

GLENDALE LIBRARY, ARTS & CULTURE
ADMINISTRATION POLICY MANUAL

Chapter 8 – Collection Development

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8-A-1. INTRODUCTION

The Collection Development Policy (CDP) provides guidance for the stewardship of the Glendale Library, Arts & Culture’s (GLAC) digital and physical resources (“collections”) systemwide. The GLAC system includes Central Library, Brand Library & Art Center, the bookmobile, and six neighborhood libraries: Casa Verdugo Library, Chevy Chase Library, Grandview Library, Library Connection @ Adams Square, Montrose Library, and Pacific Park Library. The CDP is periodically evaluated and revised to reflect the evolving needs of the communities we serve and current best practices in public librarianship.

The CDP has been formulated in the service of the mission of Glendale Library, Arts & Culture (GLAC) as stated in Library Administration Policy 1-A. In pursuing our mission, we facilitate the realization of the city of Glendale, CA’s vision of an informed and engaged community enjoying rich cultural offerings.¹

8-A-2. GUIDING PHILOSOPHY

GLAC’s collections exist to serve the informational, educational, cultural, and recreational needs of our patrons. We are committed to providing easy and equitable access to collections that encourage reading and enrich quality of life, encompassing broad areas of knowledge and including materials of enduring value as well as current interest.

We affirm the California Freedom to Read Act (AB 1825)², including its requirements that the state’s public library collection development policies:

- “Acknowledge that the public library’s collection meets the broad and diverse interests of the community and respects both the library’s autonomy and their specific community needs.”
- “Establish that the public library serves as a center for voluntary inquiry and the dissemination of information and ideas.”
- “Acknowledge that 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.”
- “Acknowledge the right of the public to receive access to a range of social, political, aesthetic, moral, and other ideas and experiences.”

GLAC strives to meet the library material needs of our patrons with disabilities, regardless of format, in accordance with the Americans with Disabilities Act.³ We affirm the American Library

¹ *Mission & Vision Statements*. City of Glendale, CA. <https://www.glendaleca.gov/government/city-hall/mission-vision-statement>

² A.B. 1825, (CA 2023). https://leginfo.legislature.ca.gov/faces/billTextClient.xhtml?bill_id=202320240AB1825

³ Americans With Disabilities Act of 1990, As Amended. 42 U.S.C. § 12101 *et seq.* (1990). <https://www.ada.gov/law-and-regs/ada/>

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Association’s *Library Bill of Rights*,⁴ *Code of Ethics*,⁵ *Freedom to Read Statement*,⁶ *Freedom to View Statement*,⁷ and *Access to Digital Resources and Services: An interpretation of the Library Bill of Rights*.⁸ In sum, these documents present a unified vision of libraries as equitably accessible community hubs for the free flow of information—a valuable and necessary resource for healthy and happy communities and individuals.

GLAC collections highlight a wide range of human experience and expression and may contain language or images that some find offensive, harmful, or distressing. Visitors to our libraries might come across materials that are or have been the subject of controversy. GLAC includes this content because it is essential for understanding the diversity of human ideologies and behaviors. While we do not support offensive or harmful viewpoints, we believe in the importance of providing responsible and transparent access to historical evidence of social conditions and attitudes.

8-A-3. COLLECTION SCOPE

GLAC collections are diverse in nature (informational, educational, cultural, recreational); type (physical, digital); format (book, periodical, audio, visual, equipment); depth (introductory, intermediate, comprehensive); and lifespan (short-term and long-term interest). These categories and levels of emphasis are not meant to be precise or exclusive; they provide a general, summative description.

The majority of GLAC’s collections are in English. To meet the needs of Glendale’s diverse community GLAC also maintains collections in additional languages such as Armenian, Korean, Persian, Russian, and Spanish.

A small number of items are purchased or licensed for needs that are almost or entirely temporary, including print periodicals (magazines and newspapers), popular best-sellers, and so-called pay-per-use digital items. Due to storage constraints, limited calls for use, and easy access to digital back-catalogs, issues of periodicals are usually kept on hand for one year or less, after which they are removed from the collections. (See section 8-A-6. MAINTENANCE, EVALUATION, & DESELECTION, below.)

The Glendale Library, Arts & Culture cannot meet the demands of all school assignments or support all requests for specialized subject materials, such as medicine or law. When the Glendale Library, Arts & Culture collection cannot support a request, referrals will be made to appropriate libraries. It is the expectation of the public library that school, college and other libraries assume responsibility for the needs of their clientele.

⁴ American Library Association. (2019). <https://www.ala.org/advocacy/intfreedom/librarybill>

⁵ Ibid. (2021). <https://www.ala.org/tools/ethics>

⁶ Ibid. (2004). <https://www.ala.org/advocacy/intfreedom/freedomreadstatement>

⁷ Ibid. (1990). <https://www.ala.org/advocacy/intfreedom/freedomviewstatement>

⁸ Ibid. (2019). <https://www.ala.org/advocacy/intfreedom/librarybill/interpretations/digital>

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8-A-4. SELECTION

Overall responsibility for the selection and maintenance of GLAC collections falls to the Collections Management Library Supervisor (CMLS) under the direction of the Library, Arts & Culture Director. Selection and maintenance of items in specific subject areas may be delegated to experienced librarians with appropriate expertise. In selecting library materials and formats, librarians weigh the following criteria:

- Request for purchase by library users or staff
- Quality of content
- Accurate and skillful presentation of information
- Creator’s artistic significance, credibility and reputation
- Publisher’s reputation and authority
- Critical reviews and professional recommendations
- Temporal value; relevance
- Insight into the human condition
- Timeliness of the subject and information; frequency of updates
- Recognition as a standard work in a field
- Current or potential demand and quantitative record of patron use
- Relevance to community needs
- Relationship to the existing collection and its presentation of diverse perspectives and viewpoints
- Availability of the same or similar materials at other libraries
- Suitability of subject, style, and level for the intended audience
- Suitability, availability, and durability of format
- Ease of use and quality of indexing
- Availability for purchase from vendors approved by the City of Glendale, CA
- Support for GLAC-supported events and reading clubs
- Interlibrary Loan borrowing requests
- Price

When selecting digital materials, librarians also take these additional criteria into account:

- Training required for installation and use
- Licensing requirements and flexibility of usage agreements
- Availability and quality of vendor support
- Impact of maintenance and updating
- Compatibility of hardware/software requirements with existing or anticipated operating systems and equipment
- Availability of full-text or unabridged material
- Relative value of digital versus print
- Discounts (multi-site, consortial, etc.)

Requests for the purchase of materials from the public and staff are given serious consideration by selecting librarians. Requests for the purchase of materials must be submitted online here:

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<https://www.glendaleca.gov/government/departments/library-arts-culture/suggest-a-title>.

Requested items are evaluated based on the Selection Criteria outlined in this policy.

The selection of any material or resource does not constitute an endorsement of the material or resource by the City of Glendale, GLAC, or its staff.

8-A-5. BUDGET & ACQUISITIONS

GLAC's annual materials budget is set by the Glendale City Council, and materials are purchased according to the city's Finance Department guidelines. GLAC is generally unable to accept donations of books, periodicals, and other materials due to limited storage space and resources required for processing. Requests for consideration in special cases may be submitted directly to the Collections Management Library Supervisor. Monetary gifts are accepted by the Glendale Library, Arts & Culture Trust (GLACT) and the Brand Associates and directly benefit GLAC.

8-A-6. MAINTENANCE, EVALUATION & DESELECTION

Maintenance of GLAC physical collections include continual care of the materials, including accurate and efficient shelving, shelf-reading, shifting, and cleaning. Maintenance of GLAC digital collections include consideration of continued sufficient coverage of databases or other electronic reference sources, checking for dead or broken links and evaluating these links for accuracy, currency, and relevancy.

As noted above in section 8-A-2: GUIDING PHILOSOPHY, GLAC collections include "materials of enduring value as well as current interest." These are two of the factors that are used to evaluate the lifecycle of a library item. Others include but are not limited to usage, currency, relevance, accuracy, and condition. When it is determined that items no longer meet current GLAC standards, they are deselected from the collections.

8-A-7. CONCERNS & CHALLENGES

In accordance with the California Freedom to Read Act (AB 1825)⁹, this Policy establishes the process by means of which community members may "share their concerns regarding library materials and request materials be reconsidered for inclusion in the library's collection." General concerns regarding the Collection Development Policy or library materials may be submitted by email to the Collections Management Library Supervisor (CMLS) at info@glendaleca.gov. Glendale, California residents wishing to recommend the removal of a particular item in the libraries' collections must submit a "Request for reconsideration of library material" form (available

⁹ A.B. 1825, (CA 2023). https://leginfo.ca.gov/faces/billTextClient.xhtml?bill_id=202320240AB1825

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upon request). The form will be reviewed by a staff panel convened by the CMLS, which will use the Collection Development Policy as a guide for deliberation. Within 30 days of receiving the formal request, the CMLS will submit the panel's formal recommendation to the Library, Arts & Culture Director, with whom the final decision rests. The CMLS will inform the individual who submitted the request of the outcome in writing. Once the item has been considered, it will not be reviewed again for a period of two (2) years.

It is against GLAC policy to impose restrictions on, sequester, alter, or label any item based on challenges while deliberation on the challenge occurs. Items requested for reconsideration will either remain in the collections as accessioned or be removed, depending on the outcome of the reconsideration process. Responsibility for guiding the reading, listening, viewing, and Internet browsing choices of minor children lies solely with their parents and guardians.