

COLLECTION MANAGEMENT POLICY

The Richmond Public Library collection management policy provides general guidance for the selection and maintenance of library collections in light of the Library's commitment to intellectual freedom and access to information. The public library serves as a center for voluntary inquiry and the dissemination of information and ideas. The Library publishes this policy to ensure that City residents and Library patrons understand the principles and decisions involved in collection management, including selection and de-selection of materials.

Policies for specific collections are appended to this general policy.

Materials Selection Philosophy

Richmond Public Library staff choose materials in light of the informational, professional, educational, cultural, and recreational needs and interests of the entire community. The collection meets the broad and diverse interests of the community and respects both the library's autonomy and their specific community needs. The Library provides the best collection possible with the resources available. The Library strives to provide a comprehensive general collection that accurately reflects all fields of knowledge and interests within the constraints of space, material conditions and availability, and financial resources.

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. Due to the diversity of interests, opinions, and ideas, there will be occasions when Library will have material that does not appeal to all and that some may find offensive. The Library selects and maintains these materials not as an endorsement of the viewpoint but in light of the freedom of expression and free access to ideas. By reflecting the diversity of ideas and opinions in the community and broader world the Library enables individuals to better understand and engage with a diverse polity. The Library acknowledges the right of the public to receive access to a range of social, political, aesthetic, moral, and other ideas and experiences.

The Library and Commission affirm that any individual may reject for him or herself any materials deemed unsatisfactory but that no individual can exercise such censorship to restrict others' freedom to read.

Responsibility for Materials Selection and Collection Management

Library staff are charged by the Library Director with selecting and managing collections. Staff do so in accordance with professional reviews, knowledge of publisher expertise in specific subject areas, awareness of community interests, and the Library budget.

Recommendations from both the public and other Library staff are encouraged and are evaluated according to selection criteria.

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Definitions

- “Selection” is the process of choosing material to be added to the Library collection.
- “De-selection” is the process of identifying material for removal from the Library collection, also colloquially known as “weeding”.
- “Material” refers to any format that may be added to the collection, whether physical or digital.
- “Professional reviews” are evaluations of material by persons familiar with the subject area. Reviews are published in professional journals and popular media.
- “Collection management” refers to the overall maintenance of the Library collection, including selecting, de-selecting, replacing, repairing, sharing, access, and budgeting.
- The Library Director (“Director”) is the highest-ranking professional librarian in the Library and exercises overall supervision and management of the Library.
- The Library is the Richmond Public Library, including all branches and services.

General Selection Guidelines

Library staff charged with collection management make selections based on the merits of the work considering the needs and interest of the Richmond community. While the Library strives to maintain a comprehensive collection, the large volume of materials published yearly necessitate the use of selection criteria, as listed below. In most cases Library staff will use a professional review in making a decision.

Library staff charged with collection management have the education, training, and experience necessary to make selection decisions, primarily evidenced by the completion of an ALA-accredited library school and possession of the relevant graduate degree.

In selecting and de-selecting materials, Library staff exercise professional judgment that cannot be reduced to a formula. This judgment is informed by staff awareness of patron information needs, area demographics, availability of materials in shared library collections, and publishing industry trends.

Specific Selection Guidelines

The following factors will be taken into consideration when selecting items for the collection:

- Relevance to community needs and interests
- Current and projected demand
- Availability and suitability of format for library purposes
- Suitability of presentation for intended audience
- Relevance to existing subject coverage in the collection
- Reviews from library professionals, subject specific journals, and popular publications
- Clarity, readability, and ease of use

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- Timeliness or permanence of material
- Accuracy and authenticity
- Literary merit and conclusions of standard bibliographies and indices
- Current and historical significance
- Authority and reputation of the author, publisher, and/or producer
- Local authorship or production
- Initial and ongoing costs
- Overall quality
- Technical aspects of audiovisual materials
- Regional availability and accessibility
- Space and maintenance requirements
- User interface and content of electronic products
- Online, network, and remote access capabilities
- System resource demands (hardware and personnel)
- Vendor training, support guides, and technical support
- Lease or ownership of electronic products

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Collections

The Library may create collections, either temporary or permanent, to address the interests and needs of the community. Collections may be created by genre, audience, subject, or other relevant criteria. Examples of temporary collections include monthly featured titles, new materials, and seasonal or holiday materials.

Children's Collection

Materials in this collection are selected in a variety of formats for children from infancy through fifth grade. Materials are chosen to reflect the wide range of interests, and cognitive and reading abilities, within this age group and to instill a love of reading and learning. Materials are also chosen to support homework and school projects.

Bookmobile Collection

The Bookmobile collection is a subset of the Children's Collection and generally adheres to these standards.

Book Van Collection

The Book Van collection consists of adult material, with particular emphasis on materials of interest to seniors (55+).

Young Adult/Teen Collection

The Young Adult (YA)/Teen collection is designed to address the information needs and interests primarily of those in middle school and high school.

Reference Collection

Some materials are maintained in the library for use primarily as reference materials. Many continuing resources (journals, encyclopedias, etc.) have shifted away from or ceased publication of print copies. To continue access, the Library will incorporate electronic resources as part of the Reference Collection.

Public Review Documents

Various public and private organizations place copies of documents at library branches to comply with public review requirements. Public Review documents are not cataloged, but are entered into a spreadsheet which is available on the Library website. This spreadsheet includes the type of document, title, authoring agency, date of publication, date of receipt, date of end of public comment (if applicable), date of end of retention, and URL for online copy (if known and available). Public Review documents are retained for various periods, typically specified by the depositing agency. If not specified, retention will range from 3-5 years. Some Public Review documents may be incorporated into the Richmond Collection after the review period if of historical value.

Richmond Public Library Policy Manual**Richmond Collection**

The Richmond Collection is maintained by the Library as a collection of material of local historical interest, cataloged in keeping with archival standards. The Richmond Collection acquires documents, photographs, recordings, and other materials that document the lived experience of residents and consequential acts of local government, primarily since the founding of the City in 1905. While focusing on the City of Richmond proper, the collection does not exclude documents that address adjacent areas such as El Sobrante, San Pablo, El Cerrito, and North Richmond. Material that primarily documents the broader national interests or concerns of any group represented in Richmond, without reference to the experience of those in Richmond, is outside the scope of the collection. The Library reserves the right to decide whether material is sufficiently connected to the history of Richmond and its residents to warrant inclusion. The Library further reserves the right to remove material from the collection that is determined to be of insufficient interest after earlier inclusion. Material determined not to be within the scope of the Richmond Collection will be offered to other relevant historical organizations, but the Library reserves the right to dispose of the material as it determines is appropriate.

Restrictions on Access to the Richmond Collection

1. Access to materials within the Richmond Collection may be by appointment only.
2. All materials are to be used only within designated areas of the Library and do not circulate unless approval and arrangements have been made with the Library Director or delegate.
3. Researchers are requested to handle all books and materials with care. Open books should not be placed face down on the table; pencils should not be used as bookmarks; all items should be handled gently and individual papers only by the edges.
4. Researchers are asked to return books and vertical files to Library staff and not reshelve material.
5. The researcher is responsible for complying with the copyright law of the United States in making photocopies or in using materials the Library has made accessible online. Permission to publish or quote extensively from unpublished manuscripts or copyrighted works must be obtained from the copyright holder. It is the researcher's responsibility to secure that permission.
6. The Library requests appropriate attribution for re-use or publication of materials found within the Richmond Collection.
7. The researcher should consult with a staff member before photocopying materials.
8. The Library is not responsible for personal articles left unattended.
9. Researchers must comply with all general Library rules as set forth in the policies and procedures of the Richmond Public Library.
10. Microfilm and computer discs can be obtained from the staff member at the reference

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desk.

11. No marks or notations shall be placed on documents held in special collections.
12. Patrons may be requested to wear cotton gloves while handling some items in the collection.

Replacements

Materials, which have been deselected or lost, will be replaced with new titles or new editions of classic titles on a continuing basis, based upon budgetary constraints and subject needs. Bibliographic tools and review journals will be used to ascertain the best and most timely publications in a subject field. The Library does not automatically replace items withdrawn because of loss, damage or wear.

Gifts and Donations

A gift for the library collection may consist of (1) library material donations or (2) monetary donations to purchase materials, equipment or support various library activities, or (3) other material donations.

1. Library Material Donations

The Library accepts donations of books and/or other library materials, which meet the same selection guidelines used for purchased materials. Material donations are accepted with the following understanding:

- The Library does not appraise donations or provide evaluation of gifts for tax deductions or other purposes. However, upon request the Library will provide acknowledgement of material donations.
- Once the donation is given, the Library retains the unconditional ownership of the gift and its disposition.
- The Library reserves the right to decide the conditions of display and access to the materials.
- The Library will not accept damaged material, most magazines, condensed books, software, most textbooks and recordings other than compact discs.
- The Library does not accept personal data containing private information.

2. Monetary Donations

The Library welcomes individuals and organizations to support its activities through gift funds. Contributions will enable the Library to purchase materials, equipment, or support special programs. Selection of specific titles will be made by library staff.

- The Library encourages unrestricted monetary gifts to allow for the greatest flexibility in supporting the Library.
- Donors can recommend how they would like funds to be used, such as type of

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equipment, type of program or type of material and/or their area of subject interest.

- Recommendations for purchasing specific titles are discouraged and the Library reserves the right to decline such monetary donations.
- All monetary donations will be acknowledged by the Library, including but not limited to items purchased "In Memory of", "In Celebration of" and "In Honor of".
- Gift plates, identification plaques or other appropriate recognition identifying the donor or person being honored may be displayed in items purchased from gift funds, upon request.

3. Other Material Donations

Other real or personal property donated to the Library will be accepted at the discretion of the Library Director. All other conditions above apply to these gifts.

Collection Maintenance

The Library works to ensure that the materials available to the public are timely, accurate, up-to-date, and of continuing interest to the community. To ensure that the Library effectively manages the physical and electronic resources available, including the limitations of physical space, the Library will remove materials which are no longer of community interest or which are no longer suitable for circulation due to physical condition. Materials which are outdated but of local historical interest may be retained for archival use.

Factors to be considered in removing materials from the collection include:

- Physical condition of the material
- Items containing misleading or inaccurate information
- Multiple copies of titles no longer in demand
- Materials seldom used
- Subject matter no longer of current interest, or historical or literary significance
- Old editions replaced by later revisions of non-fiction titles
- Retention of materials by authors located in Richmond or the San Francisco Bay Area.
- Retention of valuable or unique "out of print" titles of potential local interest

The Library Director will supervise all collection maintenance activities and make final decisions related to removal of items from their collections. Removal of worn or outdated materials will be based upon current professional library standards. Materials are discarded at the Library's discretion.

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Collection Evaluation

The Library collection is continually evolving. In order to maintain a strong, vital, relevant, useful, up to date collection, the library staff will work with the Director to evaluate individual collections, in addition to the overall collection. Evaluation techniques will include but not be limited to the following:

- Circulation use data
- Collection holding data
- Patron and staff recommendations
- Patron surveys
- Lists of "Best Materials" published by library organizations and professional review sources
- Citation metrics
- Formal evaluations of library collections
- Consideration of available format(s) and availability to patrons

Guidelines for Withdrawal

Librarians, as trained professionals, shall use their expertise and these guidelines to determine material to be considered for withdrawal from the collections in their charge. Librarians shall recommend retention, replacement (new copy or new material), or withdrawal as they deem appropriate. The Library Director or designee shall make final determinations and may provide additional guidance as needed for circumstances beyond the scope of these guidelines.

Withdrawal is the complement of acquisition. As acquisition is an ongoing process that keeps the Library collection up to date, withdrawal must also be an ongoing process, removing outdated material, replacing material as needed, and ensuring that limited space is managed effectively.

The Library has adopted the CREW manual published by the Texas State Library¹, implementing the process of continual review, evaluation, and weeding. This manual and any updates to it are hereby incorporated into this policy by reference. The CREW manual cites an expected withdrawal of 5% of the circulating collection per year, anticipating a theoretical turnover of the physical items in the collection after twenty years.

General Guidelines

The general guidelines for withdrawal consideration in the CREW manual include

- Poor content

¹ CREW: A Weeding Manual for Modern Libraries, revised and updated, Texas State Library and Archives Commission, 2012. Available online at <https://www.tsl.texas.gov/ld/pubs/crew/index.html>

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- Poor appearance
- Unused material
 - Items not circulated for the past 3-5 years and not used for reference
 - Items on a topic popular more than five years prior

Consideration Factors for All Materials

- Date: Publication, Acquisition
- Author
- Publisher
- Physical condition
- Additional copies
- Availability of other items on the same subject
- Cost of replacement
- Date last circulated
- Relevance of subject to the community

Additional Factors for Juvenile and Young Adult Materials

- Format
- Reading level
- Current interest in the subject matter
- Visual appeal
- Jacket art (contemporary or dated)
- Use in school curricula
 - Class sets, or many copies of a single title, impose a storage and maintenance burden on the library.
 - Textbooks adopted for class use are generally not collected unless of broad interest.

Additional Factors for Periodicals

- Current use
- Interest in older issues
- Indexing availability
- Full-text availability in online databases
 - If full-text is available, the library may only retain current issue.
- Storage space

Specific Guidelines for Review

The CREW manual outlines guidelines for Dewey Decimal classes and other collections, which are incorporated into this policy by reference. These consist of copyright date (age of material),

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time since last use (years), and negative factors.

- Time since last use is normally set at three years; maintaining unused materials beyond this period imposes considerable costs of space, maintenance, and relevance to the community.

Negative factors to be considered are designated by the acronyms MUSTIE or WORST. MUSTIE applies primarily to print materials and WORST to nonprint materials.

- MUSTIE factors:
 - Misleading
 - Ugly
 - Superseded
 - Trivial
 - Irrelevant
 - Elsewhere – can be expeditiously obtained through external lending, as interlibrary loan
- WORST factors:
 - Worn out
 - Out of date
 - Rarely used
 - Supplied elsewhere
 - Trivial

The specific guidelines for each class and collection are specified in the CREW manual. The current edition may be retrieved from the Texas State Library website.²

Disposition of Withdrawn Materials

Materials withdrawn from the collection will be removed from the library catalog. If physical material, these items will be stamped “Withdrawn” or “Discard” so that this status is clearly conveyed, and disposed of in one of the following ways:

- sent to a book reseller or recycler
- sent to other nonprofit organizations

Materials that exhibit signs of mildew, mold and water damage will be immediately placed into the library’s recycling to prevent illness and cross contamination to the rest of the collection.

Materials that exhibit excessive dust and dirt, excessive spine damage, missing pages, covers or rebound in any matter and do not meet minimum qualifications of most reseller and nonprofit

² <https://www.tsl.texas.gov/ld/pubs/crew/index.html>

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organizations will be disposed of in the following ways:

- disposed of as recyclable materials
- disposed of as general waste materials

POLICY ON COMPLAINTS REGARDING LIBRARY MATERIALS

The Library Commission for the Richmond Public Library has established the following policy in regard to handling complaints concerning library materials.

Verbal complaints about titles in the library collection should be referred to the Librarian then in charge. The patron may fill out the “Patron Comments regarding Library Material” form or write a letter outlining his/her concerns. The complaint will be referred to the library Director with a copy of the book or item in question.

The Library Director will send the patron a letter within 10 days of receipt of the complaint, acknowledging the receipt of the complaint and outlining the Library’s procedure for handling complaints about library materials.

The Library Director and appropriate staff will re-evaluate the title, find appropriate reviews and articles, and draft a letter of response to the patron. Staff must determine if the original reasons for purchase are still valid or whether the material should be withdrawn for good cause.

The Library Director will write the official letter responding to the complaint with 30 days of receipt of the complaint, and will retain a copy of the complaint, the response, and all supporting materials in the Library’s file.

The Library Director will inform the Library Commission of the complaint and response at the next regularly scheduled meeting of the Library Commission.

If the patron is not satisfied with the Library Director’s decision in the matter, the complaint will be referred to the Library Commission at a public meeting. The Library Commission shall make a recommendation to the City Council on the complaint per Richmond Municipal Code Chapter [3.16.070](#). Final action on the complaint shall be conducted by the City Council. All book selection and retention decisions shall be at the City Council’s discretion.

Adopted by the Richmond Library Commission May 25, 2023 Revised _____
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PATRON COMMENTS REGARDING LIBRARY MATERIAL

Date:

Patron information

Name:

Address:

Phone:

Material

Author:

Title:

Publisher/Date:

If you represent an organization or group, please give the name, address and phone number of the organization or group:

It is the policy of the Richmond Public Library to seriously consider and respond to all formal comments on or complaints about library materials. If you have a complaint, here are some ways you can help us give you a better, faster response:

1. Give a specific example or examples of the material to which you object (page numbers are helpful).
2. Explain what you feel might be the result of reading/seeing/hearing this material.
3. Mention whether you read/saw/heard the entire work or only a portion.
4. Is there another title you would recommend instead? If so, please provide the information here:

Please write complaint here:

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