



Collection Development Policy

I. Mission

Pleasanton Public Library's mission is to be the place for all members in the community to "Discover, Connect, and Share." To fulfill this mission, the library provides free and equal access to resources in a variety of formats to meet the cultural, informational, recreational and educational needs of the diverse community it serves. The Library Collection Development policy addresses these goals by articulating its position on the selection and maintenance of its collection of materials.

II. Selection

Pleasanton Library staff are responsible for the selection of physical and digital library materials. The library provides an assortment of physical and digital titles that resonate personally at the individual level, while offering avenues of connection into the diversity of human experience. To develop such a collection, library staff utilize analytics, professional reviews, curated lists, and trade journals during the selection process. Titles are generally selected according to the following criteria:

- a. Demonstrated community interest, need, or demand of patrons
- b. Quality, including accuracy, clarity, and usability
- c. Merit, awards, or critical acclaim
- d. Reputation of author and/or publisher
- e. Contemporary significance or permanent value
- f. Relevance to the experience and contributions of diverse populations
- g. Extent to which the subject matter is already represented in the collection
- h. Local history and interest
- i. Budgetary and space considerations

The selection of library materials is based on the entire work and not chapters or sections, and materials need not meet every criterion to be selected. Materials are selected which are appropriate to public libraries and meet the needs and interests of the community. Interlibrary loan service is also available to give Pleasanton patrons access to larger, more specialized collections.

Demographic composition, along with the above criteria, informs the acquisition of non-English materials, and will continue to evolve with the community. The library develops smaller collections of Spanish and Asian languages books, digital newspapers and

learning tools in multiple languages, as well as an “International DVD” section representing over 40 languages.

III. Free and Equitable Access to Information

The library affirms that free and equitable access to information resources supports an enlightened citizenry, which is interpreted from the American Library Association’s (ALA) [Library Bill of Rights](#). As a public space, the library functions as an impartial repository of materials, where stories and ideas from different walks of life may be discovered and borrowed without hindrance, thereby upholding the values of [intellectual freedom](#). Furthermore, the Library acknowledges the [right and responsibility of parents and guardians](#) to determine their children’s use of library materials.

IV. Collection Maintenance

In order to maintain a vital and relevant collection, library staff regularly assess library materials and digital resources for condition, accuracy, and usage. Staff make these assessments through both direct examination and usage data, and adhere to the principles stated in the ALA’s [Evaluating Library Collections](#) statement.

Library materials that have been lost or damaged may be replaced using the same criteria as was used for selection. Other factors considered when deciding on replacements include the current number of duplicate holdings (copies), availability of newer materials on the subject, existence of adequate coverage of a subject, and demand for a specific title.

Deselection of materials, or weeding, is essential to maintain the quality, relevance, and purpose of library collections and involves the removal of items from the collection. Library staff deselect items based upon several factors including publishing date, physical condition, community interest, availability of newer or more valid titles, and space limitations.

Deselected materials are donated to the Friends of the Pleasanton Library nonprofit group. The Friends of the Library may then choose to further donate materials, resell materials with proceeds benefiting the library, or ship materials for recycling.

V. Reconsideration of Materials

Patrons may share their concerns regarding the content of a particular title by filling out and submitting a [Request for Reconsideration of Materials](#) form. Library staff will review the form and provide a written response within 30 days of receipt.

Approved by the Pleasanton Public Library Commission, July 7, 2022