STOCKTON-SAN JOAQUIN COUNTY PUBLIC LIBRARY
ADMINISTRATIVE POLICY DIRECTIVE

STOCKTON-SAN JOAQUIN COUNTY PUBLIC LIBRARY

ADMINISTRATIVE POLICY DIRECTIVE

SUBJECT:	POLICY CATEGORY	EFFECTIVE DATE	PAGE NUMBER
Collection Development Policy: Outline	Materials	11/82 Rev. 5/97	200-1

Purpose: To establish guidelines for the development of the materials collections of the Stockton-San Joaquin County Public Library.

Policy: This policy encompasses the following elements:

Philosophy of Collection Development
Community Served
Relationship Among Libraries and Their Collections
Responsibility for Materials Selection
Formats and Types of Materials Acquired
Standards for Materials Selection
Definition of Collection Development Levels
Policies regarding specific materials:
>Books
>Fiction
>Reference
>Local History Collection
>Government Documents
>Periodicals
>Pamphlets
>Audio Materials
>Video Cassettes
>16 MM Films
>Literacy Materials
>Non-English Language Collections
>Electronic Formats
Gifts
Reconsideration of Library Materials
Collection Maintenance

STOCKTON-SAN JOAQUIN COUNTY PUBLIC LIBRARY
ADMINISTRATIVE POLICY DIRECTIVE

SUBJECT:	POLICY CATEGORY	EFFECTIVE DATE	PAGE NUMBER
Philosophy of Collection Development	Materials	11/82 Rev. 5/97	200-2

Purpose: To cite the philosophy of the Collection Development Policy.

Policy: The Collection Development Policy is defined as a statement of principles providing guidelines for staff in the selection and de-selection of materials. The fundamental collection policy is to furnish a collection that meets the needs of the community, fulfills the goals and objectives of the library, and is consistent with the standards recommended by the American Library Association.

The library will review the Collection Development Policy biennially. The Collection Development Steering Committee will revise policy as necessary to reflect changes in community needs, library roles within the system, and the library's role in cooperative networks. The policy will respond as well to the development of new technologies and innovative changes within the publishing scene.

The library subscribes to the Library Bill of Rights, the Freedom to Read statement, and supportive documents of the American Library Association affirming the following policies:

1. The library is committed to a choice of books and other library materials which will meet the interests and informational needs of the community. In no case will library materials be excluded because of the author's race, nationality, social, political, or religious views.

2. The library will provide books and other materials which present widely varying viewpoints on the problems and issues of our time. Inclusion in the collection of these points of view does not constitute endorsement. No library materials will be proscribed or removed from libraries because of partisan or doctrinal disapproval.

3. The library, maintaining its responsibility to provide public information, will challenge censorship attempts.

STOCKTON-SAN JOAQUIN COUNTY PUBLIC LIBRARY
ADMINISTRATIVE POLICY DIRECTIVE

SUBJECT:	POLICY CATEGORY	EFFECTIVE DATE	PAGE NUMBER
Community Served	Materials	11/82 Rev. 5/97	200-3

Purpose: To define and characterize the library's service area in order to assess the population's library materials needs.

Policy: San Joaquin County, with the exception of the City of Lodi, is the service area for the city-county library system. The service area includes the incorporated cities of Escalon, Lathrop, Manteca, Ripon, Stockton and Tracy; and unincorporated rural areas of the county, including communities such as Banta, Farmington, French Camp, Linden, Lockeford, Thornton, Woodbridge and others. Additionally, residents of Stanislaus County and Sacramento County use the branches in the north and south county areas.

The library strives to respond to the entire service area community by providing library materials that fulfill informational, educational and recreational needs of all residents. The variety and diversity of community needs are considerable, as the following description indicates.

San Joaquin County is characterized by rapid growth and striking contrasts.
The county experienced substantial growth in the 1980's. While growth has slowed a bit in the 1990's, San Joaquin County continues to be one of the fastest growing counties in California, with a 1996 population of 529,300. The 1.8% growth rate continues to be double the statewide rate.

The traditional agricultural-based economy continues to be strong. In fact, the county ranks among the top ten agricultural counties in the nation. The greatest income products are grapes and milk. Other significant industries include construction, warehousing/distribution, manufacturing, commercial and finance/insurance/real estate businesses. Mountain House (outside of Tracy and near the Alameda County border) will be a new unincorporated community of housing, schools and businesses when it is completely built. Its population size is expected to be over 44,000. Incorporated cities continue to annex land to expand their borders for commercial and housing projects. Proposed ventures such as Gold Rush City would add recreational, housing and commercial activity at the crossroads of two major thoroughfares.

SUBJECT:	POLICY CATEGORY	EFFECTIVE DATE	PAGE NUMBER
Community Served	Materials	11/82 Rev. 5/97	200-4

The county's unemployment rate continues to be above the state average. The highly-skilled and educated labor force that could attract newer, high technology employers is not in ample supply. Seasonal highs and lows in the unemployment picture are very much tied to the needs of the billion dollar plus agricultural industry. Recent jobs have been created by businesses offering services, including temporary workers to other businesses, business services, and jobs in the movie theaters.

County demographics include a racial and ethnic mix of Caucasians, Hispanics, Asians, African Americans, and American Indians. Among the Hispanic population, over 90% are of Mexican origin. Among the Asian population, approximately 25% are Filipino, followed by Cambodian, Vietnamese, Chinese, Hmong, Laotian, Japanese, Asian Indian and Korean. Languages spoken at home include English, Spanish, Hmong, Tagalog, Vietnamese, Chinese, German, Portuguese, Italian, Indic languages, Japanese, Arabic, Greek, Korean, and other European languages. The Southeast Asian population continues to grow, as does the number of Bay-area commuters moving into the county.

Bay-area commuters moving into the county are searching for more affordable housing. Many of them bring with them strong educational backgrounds and a degree of financial comfort. They are accustomed to the amenities and services of a large urban area and seek those same services in San Joaquin County. In addition, in some of the south-county communities where they reside, one parent can now afford to stay at home with the children due to the comparatively lower cost of living.

In contrast, most Southeast Asians, many of whom spent years in migrant camps mostly in Thailand, are minimally integrated into the community. Language barriers, lack of educational opportunities, and lack of employment training have resulted in their being among the most economically deprived and least educated segments of the population.

This dramatic difference between the two main segments of the growing county population is mirrored in all regions of the library's service area:

STOCKTON-SAN JOAQUIN COUNTY PUBLIC LIBRARY
ADMINISTRATIVE POLICY DIRECTIVE

SUBJECT:	POLICY CATEGORY	EFFECTIVE DATE	PAGE NUMBER
Community Served	Materials	11/82 Rev. 5/97	200-5

Regions range from rural agricultural to urban inner city.

Family incomes range from far below the poverty level to financially secure two-income households. The median family income was less than $35,000. Over 73,000 people are living in poverty.

The county population is relatively young. There is an increase in the number of people of who are reaching their child-bearing years. This impact will be felt into the next decade.

Educational achievement is also a contrast. Some high schools graduate 100 percent of their students while others have a 47.7 percent completion rate. The county average high school completion rate is 77.9 percent. The county average vocational enrollment is 12.6 percent and the average college attendance is 49.2 percent. 31.4 percent of the population has no high school diploma.

The predominant demographic picture of the county, though there are contrasts, is of a less educated, low income, non-professional population. They depend on the library for social, cultural, recreational and educational needs.

To respond to these needs of this widely divergent population, the library relies heavily on sharing resources within the system. This supplements and augments the collections available within a particular outlet.

Each branch library and the Children's and Adult sections of the Central Library have prepared more detailed community analyses of their respective service areas. These analyses will be reviewed thoroughly following each census and as other demographic information becomes available from other sources.

STOCKTON-SAN JOAQUIN COUNTY PUBLIC LIBRARY
ADMINISTRATIVE POLICY DIRECTIVE

SUBJECT:	POLICY CATEGORY	EFFECTIVE DATE	PAGE NUMBER
Relationships Among Libraries	Materials	11/82 Rev. 5/97	200-6

Purpose: To identify the working relationships between Stockton-San Joaquin County Public Library and other libraries, archives and community agencies as they affect collection development.

Policy: To meet patron needs efficiently and effectively, the library will pursue resource sharing with other libraries and will make full appropriate use of referrals rather than duplicate collection strengths of other area agencies.

    A.   49/99 Cooperative Library System

        The library is a member of the seven-county 49/99 Cooperative Library System and supports its cooperative nature. The purpose of the 49-99 Cooperative Library System is to give library patrons better service by encouraging resource sharing among member libraries. The 49/99 Cooperative Library System provides interlibrary reference and referral, and delivery of requests and materials. In conjunction with the Central Association of Libraries, the 49-99 Cooperative Library System has developed training programs for library staffs, a Union List of Serials, and a Directory of Libraries. It maintains collections of 16mm program films and Bi-Folkal kits for the use of member libraries.

        The Stockton-San-Joaquin County Public Library's Central Library serves as the primary resource for the 49-99 System's Reference Center, which also provides reference and other materials to System members requesting supplementary information to meet the needs of their patrons. Because of this role as headquarters library, the Stockton-San Joaquin County Public Library's Central Library purchases reference materials to serve its regional clientele. Some of the materials purchased as system headquarters might not be justifies for use by San Joaquin county alone.

SUBJECT:		POLICY CATEGORY	EFFECTIVE DATE	PAGE NUMBER
Relationships Among Libraries		Materials	11/82 Rev. 5/97	200-7

At the same time, the Stockton-San Joaquin County Public Library will not purchase extensively in the areas adequately covered in the 49/99 system.

The following are 49/99 members and their collection strengths:

1. California State University-Stanislaus: business theory, education, and history of Stanislaus County and environs.

2. University of the Pacific: business theory, psychology, education, local history (particularly at the Holt-Atherton Center), music, science, engineering, and medicine.

3. San Joaquin Delta Community College: agriculture, law enforcement, Vietnamese language materials, nursing education, and instructional media materials.

B. San Joaquin Delta Community College Goleman Library:

Because the Library shares its automation system (the online catalog and circulation) with Goleman Library at San Joaquin Delta Community College, that Library's collection strengths and weaknesses will play a heightened role in the Public Library's approach to collection development. Library users are free to use their cards at either agency, and they find the holdings of both libraries on the catalog. The Public Library should avoid duplicating expensive and/or low-demand materials that are readily available at the Goleman Library. Withdrawals of last copies on the shared system should also be given careful consideration. Avenues of cooperation between the two libraries with regard to collection building and maintenance will continue to be explored as the use of the shared system expands.

SUBJECT:		POLICY CATEGORY	EFFECTIVE DATE	PAGE NUMBER
Relationships Among Libraries		Materials	11/82 Rev. 5/97	200-8

C.   Other Area Libraries and Community Archives

The Stockton-San Joaquin County Public Library is aware of the costs of unnecessary duplication of materials and will therefore make all efforts to stay informed of the nature and extent of the collections in other libraries. Special attention will be placed on knowing what collections exist in local libraries and what is emphasized in their collection development. Patron access, borrowing privileges, and interlibrary loan policies of these other libraries will be considered in collection building of certain subject areas within the Stockton-San Joaquin County Public Library collection.

Local Library resources include the following:

1.   The <u>Haggin Museum</u> is strong in local history materials, including manuscripts and photographs. The Museum Library is open to the public by appointment and does not circulate its materials. A photocopier is available for use.

2.   <u>The San Joaquin County Law Library</u> has extensive legal materials, as does the <u>Law School Library at Humphrey's College</u>. The materials at the County Law Library cannot be checked out; the Law School Library materials are available only to students, faculty, and members of the Bar.

3.   <u>St. Joseph's Community Health Resource Center</u> is a health sciences resource center open to the public. Materials are non-circulating; photocopier available.

SUBJECT:		POLICY CATEGORY	EFFECTIVE DATE	PAGE NUMBER
Relationships Among Libraries		Materials	11/82 Rev. 5/97	200-9

4.   <u>Family Resource and Referral Center</u> has a library with resources on child development, nutrition, and age-appropriate activities. It is open to all county residents, and materials may be borrowed for two weeks.

D.   Schools

The Library supports the formal educational process by providing materials supplemental to that process, but the library does not supply textbooks or curriculum materials. Multiple copies of specific titles are purchased in response to demand and may be used for class projects.

The library selects materials which respond to general informational, recreational, and cultural needs of students, applying the same criteria for selection as are use for other materials.

The library welcomes input from area teachers whose students will be seeking information in specific fields of study.

E.   Community Agencies

In its role as a community information center, the library provides information on area organizations, agencies, programs, services, and activities. The library maintains an up-to-date, accurate electronic <u>Community Information Database©</u>. See Reference Policy. However, it does not attempt to duplicate specialized services of local agencies. The library may assist patrons by referring them to other agencies or information sources when the patrons' needs cannot be addressed through the resources of the public library. The library will use its knowledge of community agencies to make effective referrals.

SUBJECT:	POLICY CATEGORY	EFFECTIVE DATE	PAGE NUMBER
Definition of Collection Development Age Levels	Materials	3/03 Rev.11/03	200-9.1

Purpose: To identify the population served by these discrete collections.

Policy: **Adult Collection:**

The Library provides materials relevant to adults' daily needs, interest and activities for general reading, education, information, and recreation. Library materials selectors will consider the diverse backgrounds, abilities, languages, interests, and education levels identified in the adult population served. Materials in this collection are considered to be of interest to individuals ages fourteen and over.

Adult selectors choose materials on the basis of content, style, and intended audience using book reviews, pertinent bibliographical publications such as trade and professional review journals, and professional judgment and expertise. Materials are judged on total effect rather than specific words, passages or scenes.

Teen Collection:

The teen collection is a transitional one for the twelve- to eighteen-year-old customer who is moving from children's to young adult material. This primarily browsing collection needs to remain current and attractive. As is common library practice, titles purchased for teens will also address topics of real concern to them, recognizing that persons in this age group are of widely varying levels of maturity and interests.

Selectors choose materials on the basis of content, style, and intended audience using book reviews, pertinent bibliographical publications such as trade and professional review journals, and professional judgment and expertise. The collection is developed with the assistance and input of young people. Materials are judged on total effect rather than specific words, passages or scenes.

SUBJECT:	POLICY CATEGORY	EFFECTIVE DATE	PAGE NUMBER
Definition of Collection Development Age Levels	Materials	3/03 Rev.11/03	200-9.2

Children's Collection:

The children's collection provides materials to satisfy and stimulate the informational, educational, cultural, and recreational needs for children from infancy through age fourteen. The collection's goal is to encourage a life-long love of reading. Materials selectors will consider the diverse backgrounds, abilities, languages, interests, and education levels identified in the children's population served.

Children's selectors choose materials on the basis of content, style, and intended audience using book reviews, pertinent bibliographical publications such as trade and professional review journals, and professional judgment and expertise. Children's stages of emotional and intellectual maturity guide materials selection. Materials are judged on total effect rather than specific words, passages or scenes.

STOCKTON-SAN JOAQUIN COUNTY PUBLIC LIBRARY
ADMINISTRATIVE POLICY DIRECTIVE

SUBJECT:	POLICY CATEGORY	EFFECTIVE DATE	PAGE NUMBER
Responsibility for Materials Selection	Materials	11/82 Rev. 5/97	200-10

Purpose: To stipulate the responsibility of the staff involved in materials selection.

Policy: The Library Director has ultimate responsibility for materials selection for the library.   However, the selection process is a shared responsibility of professional and other library staff as designated.

1.   The Adult and Children's Acquisitions Librarians initiate the selection process by screening book review media, publication announcements, preview copies, patron requests, staff recommendations, booklists, catalogs, and other pertinent information sources. They may collaborate in selection meetings and supervise the technical procedures of the order process. These librarians work closely with the Adult and Youth Services Library Division Managers and the Central Library's collection developers in the identification and procurement of materials.

2.   Central Adult and Central Children's staffs serve as subject selectors by reviewing specialized area journals and other sources for materials recommendation.   They select materials for Central and system consideration.

3.   Designated Library Division Managers for Adult and Youth Services provide the general guidance for the development of the adult and juvenile collections for the library system. They may also coordinate selection meetings and serve in an advisory capacity.

4.   Branch supervisors are responsible for collection development in their respective agencies. Other librarians or designated branch staff may have primary responsibility for adult or children's materials selection.
Branch staff may seek assistance from Acquisitions, Central Adult, and Central Children's staffs for collection building in specific subjects.

SUBJECT:	POLICY CATEGORY	EFFECTIVE DATE	PAGE NUMBER
Responsibility for Materials Selection	Materials	11/82 Rev. 5/97	200-11

5. Recommendations from individual staff who have expertise in specific subject areas are expected. Recommendations from all staff are welcome.

6. Committees may be appointed to develop specific segments of the materials collection. Two such committees now exist:

   a. The Video committee is responsible for selecting the informational, entertainment, and Children's programming VHS video collections.

   b. The Young Adult committee is responsible for organizing and disseminating information to staff about young adult materials selection, collection development, and programming.

7. Ad Hoc committees or task forces may be appointed to address specific needs. For instance, the CD-ROM Reference Collection convened to spend a specific amount of money.

STOCKTON-SAN JOAQUIN COUNTY PUBLIC LIBRARY
ADMINISTRATIVE POLICY DIRECTIVE

SUBJECT:	POLICY CATEGORY	EFFECTIVE DATE	PAGE NUMBER
Formats and Types of Material Acquired	Materials	11/82 Rev. 3/99	200-12

Purpose: To assure that the information collected by the library will be usable by the broadest spectrum of the community, all formats meeting the informational, educational, and recreational needs of the community will be evaluated for inclusion into the collection, if/as appropriate.

Policy: The library will collect and retain materials in a variety of formats to better serve the full community. The library will collect and maintain these materials to the extent that the Standards for Materials Selection are met, demand continues, and space permits.

Guidelines for the collection of specific formats are noted throughout this policy statement.

The library will generally not acquire: rare book materials, scrapbooks, personal memorabilia, 16mm film, 8mm film, filmstrips, slides, sheet music, phonograph records, artifacts, games, photographs, toys, puzzles, comic books, or software games.

STOCKTON-SAN JOAQUIN COUNTY PUBLIC LIBRARY
ADMINISTRATIVE POLICY DIRECTIVE

SUBJECT:	POLICY CATEGORY	EFFECTIVE DATE	PAGE NUMBER
Formats and Types of Material Acquired	Materials	11/82 Rev. 3/99	200-12

Purpose: To assure that the information collected by the library will be usable by the broadest spectrum of the community, all formats meeting the informational, educational, and recreational needs of the community will be evaluated for inclusion into the collection, if/as appropriate.

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STOCKTON-SAN JOAQUIN COUNTY PUBLIC LIBRARY
ADMINISTRATIVE POLICY DIRECTIVE

SUBJECT:	POLICY CATEGORY	EFFECTIVE DATE	PAGE NUMBER
Definition of Collection Development Levels	Materials	11/82 Rev. 5/97	200-15

Purpose: To define the development levels of the collection.

Policy: Each library outlet will select a level of development for every subject area in its collection. Levels are based on the outlet's needs as determined by community analysis and its role in the library system.

The collection development levels are defined as follows:

1.   A <u>Minimal collection</u> is one that represents the subject in the collection by including a few selections of very basic works.

2.   A <u>Basic collection</u> is highly selective and serves to introduce and define the subject. Sources may indicate other information is available elsewhere. Types of materials in a basic collection include introductory monographs and historical surveys, major dictionaries, encyclopedias, newspapers, and a few major periodicals in the field.

3.   An <u>Initial Study collection</u> is sufficient to support limited independent study as well as give supplemental material for formal study. Types of material in an initial study collection include a basic selection of both current and retrospective monographs; a limited assortment of published eyewitness accounts; and a limited spectrum of periodicals, reference works, and bibliographic tools in the subject.

4.   An <u>Advanced collection</u> is one that is adequate to support sustained independent study as well as advanced formal study. It does not go so far as to support original research. Types of material in an advanced collection include a wide range of both current and retrospective monographs; an assortment of published documents and eyewitness accounts; and a spectrum of representative journals, reference works, and bibliographic tools in the subject.

SUBJECT:	POLICY CATEGORY	EFFECTIVE DATE	PAGE NUMBER
Definition of Collection Development Levels	Materials	11/82 Rev. 5/97	200-16

5. A <u>Comprehensive collection</u> is one in which the aim is to be complete. Policy on the scope of a particular collection (i.e. local history) will determine the types of material to be excluded.

Each collection will contain a significant proportion, in accordance with the service area needs, of material in the following categories:

1. Popular. Works of fiction or nonfiction that are written in a style and at a level which is appealing and accessible to the average reader and for which a continuing readership is anticipated.

2. High demand. Materials which are on bestseller lists, are publicized by mass media, or experience a peak demand because of temporary interest in the subject, event or personality.

3. Recreational. Materials in almost any subject area that are read for the pleasure of reading. They are entertaining as opposed to educational or informational.

4. Current. Material recently published on topics of current interest. They are timely and not necessarily of lasting interest.

5. Informational. Practical materials which are designed to inform the reader. These are reference and nonfiction works that respond to community needs and patron interests.

6. Retrospective. Past works by one author and/or a body of works incorporating historical treatment of a subject.

7. Scholarly. Works that can be used for a serious, learned, and in-depth study of a subject or field.

STOCKTON-SAN JOAQUIN COUNTY PUBLIC LIBRARY
ADMINISTRATIVE POLICY DIRECTIVE

SUBJECT:	POLICY CATEGORY	EFFECTIVE DATE	PAGE NUMBER
Books	Materials	11/82 Rev. 5/97	200-17

Purpose: To establish guidelines for the development of the library's book collection.

Policy: Materials considered for addition to the book collection are selected in accordance with the Standards for Material Selection. Individual policies have been established for fiction, reference, local history, foreign language, and literacy collections.

Each agency is responsible for developing a book collection sufficient to meet individual community needs at levels selected from the policy Definition of Collection Development Levels.

In addition, the Central Library's collection acts as a resource and back-up collection for branch libraries.

The following book formats will be collected:

1. Hardcover (cloth). Fiction and nonfiction materials for all ages with emphasis on titles that will be of long-term interest or that will remain in the collection permanently.

2. Paperback. Fiction and nonfiction materials for all ages, especially material that is ephemeral, popular, recreational, or quickly superseded. This includes multiple copies of frequently requested titles.

3. Board books. Picture stories with durable cardboard pages to serve as an introduction to books for infants and toddlers.

4. Picture books. Illustrated stories for preschoolers and young children and for adults to read to children.

5. Easy-reader books. Stories with controlled vocabulary to assist young new readers in developing reading ability.

STOCKTON-SAN JOAQUIN COUNTY PUBLIC LIBRARY
ADMINISTRATIVE POLICY DIRECTIVE

SUBJECT:	POLICY CATEGORY	EFFECTIVE DATE	PAGE NUMBER
Books	Materials	11/82 Rev. 5/97	200-18

6. Literacy materials. Fiction and nonfiction materials to assist adult new readers in developing reading ability and obtaining basic life skills information.

7. Large print. Fiction and nonfiction materials to meet the recreational and informational reading needs of visually impaired people of all ages.

8. Fotonovelas. Pictorial paperbacks appealing to the recreational reading interests of the Spanish-speaking community.

STOCKTON-SAN JOAQUIN COUNTY PUBLIC LIBRARY
ADMINISTRATIVE POLICY DIRECTIVE

SUBJECT:	POLICY CATEGORY	EFFECTIVE DATE	PAGE NUMBER
Fiction	Materials	1/91 Rev. 5/97	200-19

Purpose: To establish guidelines for the development of the library's fiction collection.

Policy:

    A.   Scope of Collection

    1.   Since the enjoyment of fiction is largely a subjective experience, the library selects materials that appeal to readers of varied interests, tastes, experiences, educational levels, and reading abilities. The library responds to the need to serve diversity by selecting friction for adults, young adults, and children from a wide range of subjects, genres, and styles.

    2.   The library acquires fiction written primarily by American and other English language authors. Other languages are represented selectively in translation.

    3.   Classics and distinguished works of fiction will be collected at levels appropriate to each outlet.

    At the Central Library, a core collection in hardcover format of these titles will be maintained.

    Attention is paid not only to identifying and filling existing gaps in the basic collection, but also to discovering and acquiring new candidates for inclusion to the core. Candidacy is based on popular consensus or critical acclaim, or both, when considering works that indicate potential lasting value.

    Bother general and specific bibliographies are used for selecting initial core collections and replacements.

    4.   Popular, high demand, recreational, and current works will be collected at levels appropriate in each outlet. These works are chosen on the basis of demand with the aid of reviews.

SUBJECT:	POLICY CATEGORY	EFFECTIVE DATE	PAGE NUMBER
Fiction	Materials	1/91 Rev. 5/97	200-20

B.   Selection Criteria

1.   Fiction materials of all types will be selected in accordance with the Standards for Materials Selection.

2.   Specific selection criteria for fiction may include:

   a.   strong plotting
   b.   literary quality
   c.   structural soundness
   d.   clarity of style
   e.   characterization
   f.   authenticity of historical and social setting
   g.   genre trends

3.   Titles will not be excluded solely because of language that may be considered objectionable or because of description of sex or violence, so long as the author deals honestly and realistically with the chosen theme.

C.   Format

1.   Fiction will be purchased in both hardcover and paperback.

   a.   Books of lasting value will be purchased in hardcover and replaced in hardcover whenever possible.

   b.   Paperback editions will be purchased primarily to furnish multiple copies of books already in the permanent collection.

2.   The library may purchase multiple hardcover copies of high demand popular materials in order to meet patron requests. Such materials will also be evaluated in terms of their transitory or permanent place in the collection.

STOCKTON-SAN JOAQUIN COUNTY PUBLIC LIBRARY
ADMINISTRATIVE POLICY DIRECTIVE

SUBJECT:	POLICY CATEGORY	EFFECTIVE DATE	PAGE NUMBER
Reference Collection	Materials	1/91 Rev. 5/97	200-21

Purpose: To establish guidelines for the development of the library's reference material collection.

Policy:

A. Collection Responsibilities

1. The Central Library's primary roles are those of reference and information center, back up for branch libraries, and headquarters for the 49-99 Cooperative Library System.

   a. The Central Adult reference collection is designed to meet basic information, verification, and location needs of the entire community.

   Basic reference works in all subject areas will be collected. Verification and location tools are provided at a level that will support the interlibrary borrowing activities of the library.

   b. The Central Children's reference collection is designed to meet the information, verification, and location needs of children and adults who work with children. It also serves as a back up for branch libraries.

2. The branch libraries will build their reference collections to the level appropriate to meet the needs of their communities.

B. Materials Collected

1. Reference materials of all types are selected in accordance with the Standards for Materials Selection.

STOCKTON-SAN JOAQUIN COUNTY PUBLIC LIBRARY
ADMINISTRATIVE POLICY DIRECTIVE

SUBJECT:	POLICY CATEGORY	EFFECTIVE DATE	PAGE NUMBER
Reference Collection	Materials	1/91 Rev. 5/97	200-22

2.   The following types of reference materials are collected by the Central Library. Selection by other outlets will depend upon the level of collection development necessary to fill the communities' needs.

    a.   Encyclopedias. Includes general adult and children's encyclopedias, selected foreign language encyclopedias, and subject encyclopedias.

    b.   Dictionaries. Includes English-language thesauri and usage guides, foreign language dictionaries, and subject dictionaries.

    c.   Handbooks. Includes many subject fields, as available; automobile and other repair manuals are included.

    d.   Indexes and Abstracts. Includes a wide selection to provide access to the library's collection and to facilitate interlibrary loan activities. Availability of online databases will be considered in deciding whether to purchase hard-copy indexes and abstracts and how long such material will be retained.

    e.   Bibliographies. Emphasis will be upon bibliographies general enough to provide access to major subject fields. Special efforts are made to highlight those bibliographies that provide access to the library's collections.

    f.   Directories. Includes current directories for both general and specific subject fields. Also includes biographical directories, current and retrospective.

SUBJECT:	POLICY CATEGORY	EFFECTIVE DATE	PAGE NUMBER
Reference Collection	Materials	1/91 Rev. 5/97	200-23

g. Guides. Includes current guides to all subject fields, and includes price guides for collectibles and antiques.

h. Statistical sources. Includes a wide range of statistical sources, as well as related guides and indexes.

i. Compilations. Includes a variety of compendiums, including public laws and regulations for the United States and California.

j. Miscellaneous collections. A number of types of miscellaneous materials are collected to meet the informational needs of the community. These types of collections include telephone directories for California cities and towns, major metropolitan areas, state capitals, and selected foreign cities; U.S. college catalogs on microfiche; and consumer guides and buying guides.

C. Other Considerations

In addition, titles that are not normally regarded as reference materials may be added to reference collections when:

1. They are part of a special collection (i.e., genealogy).

2. They provide information in specific subject areas in which reference questions are received but which are not adequately answered in standard reference works.

3. The cost of material precludes adding titles to the circulating collection.

SUBJECT:	POLICY CATEGORY	EFFECTIVE DATE	PAGE NUMBER
Local History Collection	Materials	1/91 Rev. 5/01, 6/03	200-24

Purpose: To establish guidelines for the development of the Library's local history collection.

Policy: A.   Definitions and Scope

1.   The Central Library will collect significant works of local importance to the history of Stockton and San Joaquin County. The collection and retention of materials will be primarily determined by a) the historical value of the documents, b) an archival assessment of local repositories to avoid duplication, and c) the physical ability of the Library to handle and store the materials under consideration.

All county branches should consider collecting local history materials pertaining to the historical and current affairs of their communities.

2.   Local History Collection. The local history collection is a non-circulating collection of materials relating to the history and culture of the people, places, industry, and institutions of San Joaquin County.

3.   Published Material. The Library will collect published local history material that meets the Library's collection development criteria and standards.

4.   Manuscript Material. Manuscript material is defined as original, unpublished material such as diaries, scrapbooks, minute books, ledger books, account books, files, correspondence, papers, and photographs.

The library will collect original, primary material only when it does not require special handling and preservation beyond the capability of the Library to process and maintain (e.g., climate control and humidity, special bindings and cleaning, etc.). Most original material belongs in archival collections, and the library has cooperative ties with local institutions such as the Haggin Museum, the County Historical Museum, the Holt-Atherton Center at the University of the Pacific, and

the County Records Center that maintain archival historical collections.

The Library will use extreme caution in adding original and primary material (including manuscripts) to its local history collection. Decisions to add such material will be based upon historical significance, the inability of other institutions to retain it, and the ability of the Library to properly store and preserve it.

5. Local Author. The Library will collect works by local authors as part of its local history collection. A local author is one who was born or has resided in the County. Local authorship alone does not insure addition to the local history collection. Authors should have some degree of recognition for their work. Individual items by local authors will be judged by the Standards for Materials Selection. The term "local author" also refers to composers and performers.

B. Formats

1. Books: Non-Fiction. The Standards for Materials Selection will apply to non-fiction local history books. Books about local history, as defined above, will be collected by the Library. In addition, the following special types of books will be collected and retained:

a. High school yearbooks for cities and towns of San Joaquin County.

b. City directories for cities and towns of San Joaquin County.

c. Telephone directories for cities and towns of San Joaquin County.

        d.   Published directories, reports, and occasional publications (including cookbooks) of local organizations and bodies located within San Joaquin County.

        e.   Published histories of individuals, organizations, and families located in or residing within San Joaquin County.

        f.   Non-fiction works by local authors, particularly those that pertain to local events, people, or places.

2.   Books: Fiction. The Library will selectively collect fiction works by local authors, particularly those works that pertain to local events, people, or places. Fiction works by non-local authors may be included if the locations and/or subjects of the works pertain to local history. The Standards for Materials Selection will apply to fiction books added to the local history collection.

3.   Periodicals. The Library will selectively collect locally-published periodicals, including newsletters and bulletins of organizations headquartered within San Joaquin County if these materials are considered to be vital to the historical development of the community. Publications will not be added or retained merely because of their place of origin.

4.   Newspapers. The Library will selectively collect newspapers published within the cities and towns of San Joaquin County. Where appropriate, the Library may maintain such files in microform.

5.   Documents. The Library will selectively collect <u>published</u> reports and documents originating within the departments, agencies, commissions, and special districts of the cities of the county and of the county itself. Examples of such published materials include annual reports, statistical reports, published reports on special subjects, budget reports, and directories.

6. Environmental Impact Reports. The Central Library and other branches will retain EIRs and other environmental reports beyond the public comment period only if the contents are determined to be of significant informational and historical import to the local community. Materials identified for retention will be cataloged into the Library collection once the public comment period has ended.

7. Maps. The Library will collect and retain published maps that pertain to the local area, as defined. Formats include both flat and folded maps.

8. Pamphlets. The Library will selectively collect ephemeral material relating to local history, as defined, for its pamphlet files. Examples of such ephemeral material include clippings, tear sheets, programs, posters, typescripts, pamphlets, brochures, and playbills.

9. Films, Audio Cassettes, and Video Cassettes. The Library will collect such materials that meet the library's Standards for Materials Selection and are within the scope of local history, as defined.

10. Photographic Material. The Library will not collect photographic material because photographic collections have special storage requirements, indexing of photographic collections is time consuming and costly, and the library's ability to provide copies is limited.

    Decisions to acquire specific photographs will be based upon historical significance, the inability of other institutions to retain them, and the ability of the Library to properly store, preserve, and reproduce them.

11. Library History. Material determined to be of historical importance will be collected.

STOCKTON-SAN JOAQUIN COUNTY PUBLIC LIBRARY
ADMINISTRATIVE POLICY DIRECTIVE

SUBJECT:	POLICY CATEGORY	EFFECTIVE DATE	PAGE NUMBER
Government Documents: Federal, State and Local	Materials	11/82 Rev. 5/97	200-29

Purpose: To cite guidelines for the development of the government documents collections.

Background: The library is a selective depository for U.S. and California government publications. Federal law (Title 44 U.S.C.) And state law (Government Code, S.149000-14912) governing depository libraries set guidelines for the acquisition, use and disposition of these publications. There is no similar law on local government publications.

Policy:A.   Federal and State Documents

1.   The library selects publications which document the organization and activities of the federal and state governments. The library also selects publications which are of general interest or of specific value to residents of this area.

Selection areas:

a.   Publications documenting the work of the U.S. Congress and the California Legislature.

b.   Publications documenting the work of the U.S. Presidency and the California Governorship.

c.   Publications documenting the work of the federal and state executive branches.

d.   Annual reports, directories, statistical reports, and technical reports, except those pertinent only within an agency.

e.   Topographic maps, both 7 1/2' and 15' series, for California and Nevada and CIA maps and atlases.

SUBJECT:	POLICY CATEGORY	EFFECTIVE DATE	PAGE NUMBER
Government Documents: Federal, State and Local	Materials	11/82 Rev. 5/97	200-30

      f.   Monographic and serial publications on subjects of general interest, such as consumer education, business, agriculture, law enforcement and crime, education, military history, and natural resources.

    2.   Because of storage considerations, the library does not actively select oversized material such as posters or prints unless the item is of particular interest to the local area.

    3.   When appropriate, the library will purchase multiple copies of publications for use at the Central Library and the branches to supplement the depository copy.

    4.   Federal and state documents are distributed in three formats: paper, microform, and electronic (e.g., floppy diskette, CD-ROM, and online, remote databases via the Internet). Factors including storage, usage, accessibility, and equipment needs are considered when a choice in format is available. Paper is the preferred format for most high-use items.

B.   Local Documents

    1.   As outlined in the Local History collection development policy statement, the library seeks to acquire and retain permanently all significant published document of Stockton, San Joaquin County, and other local government agencies. As the primary public resource for local publications of all kinds, the library strives to maintain a comprehensive collection of local publications.

STOCKTON-SAN JOAQUIN COUNTY PUBLIC LIBRARY
ADMINISTRATIVE POLICY DIRECTIVE

SUBJECT:	POLICY CATEGORY	EFFECTIVE DATE	PAGE NUMBER
Serials	Materials	11/82 Rev. 5/97	200-31

Purpose: To establish guidelines for the development of the library's serial collection.

For the purpose of this collection development policy, a serial is defined as a publication issued in successive parts, usually at regular intervals and, as a rule, intended to be continued indefinitely.

Policy: A. Collection

The serials collection includes magazines, newspapers, newsletters, consumer reference serials, serial indexes, business services, loose-leaf services, and state and federal serial publications.

The collection serves the following functions:

1. supplements and updates the book collection

2. provides source materials for reference and research

3. contributes balance, breadth, and depth to the collection

4. supplies timely information not available from other sources

5. offers recreational reading opportunities

6. serves library staff in collection development and professional interests.

The criteria listed in the policy section of Standars for Materials Selection apply to serials. In addition, the following criteria are considered when selecting serials:

SUBJECT:	POLICY CATEGORY	EFFECTIVE DATE	PAGE NUMBER
Serials	Materials	11/82 Rev. 5/97	200-32

INDEXING ACCESS: Inclusion of a serialtitle in an index held by the library is an important determinant in the selection process. Titles included in general periodical indexes subscribed to by the library are given highest priority for purchase.

COVERAGE: Even if a serial is not included in a published index, it will be given strong consideration if it addresses a subject area not adequately covered by the book collection and other existing library materials or if it serves the general interests of patrons for timely information on a popular topic.

LOCAL CONTENTS: The library's aim is inclusiveness in the case of serials published in or about Stockton or San Joaquin County. Despite limited demand for many such materials, the library serves an important archival role in the preservation and retention of these materials.

B.   Formats

1.   Print

In order to facilitate browsing and access, most serials are purchased in paper copy. Some serials are bound if they are not available in microform or if they contain illustrations of particular importance.

2.   Microform

The library maintains serials on microform. The criteria for purchasing titles in microform only are the same as those for selecting other serials. In addition, the following cirteria are considered when selecting microform:

SUBJECT:	POLICY CATEGORY	EFFECTIVE DATE	PAGE NUMBER
Serials	Materials	11/82 Rev. 5/97	200-33

a) Preservation of local newspapers of historical value.

b) Maintenance of a permanent copy of a serial retained indefinitely.

c) Storage restrictions.

3. Online

The library has access to full text serials through agreements with online database vendors. When reviewing a title for inclusion in the collection, the availability of this title in full text online may influence the decision to subscribe or to cancel.

4. Other Formats

Other formats may be considered and evaluated using the same criteria for the selection of print and microform periodicals.

C. Retention

1. At the Central Library, indexed business, scientific and technical serials are generally retained for ten years. Other indexed serials and non-indexed titles of historical and/or local value are retained indefinitely. The retention period for other titles depends upon space available, usage and/or demand.

2. At the branch libraries, indexed serials are generally retained for five years or for as long as space allows. Local newspapers for the individual branch service areas are retained indefinitely, preferably in microform. These will be stored at the branch.

STOCKTON-SAN JOAQUIN COUNTY PUBLIC LIBRARY
ADMINISTRATIVE POLICY DIRECTIVE

SUBJECT:	POLICY CATEGORY	EFFECTIVE DATE	PAGE NUMBER
Pamphlets	Materials	11/82 Rev. 5/97	200-34

Purpose: To establish guidelines for the development of the library's pamphlet materials collection.

Policy:

1.   Most pamphlets are obtained to provide supplementary materials on topics of current interest. They may also serve an audience which prefers a simple or brief coverage of a topic.

2.   Some categories lend themselves well to coverage in the pamphlet format:

a.   popular topics for which the book collection cannot meet the demand.

b.   new topics not yet available in books.

c.   obscure topics on which staff has spent considerable time searching for information.

d.   topics of particular local interest about which little has been published.

e.   topics about which small amounts of information are sufficient.

f.   topics about which primary information is published in pamphlet form.

g.   topics that can be covered by pamphlets more cost effectively than by other materials.

3.   Because pamphlets are ephemeral and quickly dated, they require weeding on a regular basis for most subject areas.

SUBJECT:	POLICY CATEGORY	EFFECTIVE DATE	PAGE NUMBER
Pamphlets	Materials	11/82 Rev. 5/97	200-35

4. The library collects maps as part of its pamphlet collection:

a. current road maps for all California metropolitan areas and for major cities and tourist areas in other states.

b. political and physical maps of other countries and regions.

5. The library also collects pamphlet material of local value. These materials should be retained as part of the local history collection.

SUBJECT:	POLICY CATEGORY	EFFECTIVE DATE	PAGE NUMBER
Musical Recordings	Materials	3/01	200-36

Purpose: To establish guidelines for the development of the library's musical recordings

Policy: A.   Scope of Collection

1.   The library selects musical recordings that appeal to listeners of varied interests, tastes, and experiences. The library responds to the need to serve diversity by selecting music for adults, young adults and children from a wide range of genres. The library will strive for a balanced collection of new and older recordings that still have value for the music collection.

2.   Areas of selection include, but are not limited to, the following:

a.   Classical and Opera Music
The library will collect and maintain: acclaimed versions of basic Western classical music and opera; new and noteworthy recordings including "popular crossover" titles.

b.   Jazz and New Age
Classic, historic, new and noteworthy titles will be collected and replaced as needed.

c.   Folk Music
Classic, historic, new and noteworthy titles of American folk music will be collected and replaced as needed.

d.   Soundtracks and Musicals
Standard, popular and acclaimed musical theater cast recordings, motion picture and television soundtracks will be collected and replaced as needed.

SUBJECT:	POLICY CATEGORY	EFFECTIVE DATE	PAGE NUMBER
Musical Recordings	Materials	3/01	200-37

e.   International Music

Folk and popular titles from most countries/regions, especially those represented in our local communities will be collected and replaced as needed.

f.   Inspirational
Classic gospel/spiritual music and contemporary Christian music will be selected and replaced as needed. Music from other religious traditions will also be selected and replaced as needed.

g.   Holiday Music
In addition to the traditional western holidays, recordings that represent the many cultures and traditions of our local communities will be selected and replaced as needed.

h.   Popular Music
A variety of popular music, including rock, country/western, blues, R & B, rap, popular vocal, easy listening, etc. will be selected. The library will buy artists at the top of the charts as well as lesser-known but critically acclaimed artists.

Classic and historic popular music will be collected and replaced as needed.

i.   Children's Music
A wide variety of subjects and music genres will be selected. New and standard artists that perform for children will be selected and replaced as needed.

j.   Local artists
Recordings of local artists will be purchased and replaced as needed.

STOCKTON-SAN JOAQUIN COUNTY PUBLIC LIBRARY
ADMINISTRATIVE POLICY DIRECTIVE

SUBJECT:	POLICY CATEGORY	EFFECTIVE DATE	PAGE NUMBER
Musical Recordings	Materials	3/01	200-38

3.   Foreign language instruction, recorded books, sound effects, speeches and other non-fiction recordings fall outside the scope of the library's music recording collection.

B.   Criteria and Selection

1.   Selection of musical recordings may be made from:

a.   Standard reviewing sources, such as:

Industry review journals
Catalogs of recordings for children
Additional published sources and catalogs

b.   Critically acclaimed and/or noteworthy local and regional productions, such as Stockton Symphony, Stockton Opera, Townsend Opera Company, the San Francisco Opera and San Francisco Symphony, Stockton Civic Theatre, San Joaquin Delta College, University of the Pacific Conservatory of Music, and Sacramento theaters.

c.   Grammy and Tony award winners, Country music awards, and other genre award winners and nominees.

d.   Internet sites

e.   Music retailers

f.   Patron input

SUBJECT:	POLICY CATEGORY	EFFECTIVE DATE	PAGE NUMBER
Musical Recordings	Materials	3/01	200-39

    2.   The library may purchase multiple copies of high demand popular recordings in order to meet patron requests.

    C.   Format

        1.   Recordings will be purchased in formats to meet patron's demand and availability.

        2.   Unique recordings that are still useful in their original format will be maintained so long as they add value to the overall music collection.

SUBJECT:	POLICY CATEGORY	EFFECTIVE DATE	PAGE NUMBER
Spoken Word Recordings	Materials	3/01	200-40

PURPOSE: To establish guidelines for the development of the library's spoken word collection

POLICY: A.   Scope of the Collection

1.   The library selects spoken word recordings that appeal to listeners of varied interests, tastes, and experiences. The library responds to the need to serve diversity by selecting a wide variety of fiction and non-fiction titles for adult, juvenile and young adult patrons.

2.   Classic/standard works are purchased and replaced as needed.

3.   The library may purchase multiple copies of high demand popular titles to meet patron demand.

4.   Spoken word titles are frequently, but not exclusively, purchased as additional format for a work already in print form.

5.   Areas of selection include the following:

a.   Adult Fiction
A wide variety of fiction genres are purchased, with an emphasis on mysteries and popular

general fiction.

b.   Juvenile and Young Adult Fiction
A wide variety of fiction genres are selected for middle grade and young adult fiction as well

as book/bag combinations for younger readers.

c.   Adult Non-fiction

Selected areas of non-fiction spoken word include, but are not limited to, the following:

SUBJECT:	POLICY CATEGORY	EFFECTIVE DATE	PAGE NUMBER
Spoken Word Recordings		3/01	

Biography, oral history
History
Self-help (health, finance, law, interpersonal relations)

Plays
Poetry
Speeches
Humor
Foreign language and ESL self-instruction

d.   Juvenile and Young adult non-fiction

A wide variety of juvenile non-fiction titles are purchased with emphasis on phonics and

foreign language self-instruction. Young adult non-fiction is purchased and shelved with the

adult materials.

Other areas of selection include, but are not limited to, the following:

Biography
Literature (scary stories, fairy tales and folktales)

Humor
Poetry
Science and mathematics

B.   Criteria and Selection

1.   Spoken word materials of all types will be selected in accordance
with the Standards for Materials Selection.

2.   Specific selection criteria for spoken word may include:

a.   Production quality
b.   Information value
c.   Author
d.   Performer
e.   Interest level
f.   Patron input

3. Selection of spoken word recordings may be made from:

Standard review and industry journals
Additional published sources and catalogs
Internet sites
Catalogs of recordings for children

4. The library will purchase only unabridged spoke word recordings. The library will not accept as gifts abridged editions of spoken word recordings.

C. Format

1. Recordings will be purchased in formats to meet patron's demand and availability.

2. Unique recordings that are still useful in their original format will be maintained so long as they add value to the overall spoken word collection.

Visual Recordings	Materials	11/82 Rev. 5/02, 11/03	200-43

Purpose: To establish guidelines for the development of the Library's visual recording materials collection.

Policy: A.   Definition and Scope

1.   The visual recording collection is divided into broad entertainment and informational categories.   The basic function of the collection is to provide material which presents ideas more effectively in pictures and sound than can other formats.

2.   The collection serves the following functions:

a.   provides access to selected popular feature films

b.   broadens understanding and coverage of a variety of subjects

c.   supplements and adds depth to the print material collection.

B. Collection Categories

1.   Entertainment recordings: The collection primarily includes critically acclaimed theatrical and other broadcast productions that have potentially lasting or time-tested interest for all ages. The Library will purchase some high interest, current titles, and titles in all major genres. Foreign films, which are defined as those produced in a country other than the United States that may be dubbed or subtitled in English from another language, are included in this category. Feature length films and their sequels that appeal to all ages, such as Disney Classics and Hallmark Hall of Fame releases, are included in this category.

2. Non-fiction recordings: The collection includes a broad variety of general interest subjects that meet the information and enrichment needs of all ages of the community. The library will collect recordings on a wide variety of subjects. Generally, recordings produced for formal classroom use will not be collected.

C. Criteria for Selection

The Standards for Materials Selection will apply to entertainment and informational visual recordings. In addition, the following criteria are considered when selecting recordings:

1. Technical quality of production.

2. Cost in relation to potential use.

3. Effectiveness of presentation in comparison with other materials.

4. Composition, performer, and director.

D. Interlibrary Loan Access

Interlibrary loan access for visual recording material is not available to patrons and staff through the 49-99 Cooperative Library System and other library systems. Loan restrictions will influence the building of a collection that can meet local needs.

E. Format

The Library collects VHS video cassettes and DVD (Digital Video Discs).

STOCKTON-SAN JOAQUIN COUNTY PUBLIC LIBRARY
ADMINISTRATIVE POLICY DIRECTIVE

SUBJECT:	POLICY CATEGORY	EFFECTIVE DATE	PAGE NUMBER
16 mm Films	Materials	11/82 Rev. 5/97	200-45

Purpose: To establish guidelines for the development of the library's 16mm film collection.

Policy: A.   Definition and Scope: The 16 mm film collection consists of non-circulating films used for in-library programming. The collection consists primarily of entertainment titles based on children's books.

B.   The 16 mm film collection is no longer being developed or maintained. It is being replaced by a similar collection in VHS video format.

**STOCKTON-SAN JOAQUIN COUNTY PUBLIC LIBRARY
ADMINISTRATIVE POLICY DIRECTIVE**

SUBJECT:		POLICY CATEGORY	EFFECTIVE DATE	PAGE NUMBER
Multilingual Collections	Materials	Materials	5/87 Rev. 5/97, 3/98, 5/99	200-46

Purpose: To establish guidelines for the development of multilingual materials collections.

Policy: The fundamental role of the library is to help people of all ages enhance their lives by pursuing personal interests. The library fulfills this role by furnishing materials and services to meet information and reading needs. To serve the broadest spectrum of the community, materials must be provided for people for whom English is not their native or fluent language.

A. Purpose of Collection

The purpose of the multilingual collections is to make available languages read and spoken widely by residents of the library's service area. Collections of languages not spoken widely in the county will not be developed or maintained.

B. Collections

1. A variety of factors will be used to determine which languages will be collected, including:

a. current demographics showing the percentage of the local population who speak and/or read a specific language

b. community interest in having materials in the native language

c. actual and potential use of materials

d. sufficiency of publishing output to begin and maintain a collection

e. availability of materials of lesser spoken languages at the California State Library

SUBJECT:		POLICY CATEGORY	EFFECTIVE DATE	PAGE NUMBER
Multilingual Collections	Materials	Materials	5/87 Rev. 5/97, 3/98	200-47

2. Multilingual materials collections will focus on popular materials, both fiction and non-fiction, originating in the collected languages. Translated materials will be considered whenever they fill a need. Materials in various languages designed to help people learn English will also be collected.

3. Once begun, collections will be weeded and updated to keep them current and responsive to their users' needs.

4. The library will collect materials in the following languages:

    a. Cambodian (Khmer)
    b. Chinese
    c. Hmong
    d. Laotian (Lao)
    e. Spanish
    f. Tagalog (Pilipino)
    g. Thai
    h. Vietnamese

5. Purchase of individual materials in languages not specified here is not prohibited so long as they comply with other policy guidelines; for example, the Library will collect foreign entertainment videocassettes that meet selection criteria in a variety of languages.

6. Using the factors stated in this section, the status of multilingual collections will be reviewed comprehensively following each 10-year census and periodically as changes in the population are noted by other agencies or sources which collect demographic information. Recommendations for retention or development of collections will be channeled for review and implementation.

C. Selection Criteria

1. Several factors will determine what materials are purchased:

SUBJECT:		POLICY CATEGORY	EFFECTIVE DATE	PAGE NUMBER
Multilingual Collections	Materials	Materials	5/87 Rev. 5/97, 3/98	200-48

    a.   level of demand for the subject and genre interest of group served

    b.   demographic appropriateness for the reading level and age distribution within the target audience

    c.   relevance of materials and formats which are considered standard and familiar to the specific audience

    d.   informational materials that meet the standard collection criteria

  2.   Availability of cataloging will not be a dissuasive criterion for selection of popular materials.

D.   Formats

  1.   Formats will reflect the publishing patterns in the language collected.

  2.   Formats collected will address needs of adults and youth who speak and/or read the language collected.

  3.   Multilingual materials collections may include these formats:

    a.   books, both cloth and paperback

    b.   periodicals

    c.   newspapers

    d.   pamphlets

SUBJECT:		POLICY CATEGORY	EFFECTIVE DATE	PAGE NUMBER
Multilingual Collections	Materials	Materials	5/87 Rev. 5/97, 3/98	200-49

      e.   fotonovelas and pictorial paperbacks

      f.   audio recordings

      g.   video cassettes

E.   Size and Level of Collections

1.   Each outlet will develop its collection(s) according to the needs of the specific community or communities in its service area.

2.   The number of items in a specific language collection will depend on availability and cost of materials and the population served by each outlet.

3.   Beginning collections will focus on popular materials and will be designed to fulfill the need for people to maintain contact with their native tongue.

4.   As collections develop and a variety of materials become available, a broader selection of informational and recreational materials will be added to collections. Individual outlets will pinpoint local needs, prepare collection development statements to reflect areas targeted for development, and purchase accordingly.

5.   Multilingual materials will be collected at the basic level. Collections will contain materials in the popular, high demand, recreational, current, and informational categories as defined elsewhere in the Library Materials Policy.

SUBJECT:	POLICY CATEGORY	EFFECTIVE DATE	PAGE NUMBER
Robots	Materials	8/16	200-47

Purpose: To establish how and under what circumstances an individual may check out a robot.

Policy: The library strives to offer community access to new and emerging technologies, such as robots, to inspire a new interest in computer science learning at the library. The library's robots are available for checkout to the public using the following guidelines.

A.   Eligibility: The eligibility requirements for checking out robots is as follows:

  1.   Customers must be 18 years of age or older with a library account in good standing.

  2.   Valid photo ID with current address or a valid ID with separate proof of address is required to be shown at checkout even if you hold a library card.

  3.   There is a limit of 1 robot checkout at a time per library card.

B.   Checkout is for 7 days.

C.   There are no renewals allowed.

D.   Late fees are $2.00/day or a maximum late fee of $20.00.

E.   If an item is lost or damaged the borrower will be charged a replacement cost. The replacement cost is listed on the back of the agreement for the kit that has been checked out.

STOCKTON-SAN JOAQUIN COUNTY PUBLIC LIBRARY
ADMINISTRATIVE POLICY DIRECTIVE

SUBJECT:	POLICY CATEGORY	EFFECTIVE DATE	PAGE NUMBER
Gifts	Materials	11/82 Rev. 5/97	200-50

Purpose: To establish guidelines for the inclusion of donated material into the library's collections.

Policy: All gifts become the property of the Stockton-San Joaquin County Public Library.   In accepting a gift, the library makes the following stipulations:

1.   The library reserves the right to decide whether a gift should be added its collection and to determine at which outlet it should be housed. All items added to the collection must meet the Standards for Materials Selection in content, condition, and timeliness.

2.   The library reserves the right to give to other libraries or otherwise dispose of gift materials that are not added to the library collection. A donor may request the return of a gift that is not accepted as part of the collection.

3.   Accepted gift material will become an integral part of the library collection. A donor may not reclaim items or specify that a special collection be established.

4.   The library may refuse a gift if the conditions of acceptance would violate the guidelines of the materials selection policy or were contrary to the goals or philosophy of the library.

5.   Acknowledgment of gifts will be made. Responses to requests for appraisals of the monetary value of donations will comply with current federal and state laws regarding donations.

Note: For monetary gifts, see Section 400 of the Policy Manual.

SUBJECT:	POLICY CATEGORY	EFFECTIVE DATE	PAGE NUMBER
Addressing Customer Concerns About Library Resources	Library Resources	11/82 Rev. 10/02	200-51

Purpose: To provide a method for customers to express concerns about library resources and request that they be reviewed.

Policy: The Library will maintain a clearly defined method for addressing concerns of customers about library resources.

Guidelines: All staff will be familiar with the Library's open access policy, its adherence to the principles of intellectual freedom and its support of the ALA *Library Bill of Rights* to enable an informed dialogue between staff and customers about the role of the public library in the community.

1. The front-line or first-contacted staff member of any classification will respond to a customer's concerns about library resources by explaining the Library's philosophy and policies that address those concerns.

2. If the front line or first-contacted staff member wishes to refer the concern of a customer about library resources to a Librarian, or if the customer requests a conversation with staff other than front line or first-contacted staff, the branch or Central section Librarian will make an effort to respond to concerns of customers and staff. The Library's philosophy, policies and principles and the critical role of the public library in the community and American society will be explained in the response.

3. If the concerns are not resolved by the Librarian, the customer will be referred to a supervisor. The supervisor will reiterate the Library's philosophy, policies and principles and the Library's role in the conversation. After consideration of the conversation with the supervisor, the customer may choose to submit a request for review of the questioned resource(s). If additional discussion is requested by the customer, the supervisor may choose to refer the concern to a Library Manager, the Deputy Director/City Librarian, or the Director of Community Services.

Procedures:

SUBJECT:	POLICY CATEGORY	EFFECTIVE DATE	PAGE NUMBER
Addressing Customer Concerns About Library Resources	Library Resources	11/82 Rev. 10/02	200-52

1. Request for Review of Library Resources forms will be kept in the staff work area and not at a public service desk.

2. A written request for review will receive acknowledgement from the Director of Library Services within at least three days, subject to negotiation with the customer.

3. A staff review committee, appointed by the City Librarian, will review the resource.

4. The criteria used to judge a title (print, audio/visual, electronic) for review will be the criteria set forth in the Library's Collection Development Policy. The criteria used to judge a program, display or other resource for review will be the criteria set forth in the Library's Programming and Use of Facilities Policies.

5. The report of the staff review committee will be sent to the customer within at least six weeks of receipt of a request for review, subject to negotiation with the customer.

6. Resources that have been reviewed will not be re-evaluated within a two-year period.

SUBJECT:	POLICY CATEGORY	EFFECTIVE DATE	PAGE NUMBER
Addressing Staff Concerns About Library Resources	Materials	11/82 Rev. 10/02	200-51.2

Purpose: To provide a method for staff to express concerns about library resources and request that they be relocated.

Policy: The Library will maintain a clearly defined method for handling concerns of staff about library resources.

Guidelines: All staff will be familiar with the Library's open access policy, its adherence to the principles of intellectual freedom, and its support of the ALA *Library Bill of Rights* to enable an informed dialogue among staff members about the role of the public library in the community.

4. If a staff member has a concern about the placement (shelf location) of library materials, the branch or Central section Librarian will make an effort to respond to those concerns. The Library's philosophy, policies and principles, and the critical role of the public library in the community and American society will be explained in the response.

5. If the concerns are not resolved by the Librarian, or if it is the Librarian who has the concerns, the staff member will be referred to a supervisor. The supervisor will reiterate the Library's philosophy, policies and principles and the Library's role in the conversation. After consideration of the conversation with the supervisor, the staff member may choose to submit a request for relocation of the questioned resource(s). If additional discussion is requested by the staff member, the supervisor may choose to refer the concern to a Collection Development Supervising Librarian, a Library Division Manager or the Administrative Services Manager, the Deputy Director, or the Director of Library Services.

Procedures:

1. A written or e-mailed request for relocation (placement in a different age-level collection; reclassification) will be sent to the Adult or Children's Collection Development Supervising Librarian, depending on the material and current shelf location. The author, title, and control number of the title will be included with the reasons

SUBJECT:	POLICY CATEGORY	EFFECTIVE DATE	PAGE NUMBER
Addressing Staff Concerns About Library Resources	Materials	11/82 Rev. 10/02	200-51.3

2.
3.   for the request for relocation. The request for relocation will receive acknowledgement within at least two weeks, subject to negotiation with the staff member. If the request for relocation is determined to be a reclassification issue, the request will be forwarded to the Technical Services Supervising Librarian.

4.   The Children's or Adult Collection Development Supervising Librarian will convene the staff review committee, which will review the material. The Technical Services Supervising Librarian will convene the staff review committee for reclassification issues.

5.   The staff review committee may consist of the members of the standing Adult or Children's Book Selection Committee, Cataloging Librarians, and other Librarians with selection and age-level service responsibilities.

6.   The Children's or Adult Collection Development Supervising Librarian will send the report of the staff review committee to the staff member within at least six weeks of receipt of a request for relocation, subject to negotiation with the staff member. The Technical Services Supervising Librarian will send the report of the staff review committee's reclassification decision to the staff member, with a copy to the referring Collection Development Supervising Librarian, in the same negotiated time frame.

STOCKTON-SAN JOAQUIN COUNTY PUBLIC LIBRARY
ADMINISTRATIVE POLICY DIRECTIVE

SUBJECT:	POLICY CATEGORY	EFFECTIVE DATE	PAGE NUMBER
Collection Maintenance	Materials	11/82 Rev. 10/98	200-52

Purpose: To establish guidelines for the maintenance of the materials collection.

Policy: A.   Collection Review

     1.   The collection will be reviewed and re-evaluated periodically.

     2.   Re-evaluation and de-selection will ensure that materials reflect shifts in user needs, changes in fields of knowledge, and continuation of the level of collection development chosen for each subject. Re-evaluation may result in de-selection of materials for one or more of the following reasons:

         a.   Material is inaccurate because it is outdated and/or superseded.

         b.   Material is no longer in demand and does not fill a role in the collection development policy.

         c.   Other current, authoritative material is available.

         d.   The subject is sufficiently covered by other material in the collection.

         e.   Material is worn, mutilated and/or soiled.

     3.   Weeding is a critical role of each branch.

   B.   Replacement of Material

     1.   Materials withdrawn because of poor condition, damage, or loss will be considered for replacement if they will still be valuable to the collection for any of the following reasons:

STOCKTON-SAN JOAQUIN COUNTY PUBLIC LIBRARY

ADMINISTRATIVE POLICY DIRECTIVE

SUBJECT:	POLICY CATEGORY	EFFECTIVE DATE	PAGE NUMBER
Collection Maintenance	Materials	11/82 Rev. 10/98	200-53

      a.   There is a continuing demand for the material based on usage and/or patron requests.

      b.   The material is necessary to maintain a collection at the development level selected for the subject.

      c.   It is the only authoritative material available to meet user needs in a particular subject.

C.   Rebinding/Binding of Material

    1.   Materials will be sent to the bindery if they are determined to have a presumed longevity in the collection. The definition of "presumed longevity" at Chavez Central Library is posterity; in most branches the definition is 5-8 years.

    2.   Materials in subject areas that will typically be considered for rebinding include:

      a.   Adult non-fiction in areas that have a long shelf-life such as history, art, and religion.

      b.   Local History.

      c.   Automotive repair manuals.

      d.   Standard adult fiction.

      e.   Children's titles which receive heavy use and become quickly worn.

      f.   Irreplaceable reference titles.

SUBJECT:	POLICY CATEGORY	EFFECTIVE DATE	PAGE NUMBER
Collection Maintenance	Materials	11/82 Rev. 10/98	200-54

3.   The condition of the interior pages of items to be rebound will meet the following criteria:

   a.   All original pages present; no photocopies of pages.

   b.   Reasonably clean pages; no food or grease stains.

   c.   No brittle pages.

   d.   No water damage, mildew or mold.

   Exceptions to the above criteria will be considered on a case by case basis by the Head Cataloger/Librarian in charge of the bindery program and individual selectors.

4.   There will be no minimum margin requirement for materials to be sent to the bindery.

5.   Some new material will be sent to the bindery if the original binding is known to lack durability, or the format (e.g,. spiral bound, loose leaf) will not hold up with repeated use.

6.   Some types of material, including periodicals (e.g., genealogy) and government documents (e.g., patents), will be bound in runs for preservation.

STOCKTON-SAN JOAQUIN COUNTY PUBLIC LIBRARY
ADMINISTRATIVE POLICY DIRECTIVE

SUBJECT:	POLICY CATEGORY	EFFECTIVE DATE	PAGE NUMBER
Weeding the Collection	Materials	8/5/98	200-55

Purpose: To maintain an up-to-date, attractive, and reliable collection of library materials in all formats.

Policy: In order to give the best public service, weeding of outdated, unused, and/or deteriorating materials will be done continuously. The Library uses The CREW Method: Expanded Guidelines for Collection Evaluation and Weeding for Small and Medium-Sized Public Libraries (1995)* as the foundation for collection maintenance.

Guidelines: Procedures

A. Review use statistics to identify areas of greatest demand. Use statistics are available for discrete collection areas and for each branch and section. For example, if a branch or section wishes to weed the Juvenile 900s, a report can be run similar to the bimonthly report, "Library Statistical Summary -- Circulation." These statistics should be used to verify areas of greatest interest. While the data are not needed in the actual process of weeding, they are valuable in establishing priority areas.

B. Obtain shelf list reports. Shelf lists list materials by Dewey classification. Shelf lists of collection areas can be run by Automation Services. Schedule the production of shelf list reports with the Automation Services staff. The shelf lists will have standards such as publication date, inventory date, and circulation counts, but they may also have additional criteria as determined by the branch head. (See attached sample of shelf list). The shelf list will be needed to identify missing materials. Mark these lists with your notes as you check the titles.

C. Shelf-read. The area of weeding needs to be shelf-read before weeding starts. A larger branch may want to divide the work and have the shelf reading done by support staff or volunteers. The shelf-reader can pull items obviously needing mending and set them aside for evaluation: mending, binding, discarding. Smaller branches may be able to work at shelf-reading as the first step in weeding an area.

SUBJECT:	POLICY CATEGORY	EFFECTIVE DATE	PAGE NUMBER
Weeding the Collection	Materials	8/5/98	200-56

D.   Gather these materials for weeding:
· book cart
· post-it pad
· pencil
· PL slips (these are GREEN slips with "TO:" and "Transfer" on the top. Used when changing the Permanent Location of an item from your branch to another.)
· mending slips
· branch weeding slips
· CREW Method Guidelines by Dewey Class

E.   Study the subject area as a whole, then examine each item. Establish a CREW formula for the area being weeded. The formula in each case consists of three parts:

1)   The first figure refers to the number of years since the book's latest copyright date (age of the book);

2)   The second figure refers to the maximum permissible time without usage (in terms of years since its last recorded circulation);

3)   The third figure refers to the presence of various negative factors, called MUSTIE factors, a term from the CREW Method Guidelines.

For example, the formula "8/2/MUSTIE" means: "Consider a book in this class for discard when the latest copyright date is more than eight (8) years ago, and/or, when its last circulation or in-house use was more than two (2) years ago, and/or, when it possesses one or more of the MUSTIE factors." If any of the three factors is not applicable to the specific subject, the category is filled with a large "X".

SUBJECT:	POLICY CATEGORY	EFFECTIVE DATE	PAGE NUMBER
Weeding the Collection	Materials	8/5/98	200-57

- M= misleading and/or factually inaccurate
- U= ugly (worn and beyond mending/rebinding)
- S= superceded by newer edition or newer, better book on subject
- T= trivial, no discernable literary value or scientific merit
- I= Irrelevant to needs and interests of community
- E= material available elsewhere

F.   Check the catalog record of each item.   Verify data (often routing/processing/cataloging errors are found in this way.) Use post-its to identify any reason for not returning the item to the shelf (bindery, mending, discard, replacement). Also consider the need of other branches for these titles. If the title in hand is in good condition, it should be sent to another branch to replace a more heavily used or missing copy of the same title. Use the PL slips for this purpose.

When an item is returned to the shelf, write the number of times the item has circulated (small x means times) and the date (mo/yr) of weeding on the interior label or next to the barcode. It will be helpful to weeders in future years if you also note the date of last transaction. Example: 36x 11/97 LT 4/96. Check off the title on the shelf list and reshelve materials.   When a portion of the weeding has been completed, those items on the shelf list which are not checked off should be researched through the catalog.

Any remaining items which are not checked out, routed, in a fine category, but still show on the holding record as available after weeding should be marked missing. Be sure to clear any other statuses (such as damaged) except "available" before marking item missing.

SUBJECT:	POLICY CATEGORY	EFFECTIVE DATE	PAGE NUMBER
Weeding the Collection	Materials	8/5/98	200-58

G. Treat books according to the message on the post-its: fill out bindery form in accordance with the binding guidelines; place material in mending location, check for last copy with discards (if last copy, print-out first screen of the MARC record -- see I below); for transfers to other branches (fill out PL slip completely, including the reasons for the transfer, and change to the new permanent location).

H. Set aside any item about which there is question to discuss with the branch head or librarian assigned to that collection area. Collect all discards for branch head to review.

I. Last copies in System which have merit will be PL'ed to the appropriate Central Reference section (A or J) for further review.

Last copies that do not merit review should be withdrawn at branches/sections. A print out of the first screen of the MARC record will be sent to Cataloging so that the record may be deleted. The withdrawn book may then be processed and sent to a branch or system booksale.

J. Follow the current procedures for subject/title replacements.

K. Central Adult Reference and Central Juvenile Reference will check the appropriate indexes and bibliographies of those titles weeded, including PL'ed last copies, to maintain the collection integrity.

* <u>CREW Method: Expanded Guidelines for Collection Evaluation and Weeding for Small and Medium-Sized Public Libraries</u>. Revised and updated by Bonnie Boon. Austin, TX: Texas State Library,1995.

STOCKTON-SAN JOAQUIN COUNTY PUBLIC LIBRARY
ADMINISTRATIVE POLICY DIRECTIVE

SUBJECT:	POLICY CATEGORY	EFFECTIVE DATE	PAGE NUMBER
Literacy Materials	Materials	1/91 Rev. 5/97	200-59

Purpose: To establish guidelines for the development of the library's literacy materials collections.

Policy: In recognition of the importance of a literate population, the library offers a program which actively helps adults to learn to read. The program which actively helps adults to learn to read. The program focuses on adults who are fluent in English but who read below a 6th-grade level. During the course of the program, adult new readers may be helped to reach an 8th-grade reading level. Literacy materials supporting the needs of these new readers will include books and instructional audio and video cassettes.

   A.   Literacy materials should meet the following criteria:

      1.   Reading level below 8th grade.

      2.   Short paragraphs, chapters and text.

      3.   Uncomplicated plots.

      4.   Characters and situations that may appeal to adults.

   B.   Several types of materials will comprise the bulk of the collection:

      1.   Literacy skills

         a.   Reading and writing exercises will include phonetics, spelling, grammar, and practical application of skills.

         b.   Mathematics exercises will teach measurement, time, money counting, and personal accounting.

SUBJECT:	POLICY CATEGORY	EFFECTIVE DATE	PAGE NUMBER
Literacy Materials	Materials	1/91 Rev. 5/97	200-60

2.   Life skills

Homemaking and consumerism, health and safety, job hunting and basic job skills, civics, science, geography, and religion will make up the core of life-skills materials designed for adult new readers.

3.   Leisure reading

A variety of fictional stories, biographies, and true-life adventures written for the adult new reader.

4.   Tutor aids

Materials to aid the volunteer tutor in the teaching of reading to adults.

5.   Other materials supporting the learning process may also be added to the collection.

STOCKTON-SAN JOAQUIN COUNTY PUBLIC LIBRARY
ADMINISTRATIVE POLICY DIRECTIVE

SUBJECT:	POLICY CATEGORY	EFFECTIVE DATE	PAGE NUMBER
Electronic Resources	Materials	5/97	200-61

Purpose: To establish guidelines for the collection of electronic resources.

This policy will not address concerns of computer hardware, except to the extent that the hardware affects use of certain electronic products. Internet concerns are addressed under a separate policy.

Policy: A. Definition and scope

The library will choose to collect electronic resources that make access to information more effective and efficient and enhance the presentation of information by a combination of media types.

Electronic resources include both adult and juvenile material and may be either reference or circulating.

Electronic resources include CD-ROM, online services, and multimedia materials. Examples of electronic resources include: Health Reference Center (CD-ROM), EBSCOhost (online database), Compton's Multimedia Encyclopedia (multi-media).

The Library will not collect for in-house use electronic resources which are designed solely for entertainment purposes.

B. Criteria for selection

Electronic resources will be selected in accordance with the same standards used for other formats in terms of content, currency, etc. There are some considerations unique to electronic resources.

When selecting sources in electronic format the following should be considered:

SUBJECT:	POLICY CATEGORY	EFFECTIVE DATE	PAGE NUMBER
Electronic Resources	Materials	5/97	200-62

· Alternate availability -- can this information be accessed through the Internet?

· Ease of use -- is the program usable by most of our patrons without staff assistance?

· Cost in relation to potential use -- will the number of users justify the sometimes higher cost of the electronic product?

· Effectiveness of access in relation to print products -- does the electronic product actually offer additional access points?

· Access for multiple users -- large bodies of material can be contained on one disk, but this might restrict the use of that material to one user at a time. Would a multi-volume paper sources that could accommodate multiple users be better?

Technical considerations -- electronic materials should conform to current industry standards with regards to operation systems.

C.   Formats

Electronic resources selected for in-house use will be purchased as IBM compatible. Circulating electronic resources may be either MAC or IBM compatible.

PURPOSE: To cite the criteria used in decisions involving selection and de-selection of Web links appropriate to the Library's Home Page.

POLICY: The selection of Web links is based on several important factors which determine their value to staff and patrons.

A.   *Quality*. It is important in selecting Web sites to consider various quality criteria. Some of these are identical to criteria for choosing printed materials such as authority, accuracy, objectivity, currency, and coverage.

1.   *Authority*. The Uniform Resource Locator (URL) and domain provide valuable information establishing the authority of a Web site. The server is usually named in the first portion of the URL (between http:// and the first /). The domain should be appropriate for the content.

♦   Government sites: Look for .gov, .mil, .us, or other country code. Government sites usually provide factual information as a public service and are free from advertising. Examples include directories, statistical data, state and county information.

♦   Educational sites: Look for .edu or a country code. Educational sites usually provide factual information, information about the college or university or information published by faculty or staff of the institution.

Advocacy sites or non-profit organizations: Look for .org or a country code. These sites are usually sponsored by organizations that attempt to influence public opinion and/or provide public information. Examples include National Public Radio, the Democratic party, the Republican Party, the American Cancer Society.

♦ Commercial or news sites: Look for .com. These sites are usually promoting a product or providing extremely current information. Examples include USA Today, Yahoo, NBC.

♦ Library sites: Look for .lib or .org. This domain means the Web site has been developed by a library.

♦ Personal pages: Look for a personal name following a tilde (~) or the word "users" or "people." A personal page is one published by individual who may or may not be affiliated with a larger institution.

♦ New domains: New domains such as .biz, .museum, .info, .name, .aero and .coop were issued in February 2001. Staff need to be alert to reviews of these new domains.

2. *Accuracy*. The site should have overall integrity and reliability as a source. Determine the purpose of the site (to inform, explain, persuade, promote, sell, share, rant, entice). The purpose should be consistent with the needs of the Library's customers.

3. *Reliability*. There should be a way to contact the site's Webmaster, e.g., an "About Us," "Contact Us," or "Philosophy" link.

4. *Access*. The site's files should be fast loading with clearly defined elements. The page should be easy to use. The graphics should be complementary rather than distracting.

5. *Timeliness*. Determine when was the site updated last. The date should be appropriate for the content.

Objectivity. Data usually represents a point of view. It is important to know who is providing the information. The source or sponsoring agency should be clearly stated. The structure of the Internet enables self publication which allows a wide variety of points of view and the possibility of bias. If appropriate, the document should include a bibliography. The background information should be able to be verified for accuracy.

6. *Demand*. Demand is a valid factor in Web links selection and may be determined from the following sources:

♦ suggestions from customers

♦ currency

♦ library staff

♦ community analysis

B. *Selection aids*. The following are important aids for Web links selection: reviews by staff; reviews from authoritative journals; reviews from other Web sites, reputation of the author, publishing body, accuracy or verifiability of details, authority.

C. *Relevance to existing Web sites*. The composition of existing Web sites is a factor in selection decisions. Information already available on the library's home page should be carefully compared to the site under consideration. The proposed Web link may augment or supercede a current Web site.

D. *Other factors*. The following factors are also considered in the selection process: contemporary significance, scarcity of information in a subject area, ability to improve reference services in some or all outlets.

E. *Maintenance and weeding*. Many Web sites are stable and staff can feel confident that the information provided will be updated appropriately. There are sites, however, that should be monitored for stability and longevity.

The person assigned to maintaining the Library's Web pages will follow current protocol for maintaining, deleting, and adding sites.

1.   Link Checking

♦   Run link-checking software once a week. This software identifies potential broken links.

♦   Some links may be redirected. Write down the new address and determine which of the pages contain the link.

♦   Open our page(s) in a Web page editor or Windows Notepad to edit the HTML.

♦   Make the change in the address. Save the file.

♦   Test the link(s) in a browser to see that it connects properly.

♦   Transfer the file to the Library Web server.

2.Broken or only temporarily down?

♦   Some links are only temporarily down. If a site is well known and usually stable, do not delete the link to it until it has been designated broken for several days.

♦   For truly broken links see "Deleting Links" below.

3.   Deleting Links

♦   If links are truly broken or are considered no longer useful by the Web Links Selection Committee, determine which of the pages need to be revised.

♦   Open the page(s) in a Web page editor or Windows Notepad. Delete the Web link, address, and description.

♦   Save the page(s). Check the page(s) in a browser to make sure the link has been removed.

♦   Transfer the page(s) to the Library Web server.

4.   Adding Links

♦   If a link has been evaluated by the Web Links Selection Committee and meets the criteria for addition, determine which page(s) it belongs on.

♦   Open the page(s) in a Web page editor or Windows Notepad. Add the Web link, address, and description.

♦   Save the page(s). Test the link in a browser to make sure it connects.
♦   Transfer the page(s) to the Library Web server.

SUBJECT:	POLICY CATEGORY	EFFECTIVE DATE	PAGE NUMBER
Disposal of Withdrawn Items and Gift and Preview Materials Not Added to the Collection	Materials	2/02	200-68

Purpose: To establish the policy and procedures for disposal of withdrawn items and for materials received as gifts or purchased from vendors which collection development staff have decided not to add to the Library's collection.

Policy: A.   Withdrawn items

1.   *Withdrawn items remain the property of the Stockton-San Joaquin County Public Library until they are offered to other libraries or agencies, released to a library-sponsored booksale, or sent to a disposal company.*

2.   *As items are withdrawn from the Library's collections, the following criteria should be used to determine what manner of disposal will be used:*

        a.   Identification of a library or agency that collects in the subject area

        b.   Physical condition

        c.   Scarcity or rarity

        d.   Information value

3.   *Withdrawn items selected to be offered to other libraries or agencies will follow these priorities for placement:*

        a.   First priority:

                1.   49-99/CAL member libraries

2. Local agencies and organizations (Examples include: Haggin Museum, San Joaquin Historical Society, Transitional Learning Center)

b. Second priority: Sierra Valley Library Network members

c. Third priority:

1. CALIX listserv members
2. Other California libraries

4. Withdrawn items that have been offered to and not accepted by other libraries or agencies will be released to a library-sponsored booksale, distributed to community organizations, or sent to a disposal company.

B. <u>Gift and Preview Materials not added to the collection</u>

1. All gift and preview materials that are not added to the library's collection remain the property of the Stockton-San Joaquin County Public Library until they are released to a library-sponsored booksale, distributed to community organizations, or sent to a disposal company.

2. Gift materials received at public service desks will be delivered to a library-sponsored booksale, distributed to community organizations, or sent to a disposal company.

3. Unsolicited materials received in branches and sections from booksellers, authors, vendors and patrons which are not added to the library's collection will be delivered to a library-sponsored booksale, distributed to community organizations, or sent to a disposal company.

SUBJECT:	POLICY CATEGORY	EFFECTIVE DATE	PAGE NUMBER
Disposal of Withdrawn Items and Gift and Preview Materials Not Added to the Collection	Materials	2/02	200-70

C. <u>Staff Purchase of Withdrawn Items or Gift and Preview Material</u>

1. Staff who wish to purchase the materials become a customer of a library-sponsored booksale.

2. Staff may purchase any category of materials that the library chooses not to retain.

3. Staff will contact the local Friends of the Library booksale personnel to discuss cost of desired material and purchase the materials for the cost determined by booksale personnel.

4. Staff at City of Stockton libraries will pay the Senior Accounting Office Assistant in Administration for the materials purchased from the Friends of the Library booksale and will receive a receipt for their purchase.

5. Staff at the county branches will pay for materials purchased according to established payment procedures at the local Friends of the Library booksale in the branch.

SUBJECT:	POLICY CATEGORY	EFFECTIVE DATE	PAGE NUMBER
Sensitive Materials Collection	Materials	11/04	200-71

Purpose: To establish a collection of materials that are inappropriate for children the age of 10 and under due to the sensitive subject and/or illustrative matter included, and to deny access to that collection to anyone the age of 10 and under without parental permission.

Policy: From time to time, it may be appropriate for the Library to acquire and make available material that is inappropriate for children. Such materials will be identified, labeled, and shelved in a staff-only area of the Central Library.

A. Scope of collection

Materials that address the subject of sexuality in a prurient or lascivious nature will be designated for the "Sensitive" collection.

B. Selection criteria

Materials will be purchased in this collection only if there is a heightened demand due to media comment, if the work has social significance, or if the work is "highly recommended for public libraries" by two or more professional reviewing journals.

C. Changes

Any changes to this policy will be referred to and approved by the Stockton City Council.

SUBJECT:	POLICY CATEGORY	EFFECTIVE DATE	PAGE NUMBER
Graphic Novels	Materials	06/04	200-72

Purpose: To establish guidelines for the development of the Library's graphic novel collection.

Policy: The graphic novel format conveys information or tells stories, fiction or nonfiction for adults, teens and children, through the medium of sequential art. Graphic novels may contain collections of short stories, stand-alone stories, or multi-volume series. Picture books and single issues of comic book periodicals are considered outside the scope of the collection.

A. Scope of collection

The graphic novels collection includes popular and literary fiction and nonfiction. Nonfiction titles in the collection are classified in the appropriate Dewey subject number.

The Library does not purchase individual issues of comic books. The collection does not include reference works or historical treatment of comics as a genre unless they are in graphic format. The Library purchases materials from US, international, and independent graphic novel publishers.

B. Selection Criteria

- Graphic novels are selected in accordance with the Standards for Materials Selection for the collection at large.

- Graphic novels are evaluated on the quality of writing, artistic representation, and the manner in which these elements interact.

- In accordance with the guidelines for selection of all Library materials, the use of profanity, sexual incidents, and violence does not automatically disqualify materials from inclusion in the collection. Decisions are made on the basis of an item's overall value, rather than on isolated parts. Because of the format's appeal to and popularity among young customers, sensitivity is shown regarding extreme representations of violence and sexual depictions.

Note: This document will become part of a new Operations Manual that is being developed. Please begin following these guidelines now.

Purpose: To establish the procedures for reviewing the last copy of a title from a section or branch collection prior to withdrawing the material.

Procedure: A. Weeding for Condition

If a last copy item is being withdrawn because of condition, complete the "Withdrawing Weeded Materials" procedures and send a mail message to the appropriate selector with the control number, main entry and title or send the pink field sundry receipt. Include pertinent notes for replacement of item (e.g., replace artists/title in system, replace for (branch name).

B. Weeding Due to Factors Other Than Condition:

1. Adult Books:

a. Send adult non-fiction and fiction last copy items to Chavez Adult Reference to be distributed to the subject selector.

b. Alert Chavez subject selectors prior beginning large weeding project (e.g., fiction, 300s, large print, Chinese) in order for selectors to adjust their workflow for the possibility of large numbers of last copies arriving.

c. Change the Permanent Location (PL in Circulation Services) to 010000 (CHAVEZ) and send item to Chavez Adult Reference flagged with a green routing list.

2. Juvenile Books:

Send juvenile last copy items to Chavez Children's.

3. Young Adult Books:

   a. Send last copy YA fiction to Children's Book Selector.

   b. Send last copy YA non-fiction to Adult Book Selector.

4. Media and International Collection:

   Send last copy items to appropriate system selectors. Consult most current Selection Committee list to determine persons responsible for specific collection.