
July 7, 2022
Item 5

**SUBJECT: REVIEW AND APPROVE THE LIBRARY COLLECTION
DEVELOPMENT POLICY AND REQUEST FOR RECONSIDERATION
OF MATERIAL FORM**

SUMMARY

The Pleasanton Public Library's (Library) existing Materials Selection Policy does not accurately portray its current practices on collection development. To articulate its position on collection development activities, and continue to offer relevant, in-demand materials for the Pleasanton community, library staff and the Commission's Policy Sub-Committee are proposing a new Library Collection Development Policy and revised Request for Reconsideration of Material form. These documents would replace the existing Materials Selection Policy and Request for Reconsideration of Materials form.

RECOMMENDATION

Review and approve the Library Collection Development Policy and Request for Reconsideration of Material form.

FINANCIAL STATEMENT

There is no direct financial impact.

BACKGROUND

The existing Materials Selection Policy (Attachment 1) and Request for Reconsideration of Materials form (Attachment 2) were approved by the Commission in 2001.

In 2021, Library staff identified the need for a new collection development policy that would comprehensively express how the Library selects, maintains and deselects materials for the collection and incorporate an enhanced Request for Reconsideration of Material form for public complaints surrounding Library materials. The Policy Sub-Committee reviewed the policy draft supplied by staff to finalize a collection development policy that could accomplish these goals.

DISCUSSION

The proposed Library Collection Development Policy (Attachment 3) integrates the Library's mission with detailed criteria on materials selection, its values regarding access to resources, and the ongoing maintenance of its collection. By detailing all aspects of the materials' life cycle, the policy reinforces the Library's efforts toward transparency, guided by the principles of evidence-based planning and sustainability.

To ensure that all members of the community are covered under the proposed Library Collection Development Policy, the Library and Recreation Department's Diversity, Equity, and Inclusion (DEI) workgroup and the City Attorney's Office reviewed the proposed draft. If approved by the commission, the policy will be professionally translated into multiple languages and posted on the Library website for ease of access.

Submitted by:



Tim Johnston
Sr. Librarian

Attachment:

1. Proposed Library Collection Development Policy
2. Proposed Request for Reconsideration of Material Form
3. Library Materials Selection Policy 2001
4. Patron Comment Regarding Library Materials 2001