

Collection Development Policy

Library Mission Statement

The purpose of the Upland Public Library is to provide information resources and services for the intellectual, educational and cultural enrichment of our community.

Introduction

The Upland Public Library provides library materials for information, entertainment, intellectual development, and enrichment for the residents of Upland. Library materials are chosen according to this policy which has been approved by the Library Board of Trustees.

The Upland Public Library endorses the Library bill of Rights of the American Library Association and follows the California Freedom to Read Act as referenced below:

The American Library Association and California Freedom to Read Act affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

1. The collection meets the broad and diverse interests of the community and respects both the library's autonomy and specific community needs.
2. The public library serves as a center for voluntary inquiry and the dissemination of information and ideas. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the Library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
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. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrine disapproval.
4. The right of the public to receive access to a range of social, political, aesthetic, moral and other ideas and experiences is acknowledged. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
5. Libraries should cooperate with all persons and groups concerned with resisting abridgement of free expression and free access to ideas.
6. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

The Upland Library strives to present materials representing all sides of an issue in a neutral, unbiased manner. The existence of a particular viewpoint in the collection is an expression of the Library's policy of intellectual freedom, not an endorsement of the particular point of view.

Materials Selection

Under the authority of the Director, librarians are responsible for collection development and maintenance in their departments. The Library makes a positive effort to provide materials of interest to people of differing ages, ethnic groups and interests in English and other languages. The Library purchases printed material, access to electronic databases, and audiovisual materials. The Library also collects materials and ephemera related to the City of Upland, both historical and current materials, for the local history collection. The Library may collect items in new formats as they become available and demand warrants.

Selection Method

The Library selects materials based on recommendations from the public, reviews, and the knowledge and expertise of library staff.

No materials are excluded or removed from the Library on the basis of the author's race, nationality, or political, social or religious beliefs.

General Selection Criteria

Relevance

Accuracy of information

Multiple points of view in the Library

Appropriateness for intended audience

Format and price

Reputation of author

Popular interest or demand

Local History

Materials are added at the discretion of the supervising librarian.

Donations

Donated materials in good condition are welcomed by the Library. Once accepted, donated materials are checked for condition and to determine if they meet the Library's selection standards and current needs. If materials are not added by the Library's collection, the Library reserves the right to either donate them to the Friends of the Upland Library for their book sales or otherwise dispose of them.

Collection Maintenance

Materials will be maintained based on the following criteria:

Needs and interests of the community
Physical condition and age of the item
Usage
Timeliness
Availability of similar material in the collection
Appearance in standard lists
Available space

Reconsideration of Library Material

Any Upland resident with a valid Upland Library card may request a reconsideration of library materials or request that library materials be reconsidered for inclusion by providing the following information in writing to the Library Director or submitting a Request for Reconsideration of Library Materials form:

1. Name, address, telephone number and library card number
2. Date
3. Group or organization, if any which he/she represents
4. Author, title, copyright date of the material
5. The portion of the material read, i.e. has it been read in its entirety?
6. Specific concerns about the material
7. Page reference and specific quotes for each concern
8. How did this material come to your attention?
9. Suggested disposition of the material
10. Suggested alternative materials if any

Once the written communication is received, the Library Director will review the request for reconsideration. A written notice of the decision will be sent to the sender. Materials will remain in the library until a decision has been made.

In the event the person making the request is not satisfied with Director's decision, he/she may ask the Director for a hearing before the Library Board of Trustees. The Library Board of Trustees reserves the right to limit the length of presentation and number of presenters at the hearing. The Library Board of Trustees decision will be final.