds, interests, sensory preferences, and reading skills. When staff review and select materials for purchase, they consider the needs of the entire community.

f. The Library may select materials that are to be used in the Library only.

g. Library materials will not be marked or identified to show approval or disapproval of the contents and nothing will be sequestered except to protect it from theft or damage.

h. Each type of material must be considered in terms of its own merits and its intended audience. A single standard does not apply to all acquisition decisions; therefore, some material may be chosen to fulfill recreational needs of the community, while others may be selected because of their artistic merit, scholarship, or value to humanity.

- i. Library materials that experience high demand may or may not meet the general and specific criteria contained in this policy. Volume and nature of patron requests are a serious consideration for selectors. Additionally, as the community's social and intellectual climate changes, materials not originally recommended for purchase may become of interest.
- j. As a member of LINK+, the Library provides materials to library card holders throughout California.
- k. Materials donated to the Library are not automatically added to the collection. These items are reviewed by Library staff according to the selection criteria. The Library may add works produced by authors, printers, or publishers with Sausalito connections that meet the purpose and objectives of this policy.

SELECTION CRITERIA

Collection development decisions are based on staff judgment, training, knowledge, and expertise. Materials are available in a variety of formats, quantities, and titles. Selection criteria includes but is not limited to the following general criteria to select new and donated materials for the collection:

- a. Relevance to interests and needs of the community
- b. Extent of publicity, critical review, and current or anticipated demand
- c. Current or historical significance of the author or subject
- d. Local significance of the author or subject
- e. Relevance to the existing collection's strengths and weaknesses
- f. Reputation and qualifications of the author, publisher, or producer, with preference generally given to titles vetted through examination of professional reviews (e.g. *Library Journal*, *Publishers Weekly*, *Booklist*, etc.).
- g. Suitability of format to Library circulation and use
- h. Date of publication
- i. Diversity of collections with a focus on being equitable in representation of subjects, authors, and protagonists
- j. Price, availability, space available in the Library and Library materials budget.

k. The Library does not purchase the following types of material: costly books of little demand, collectibles, textbooks, or family genealogies. Abridged, expurgated or condensed materials are also generally not acquired.

PATRON RECOMMENDATIONS AND REQUESTS

Patrons may request items the Library does not presently own. Each request is reviewed for inclusion in the collection and will follow the collection maintenance guidelines and selection criteria listed in this policy. Requests can be made in person, over the phone, or online.

MAINTENANCE OF LIBRARY MATERIALS

- a. Most Library materials are processed in such a way as to ensure their maximum use under normal circumstances.
- b. Damaged but still usable materials are mended according to an established set of procedures.
- c. Titles and items may be 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.

COLLECTION MANAGEMENT OVERVIEW

The Library's collection is a living, changing entity. As items are added, others are reviewed for their ongoing value and sometimes are withdrawn from the collection. Great care is taken to retain or replace items that have enduring value to the community. Decisions are influenced by patterns of use, the capacity of each location and the holdings of other libraries that may specialize in a given subject matter. Staff review the collection regularly to maintain its vitality and usefulness to the community.

RESPONSIBILITY FOR COLLECTION MANAGEMENT

The final authority for the Library collection rests with the Library management. Implementation of collection development policy and management of the collection is assigned to Library staff. Sausalito Library disposes of materials that have been withdrawn according to the criteria for weeding and withdrawal outlined below.

CRITERIA FOR WEEDING AND WITHDRAWAL

a. The following criteria are used in selecting materials for withdrawal:

1. Damage or poor condition
2. Number of copies in the collection
3. Relevance to the needs and interest of the community
4. Current demand and frequency of use
5. Accuracy and timeliness
6. Lack of local interest
7. Availability elsewhere including other libraries and online
8. Deemed to be of an enduring nature
9. Availability of improved or newer editions
10. Space availability

b. Replacement of materials that are withdrawn is not automatic. The following criteria are considered when determining the need for replacement:

1. Number of copies in area libraries
2. Existence of adequate coverage of the subject
3. Demand for the specific title or for material in that subject area
4. Existence of a newer format as a replacement

c. Withdrawn items are donated to Friends of Sausalito Library for sale; these funds are then made available to the Library for the purchase of materials. Materials unsuitable for transfer are discarded or recycled. Likewise, the Friends reserve the right to discard or recycle materials as they see fit. The Library will not accept requests to hold weeded materials for individuals.

d. Periodicals are held according to available space, typically for one year. They are then recycled or retained for other uses (e.g. arts & crafts projects).

COLLECTION AUDITS

The Library routinely performs an audit of the collection to identify gaps in subjects and equitable representation of voices. The results of the collection audit are used by library staff to purchase titles that fill in gaps of the collection. The budget for these purchases is the standard annual collection budget unless a grant or other one-time funds are infused.

GIFTS, DONATIONS, AND MEMORIALS

Sausalito Library accepts donations of books and other materials with the understanding that the same selection guidelines are applied to gifts and donations as are applied to materials purchased by the Library. The Library retains the authority to accept or reject gifts. Library staff make all decisions as to the use, housing, and final disposition of donations. Acceptance of donated items are subject to the discretion of the City Librarian in conformity with Library selection standards. Gift materials that are not added to the collection are not returned to the donor. Unused gifts may be offered to Friends of Sausalito Library for public sale or to be disposed of in some other way. Collections of donated materials may not necessarily be kept together as a group, and the Library may not be able to accept gifts with this requirement. The Library does not evaluate or appraise gift materials for tax purposes.

SCOPE OF THE LIBRARY'S PHYSICAL COLLECTIONS

Sausalito Library contains the Library's core fiction and nonfiction collections in multiple formats including but not limited to print, audio, and video formats for the Library system and includes materials of an enduring nature as well as current-interest materials. The Library's collections represent the diverse viewpoints and interests of the community the Library serves.

SCOPE OF THE LIBRARY'S ONLINE COLLECTIONS

The online collections represents the diverse viewpoints and interests of the entire community the Library serves. This collection includes citation and full-text databases; eBooks, learning resources, other downloadable and streaming media, and instructional platforms.

SCOPE OF THE LIBRARY'S SPECIAL COLLECTIONS

a. Local Interest Collection

The Library's Local Interest Collection comprises materials written, published, or produced by or about current and former Sausalito residents or about Sausalito and vicinity itself. These materials may be self-published or unpublished.

b. Rare Books Collection

The Library's Rare Books Collection comprises material of a scarce, fragile, or singular nature. Because of the difficulty in replacing this material, it is sequestered from public view. It is available to view at all times the library is open, to all people, for use inside the library. Items may be used outside the library at the discretion of library staff.

c. Library of Things

The Library's Library of Things is a collection of items, devices, and equipment that fosters exploration, learning, discovery, and enrichment through participatory actions rather than just reading, listening, or viewing. Items like bocce balls, leaf blowers, hand tools, gardening equipment, etc. provide an experiential opportunity for patrons. With equity in mind, the Library of Things provides opportunities for people who may not have access to or the financial means to purchase this kind of equipment.

REQUESTS FOR RECONSIDERATION

Sausalito Library selects collection materials using established criteria and full consideration of the varying age groups and backgrounds of patrons. Requests for removal of items from the collection may be made by Sausalito residents using a formal procedure outlined below and with the "Request for Reconsideration of Library Materials" form in the Appendix section.

a. Sausalito Library recognizes that at any given time some materials may be deemed inappropriate or offensive by patrons. Selection of materials are based on the principles stated in this policy. Materials will not be identified to show approval or disapproval. No materials will be sequestered except to protect it from damage or theft.

b. The Library believes that censorship is purely an individual matter and declares that while anyone is free to reject for themselves books and other materials that they do not approve of, they cannot exercise this right of censorship to other persons to read or use other library materials. Sausalito Library adheres to and supports the American Library Association's [Library Bill of Rights](#) and the State of California's [Freedom to Read Act](#).

c. Responsibility for supervising children's use of the Library and Library materials rests solely with parents or legal guardians. At no time will the Library staff act *in loco parentis*. Selection of Library material will not be inhibited by the possibility that materials may come into the possession of children.

d. Patrons requesting that an item be moved or withdrawn from the Sausalito Library's collections must complete a "Request for Reconsideration of Library Materials" form. Patrons must reside in the City of Sausalito to have their request considered and only one request per patron will be considered at a time. The request for reconsideration will be acknowledged in writing by the City Librarian within ten (10) business days. The City Librarian will assign a panel of staff members to evaluate the item in question. Review will be completed in no more than thirty (30) business days of the initial request for reconsideration. The panel's recommendations will be considered, and the City Librarian's final decision will be mailed or emailed to the patron. Once a title has been considered, it will not be reviewed again for a period of two (2) years.

This policy replaces any previous policy regarding collection development.

Reviewed by the Sausalito Library Board of Trustees, March 20, 2025

Implemented March 31, 2025

REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS FORM

Author: _____

Title: _____

Publisher: _____

Year: _____

Format: _____

Your Name: _____

Address: _____

Phone: _____

Email: _____

Do you represent yourself? Yes___ No___

Do you represent an organization? Yes___ No___

If you answered yes to the last question, what is the name of the organization?

If more space is needed in your answers, please use the back of this page.

1. What do you object to in this title? Please be specific. List pages and paragraphs, if applicable.

2. Did you read/watch/listen to the entire title? Yes___ No___

If not, what percentage of the title did you finish? _____

3. What do you believe is the purpose or theme of this title?

4. What age group do you think this title would appeal to?

5. Have you read reviews of this title? If yes, please list these sources.

6. What would you like the Library to do about this title?

7. Do you have a title to recommend instead?

Signature _____ Date _____