

LIVERMORE PUBLIC LIBRARY MATERIALS POLICY

I. Purpose

The purpose of the Materials Policy of the Livermore Public Library (“Library”) is to guide librarians in the development and maintenance of the Library’s collections and to inform the general public of the basic principles used in this process.

II. Authority and Responsibility

Final authority for determination of the Materials Policy is vested in the Livermore City Council as advised by the Library Board of Trustees. Responsibility for materials selection and de-selection rests with the Director of Library Services, who may delegate to qualified library staff the interpretation of Library policy and the selection and de-selection of library materials accordingly.

Individual library users must accept responsibility for determining what is appropriate. While a person may reject materials for him/herself and for his/her children, he/she cannot exercise censorship to restrict access to the materials by others. The Library recognizes and supports Federal laws dealing with the access to information and acknowledges the concepts contained in the American Library Association’s *Library Bill of Rights*¹ and *Access to Library Resources and Services for Minors*² statements. It upholds and affirms the right of each individual to have access to constitutionally protected materials and also affirms the right and responsibility of parents to determine and monitor their children’s use of library materials and resources.

III. General Criteria for Selection of Materials

The Board of Trustees of the Livermore Public Library recognizes that access to information is a fundamental right and helps guarantee an informed citizenry. The Library has an inclusive approach to materials selection, providing collections that present diverse points of view, and acknowledges the concepts contained in the American Library Association’s *Diversity in Collection Development*³ statement. The Board of Trustees supports the idea that all members of the community have free and equal access to the entire range of library resources, regardless of content,

¹ Adopted February 2, 1973, by the ALA Council; amended July 1, 1981; January 10, 1990; July 2, 2008; and July 1, 2014.

² Adopted June 30, 1972, by the ALA Council; amended July 1, 1981; July 3, 1991; June 30, 2004; July 2, 2008 under previous name "Free Access to Libraries for Minors"; and July 1, 2014.

³ Adopted July 14, 1982, by the ALA Council; amended January 10, 1990; July 2, 2008; and July 1, 2014.

approach, or format. These rights extend to all users of the public library including minors.

Librarians utilize objective judgment, experience and expertise when selecting material or evaluating gifts, and use the following criteria as a guide:

- i. Accuracy of information
- ii. Quality of treatment
- iii. Merit, awards, or critical acclaim
- iv. Timeliness or permanent value
- v. Popular interest or public demand
- vi. Extent to which the subject matter is already represented in the library collection
- vii. Readability or literary style
- viii. Social significance
- ix. Reputation of the author or publisher
- x. Budgetary and space considerations
- xi. Physical durability, attractiveness and other format characteristics
- xii. Existence of authoritative, published reviews
- xiii. Availability through Interlibrary Loan
- xiv. Local interest

Selection is based on the entire work, not individual parts or sections. Materials do not need to meet all criteria to be selected. Librarians also evaluate purchase suggestions, donated books, books written by Livermore authors, self-published books, and books from small publishers using the criteria outlined in this policy.

Materials are not excluded based on criteria such as the origin, background or views of the creator of the work. Materials will not be proscribed or removed because of partisan or doctrinal disapproval or because some members of the community may disagree with its content. The Library endeavors to present a broad spectrum of opinion and viewpoints, and does not guarantee that materials are appropriate for all ages. The Library does not endorse the beliefs or viewpoints of topics which may be the subject of materials in the library.

IV. Collection Maintenance

The Library adheres to the principles stated in the American Library Association's *Evaluating Library Collections*⁴ statement. Library staff regularly assesses materials for condition, currency, accuracy and usage, in order to maintain a vital and relevant collection. Staff makes this assessment through both direct examination and usage data.

⁴ Adopted February 2, 1973, by the ALA Council; amended July 1, 1981; June 2, 2008.

Library collections should contain primarily current materials that are in good condition and are in demand. Removal of materials on a regular basis is essential in order to maintain the quality, currency and purpose of library collections. Library staff de-selects materials and removes them from library collections when the information is outdated or obsolete, when materials are no longer in demand, or when the item is worn or damaged beyond economical repair.

De-selected materials are disposed of within the guidelines of the City of Livermore Purchasing Ordinance. In most cases, this is accomplished by offering these materials to the Friends of the Livermore Library. The Friends may sell the de-selected materials to the public, with revenues accruing to the Friends to benefit the Library.

V. Reconsideration of Materials

Those who object to the content of any materials may submit a “Request for Reconsideration of Library Materials” form. The Library Management Team will review the request and evaluate the material in question. The Library Management Team will then make a recommendation in accordance with established Library policies and the concepts contained in the American Library Association’s *Restricted Access to Library Materials*⁵ and *Expurgation of Library Resources*⁶ statements.

The Library Management Team will submit its recommendation to the Director of Library Services, who will make a decision concerning the material. The Director of Library Services will notify the patron originating the Reconsideration Request in writing of the decision. If an individual is not satisfied with the action taken, he or she may appeal to the Library Board by contacting the Director of Library Services and asking for the item to be placed on an upcoming Library Board meeting agenda.

Adopted: Livermore Public Library Board of Trustees, 4/23/15

⁵ Adopted February 2, 1973, by the ALA Council; amended July 1, 1981; July 3, 1991; July 12, 2000; June 30, 2004; January 28, 2009; and July 1, 2014.

⁶ Adopted February 2, 1973, by the ALA Council; amended July 1, 1981; January 10, 1990; July 2, 2008; and July 1, 2014.