



Library Standard Operating Procedures

Approved by the Library Board:

Collection Development

PURPOSE

The Library collection meets the broad and diverse interests of the community and respects both the library's autonomy and the specific needs of the community. The public has the right to access a range of social, political, aesthetic, moral and other ideas and experiences. This policy guides both the selection and deselection of library materials.

SCOPE

This policy applies to all library materials.

POLICY

The Library serves as a center for voluntary inquiry and the dissemination of information and ideas. Library materials will be provided for the interest, information, and enlightenment of all people, and will present diverse points of view in the collection as a whole. The largest emphasis will be on currently popular recreational and informational needs in the most popular formats.

The Library Director is ultimately responsible for collection oversight. Collection areas are maintained by trained librarians who are assigned to specific subject areas. Data for collection analysis is obtained from collection management software, librarian expertise, and visual inspections of collection areas and individual materials.

This policy is compliant with AB1825 (2024) "California Freedom to Read Act".

PROCEDURE

Selection of materials:

Library staff are responsible for materials selection. The Library attempts to present different points of view on contemporary issues, some of which are controversial. Selected materials, therefore, may be meaningful and significant to some, while offensive, shocking or boring to

others. Materials are selected for their overall contribution to the collection. Other criteria include the quality, cost, format, published reviews, public demand and availability of the materials.

The public is encouraged to suggest materials through the Aspen Purchase Request link. These requests are given full consideration in the selection process.

American Library Association policy supports the right of individuals to choose library materials for themselves. Parents and legal guardians are responsible for monitoring the use of library materials by their own children. The Library cannot act in loco parentis. Selection of library materials for adults is not limited by the possibility that these items may come into the possession of minors.

Donations of materials or funds to enrich Library collections are welcome. Gift additions, however, must meet the same selection criteria as purchased materials. The Library reserves the right to refuse restrictive gift conditions or to refer gifts not added to the collection to the Friends of the Library for inclusion in their book sale, the proceeds of which are used to benefit the Library.

Deselection of materials:

Items may be removed from the collection for the following reasons: inaccurate or outdated information, lack of demand for the item, the physical condition of the item, duplication of seldom used titles, superseded editions, and lack of community interest in the subject.

Any item that is the last or only item on a topic should be carefully considered before weeding.

Books with memorial plates should be kept as long as they are in acceptable condition.

Since Library materials are purchased with public funds, the Library needs authorization to weed materials. The Town Manager has authorized withdrawn materials to be given to the Friends of the Los Gatos Library. The Friends of the Los Gatos Library are a 501(c)(3) organization dedicated to supporting library programs and services through their fundraising efforts, which include the sale of used materials.

Concerns regarding library materials and resources, and requests for reconsideration of library materials, programs, and displays:

The Library welcomes expressions of opinions from the public concerning materials selected for its collections, programming, and featured collections. All requests to re-evaluate materials, programs and/or displays will be considered within the context of Library Collection Development policy above, the [Library Program Policy](#), the Town [Social Media Policy](#), and the Holiday and Recognition Work Plan.

1. Patrons requesting reconsideration of Library materials must complete Request for Reconsideration form. A hard copy of the form must be returned in person to the Library. Any requests not submitted on the form will not receive a formal response from Library Administration.

2. Patrons must be residents of the jurisdiction served by the Los Gatos Library and have a valid Los Gatos Library card.

3. Upon receipt of the completed form, an evaluation will be conducted in the context of the requestor's specific concerns by an Ad Hoc Committee consisting of the curator of the area of selection or program, a Library Manager, and the Library Director. This committee will conduct an evaluation of the item, program or display in accordance with the Library's policies and procedures, the principles of the American Library Association Bill of Rights and Freedom to Read declarations, California's Freedom to Read Act, (AB 1825) professional reviews and other appropriate sources.

4. Complete records of the process will be kept.

5. Based on the findings of the Ad Hoc Committee, the Library Director will compose and send the official response, with copies to the Library Board.

6. The decision of the Ad Hoc Committee is final.