

COUNTY OF HUMBOLDT
AGENDA ITEM TRANSMITTAL

TO: BOARD OF SUPERVISORS
FROM: JUDY KLAPPROTH, COUNTY LIBRARIAN

CONTACT FOR INFORMATION
NAME: Judy Klapproth
TELEPHONE: 445-7513

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MEETING DATE: 2/16/88
SUBJECT: LIBRARY MATERIALS SELECTION POLICY
TIME REQUIRED: Consent

SUMMARY (DESCRIPTION OF ISSUE):
The Library's last book selection policy was adopted by the Board in the late 60's and needs to be updated to reflect audio/visual selections and current library operations.

PREVIOUS ACTIONS OR REFERRALS ON THIS ISSUE:
Cannot date exactly, but should be between 1968 - 1971.

FUNDING SOURCES: N/A	CURRENT YEAR COST: N/A	ANNUAL COST: N/A	BUDGETED: N/A YES NO. IF NO, SUBMIT A SUPPLEMENTAL BUDGET.
WILL PROPOSAL REQUIRE ADDITIONAL PERSONNEL? YES NO IF YES, NUMBER: PERMANENT LIMITED TERM GRANT			IS ITEM CONSISTENT WITH BOARD POLICY? YES NEW POLICY* EXCEPTION *INCLUDE PROGRAM IMPACT REPORT

RECOMMENDED ACTION:
1. Adopt the enclosed Collection Development Policy for the County Library.
2. Adopt the enclosed Patron Request for Reconsideration of a Title.

CONCURRENCES:

CC: CAO
Library
File: LIBRARY -Miscellaneous
(11)

JFK
CAO (MUST REVIEW ALL ITEMS)

BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT
Upon motion of Supervisor Renner
seconded by Supervisor Neely
and unanimously carried by those members
present, the Board hereby approves the
recommended action contained in this Board
report. Board Order No.: (11)
Dated: February 16, 1988

ROBERT E. HENDRIX
Clerk of the Board
by: *Arlis L. Smith*
Deputy



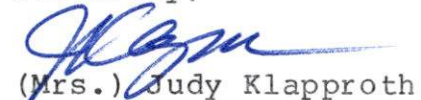
HUMBOLDT LIBRARY
COUNTY OF HUMBOLDT
636 F STREET EUREKA, CALIFORNIA 95501
PHONE (707) 445-7513

February 2, 1988

To: Humboldt County Board of Supervisors
From: County Librarian
Re: Library Materials Selection Policy

From time to time it is necessary for a library to update its book selection policy to reflect current operations. The last time the Board adopted one for this library seems to have been in the late 1960's or very early 1970's, and since then we have added audio-visual materials and changed procedures for handling patron complaints, and altered the way we actually select materials. Therefore we are submitting a new selection policy that more accurately defines our current procedures, as well as reaffirming the principles under which public libraries operate.

Sincerely,


(Mrs.) Judy Klapproth
County Librarian

HUMBOLDT COUNTY LIBRARY
COLLECTION DEVELOPMENT POLICY

The mission of the Humboldt County Library is to provide library resources and services to meet the evolving education, recreational, and informational needs of the public, thus enhancing individual and community life.

The Humboldt County Library selects, makes available, and promotes the use of library materials, whatever the format: which

- 1) Meet the informational needs of the community
- 2) Meet the recreational needs of the community
- 3) Supplement formal and informal study
- 4) Reflect a variety of opinions
- 5) Support business, cultural, recreational, and civic activities in the community
- 6) Stimulate self understanding and growth
- 7) Enhance job related knowledge and skills
- 8) Increase knowledge of and participation in the affairs of the community, the country, and the world
- 9) Preserves local history.

It is not the purpose of the collection to serve as an elementary, high school, or college library. The public library collection does not provide basic texts or materials needed in quantity for school work.

The State of California Education Code, Section 19146 authorizes the County Librarian to determine what materials and library equipment should be purchased. Under the direction of the County Librarian, the professional staff who are qualified for this activity by reason of education, training, and experience, participate in the selection of materials.

General Criteria

- Availability, suitability, and durability of format
- Suitability of subject, style, and reading level for the intended audience
- Critics' and staff's reviews
- Reputation of the publisher, producer, or author
- Quality of design and illustrations
- Relevance to community needs
- Demand for the material
- Relationship to existing materials in the collection on the same subject
- Literary quality of the book
- Availability of materials in specialized collections within the community

Materials are evaluated as a whole and not on the basis of a particular passage or passages. A work will not be excluded from the Library's collection because it presents an aspect of life honestly or because of frankness of expression. Materials are not excluded or included merely because of the race, nationality, political, or religious or social views of the author(s) or producer(s).

While a single standard cannot be applied to each potential item for selection, materials are judged by appropriate criteria. Criteria include artistic merit, scholarship, the value of the material and the informational needs of the community. Suggestions from the public will be given serious consideration.

Children's and Young Adult Materials

While the above standards apply to those parts of the collection aimed primarily at but not limited to adults, the materials labeled Children's or Young Adult are recommended titles and are selected accordingly. Efforts will be made to exclude material intended for youngsters that is inaccurate or overly opinionated, or which strongly promote a single view in a controversial subject. More emphasis is placed upon the literacy quality of the work than in the adult collection.

Gifts and Donations

All materials acquired as gifts are subject to the basic standards of selection. Gifts are accepted with the understanding that they may be used, distributed or disposed of with the criteria as guidelines. The Library does not provide appraisals of gifts for tax deductions or other purposes.

Collection Evaluation

Materials that are irreparably damaged, obsolete, or insufficiently used may be withdrawn from the collection in accordance with the established County procedure for the disposal of county property. The Humboldt County Library will continue to collect local, regional and state historical materials. It is the Library's policy not to replace automatically all materials withdrawn because of loss, damage, or wear. Need for replacement in each case is judged by three factors:

1. Existence of adequate coverage of the subject, especially if more current material is available.
2. Demand for the specific title.
3. Availability of any specific title.

Reconsideration Procedures for Handling Complaints About Library Materials

Materials representing various points of view are acquired. Works normally are not excluded because of language, explicit text or illustrations, if they meet previously stated criteria.

Although as wide a range of ideas and opinions as possible is desirable, care should be exercised to avoid material wherein the sole or principal purpose is to denigrate another group, race, or creed.

The choice of library materials by users is an individual matter. While a person may reject material for himself/herself, he/she cannot exercise censorship to restrict access to the materials by others. "The American Library Association opposes restricting access to library materials and services for minors and holds that it is the parents - and only parents - who may restrict their children - and only their children - from access to library materials and services."

Patrons wishing reconsideration of library materials should complete the "Request for Reconsideration of Library Materials" form. The material will be reviewed by the professional selectors incorporating professional reviews. A written report by the staff will be made to the County Librarian, the County Librarian will make a decision concerning the material and will notify the patron by mail. If the patron is not satisfied with

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colldevp:c



HUMBOLDT LIBRARY

COUNTY OF HUMBOLDT

636 F STREET

EUREKA, CALIFORNIA 95501

PHONE (707) 445-7513

PATRON REQUEST FOR THE RECONSIDERATION OF A TITLE

TITLE: _____

AUTHOR: _____

FORMAT: ___ Book ___ Video Tape ___ Audio Tape ___ Other

YOUR NAME: _____

ADDRESS: _____ CITY _____ ZIP _____

TO WHAT IN THE WORK DO YOU OBJECT? PLEASE BE SPECIFIC: CITE PAGES OR SECTIONS. (You may use the back of this page or extra sheets if you wish)

DID YOU READ/VIEW/LISTEN TO THE ENTIRE WORK? _____ WHICH PARTS?

WHAT DO YOU FEEL MIGHT BE THE RESULT OF READING, HEARING OR SEEING THIS WORK?

Do you know of any professional review of this work that we might not have seen when we purchased it? Please list the name of the magazine/newspaper, date it appeared, and page. _____

YOUR SIGNATURE _____ DATE _____

The librarians will examine the title in question and get back to you as soon as it can be arranged. Please be aware that it sometimes takes longer than expected to reconsider all the professional reviews of an item if it has been in the collection for any time.