COLLECTION DEVELOPMENT PLAN

November 3, 2023
Subject to Staff Revision

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Library Mission Statement
& Collection Development Goals

Mission Statement

The mission of the Contra Costa County Library is to bring people and ideas together.

Collection Goal

In order to carry out that mission, the library is a knowledge resource that provides collections that meet the needs of a diverse community.

Collection Objectives

Library Collections are developed and maintained in a manner intended to satisfy the informational, educational, recreational, and cultural needs of the community. They inspire the reading interest of youths, and support the individual life-long learning of all. Properly developed collections are assets to their communities. The library ensures that resources are easily accessible and available in a timely manner.

Purpose of the Collection Development Plan

The purpose of the Collection Development Plan is to provide the community and the library staff with a document that informs and supports the development of library collections. The plan is a flexible guide to collection development activities, balancing local community library collection decisions with those of the library as a whole. It accentuates the complementary nature of the Library's diverse community library collections in order to best support library users throughout the county. The plan defines the nature and scope of library collections, establishes collection priorities that will correct weaknesses and maintain strengths, and sets standards for the inclusion and exclusion of resources.

The Collection___ Development Plan is a direct result of the Collection Development Policy approved by the Board of Supervisors of Contra Costa County on November 16, 1999. See Appendix A: Board of Supervisors Resolution 99/595—Collection Development Policy for a full copy of the policy.

Frequently Used Terms

Collection is the library's total accumulation of *resources*. It is also used to refer to a community library's collective resources.

Collection development is the process of ensuring that the information needs of the community are met in a timely and economic manner using professional judgment and appropriate resources. It is a continuous process that includes community assessment, selection, acquisition, weeding, and evaluation.

Electronic Resources includes e-books, downloads, and subscription databases.

De-selection is a less common but more accurate term for *weeding*. When removing individual resources from the collection, deselecting gives consideration for removal of the material the same importance accorded its original selection.

Discretionary funds are those County and non-County community library funds that are available to be spent by community library staff and subject experts on community needs, independent of the overall materials budget.

Dusty Book Reports is the name of a standard circulation report that measures use of a specific item by patrons. It is one of the data tools used in collection evaluation and *de-selection*.

Format describes the particular type of print or non-print resource that provides information. Examples include book, CD, DVD, pamphlet, web site.

Intra-regional refers to communication and cooperation between community libraries within their respective regions.

A material is a term that is used interchangeably with *Resources*.

Encumbered community library funds describes those portions of the materials budget that are allocated and considered spent on local collections at the beginning of each fiscal year. Examples are periodicals and new releases. They may include centrally selected core materials.

Resources are the collective materials in all formats that make up the library collections, including print and electronic.

Selection is the decision-making process that results in appropriate resources being added or retained in the collection.

Weeding is the commonly understood term used for evaluating and removing resources from the collection. As a matter of convenience, it is often used throughout the Collection Development Plan as an alternative to *de-selection* (see above).

Chapter 1:
Library & Collection Overview

The Contra Costa County Library—Past and Present

The Contra Costa County Library has a rich tradition of library service. It was founded in 1913, the first year of a new commitment to countywide library service. By the 1920s, there were over forty community libraries and the county library provided library service to sixty-four public schools as well.

During the years following World War II, the library began to change to reflect the newly developing suburban nature of the county it served. The very first branch librarian started working in the El Cerrito Library in 1949. Service to school libraries stopped in 1953.

The suburban profile of the county led to an ambitious building program that began in the 1950s, which resulted in the construction of most of the library buildings in use today. The passage of Proposition 13 in 1978 put an end to this rapid expansion.

In 2003, the Contra Costa County Library undertook an extensive review and planning process to evaluate its resources and services. This process resulted in a new Strategic Plan released in January of 2006. One of the principal effects of the plan was the re-organization of the library from a branch libraries system with a central library to a peer community library system. With the new re-organization, the Pleasant Hill library was reclassified from the central library to a large community library, serving its local community rather than offering centralized services for all of Contra Costa County.

The 2006 Strategic Plan also revealed insights into contemporary attitudes about the role of the library in the community. Research for the plan uncovered that community members want their libraries to fulfill several functions and interests:
> Emphasis on children and teens
> Library as leader/advocate for reading
> Information support for lifelong learning
> Library as place
> Easy, independent exploration
> Tie-in with the arts
>> *Williams, J.F.* New Strategic Plan. (6 Jan. 2006), p.1.

These insights led the library to adopt four new initiatives: Reading, Information for Lifelong Learning, Collaboration, and Branding. The new initiatives directly influence collection management; they have led to the adoption of four new approaches as stated in the Strategic Plan:
> Online and circulating materials preferred
> Outsourcing
> Floating collections
> Centralized/decentralized collection planning

Williams, J. F. (2006), p. 2.
These principles are reflected in the policies and procedures outlined throughout this Collection Development Plan.

By 2011, the Contra Costa County Library will consist of 23 community libraries, 3 additional outlets, and a virtual library. The service area for the library includes all of the area of the county with the exception of the incorporated area of the city of Richmond, which is served by its own municipal library. The community libraries and outlets serve specific cities or communities in the county with a wide range of collections for library users of all ages. The libraries offer recreational, informational, educational, and reference materials that reflect the local interests and needs of the community being served. The outlets primarily offer browsing collections with limited reference collections. The Virtual Library offers a variety of electronic resources to remote and in-library users. Collection management is a library support service that is provided to all community libraries and outlets, Juvenile Hall libraries, and service points such as the automated book lending machines called Library-a-Go-Go.

The Contra Costa County Board of Supervisors serves as the governing board for the Contra Costa County Library. In 1997, the Library was divided into five regions based on geographical location (Central, East, Lamorinda, South, and West). As stated in the Appendix A: Board of Supervisors Resolution 99/595—Collection Development Policy, the legal responsibility for the selection of library resources rests with the County Librarian.

The Community Libraries

The Physical Libraries
To properly balance the collections in the twenty-six physical library facilities, the libraries are divided into four tiers for collection development purposes: outlets, small libraries, medium libraries, and large libraries. These tiers determine the level of collecting for various subject areas. Community libraries are assigned to a tier level based upon the physical size of the facility, community population, the size and depth of the collection, and annual circulation. Due to the broad nature of electronic resources, the Virtual Library cannot be defined by the tier system. The collection focus of the Virtual Library is discussed separately below.

The collection focus for each of the tiers is described below. The focus for each tier was developed using community and collection assessment studies. All libraries engage in cooperative collection development and resource-sharing in order to expand the depth of resources available to their libraries and to the region as a whole.

Outlet
These are primarily browsing collections that include popular and recreational materials of interest to the general user and children from birth through high school. Magazines reflect popular interests of the community and all issues except the most current circulate.

Small Library
These collections emphasize current resources of high interest to the population served. Informational materials provide introductory and general information. Classic works of the most

widely recognized authors may be included. Magazines reflect popular interests of the community served and all issues except the most current circulate.

Medium Library
These collections are comprised of high demand and popular resources for all age groups. Special emphasis is placed on resources that provide an introduction and basic information about a subject. Materials are not necessarily obtained to support the curriculum of any particular institution, but collections will likely be responsive to broad-based school assignments. Major titles of well-known authors are represented. A circulating collection of popular magazines is available. Medium-sized libraries also engage in cooperative collection development and resource-sharing in order to expand the depth of resources available to their libraries and to the region as a whole.

Large Library
These collections emphasize current resources of high interest including multiple copies of best selling and high demand materials for all ages. Additionally the collections provide introductory and general information on a wide range of topics and also materials that provide substantive information in certain subject areas. Major and some secondary titles of important international authors are included in the collection. A circulating collection of popular magazines is available, but some magazines that serve as reference resources will not circulate.

Virtual Library
The Contra Costa County Library website serves as the Virtual Community Library, an electronic collection of informational and recreational resources available to library users at all times. The website consists of downloadable audio and text eBooks, video, articles, photographs, sound recordings, podcasts, and other digital content as technology evolves. The Virtual Library provides a portal to the online catalog, access to databases, information about events, reading recommendations, live interactive homework and reference help, and administrative information.

The Virtual Library is a vital information resource that organizes Web content for the use of library staff and customers and also promotes library services. The Library website allows its users to conduct much of their library business in a time and place that is most convenient for them. The Virtual Library directly supports the Contra Costa County Library's collection development goals and provides system-wide electronic resources to all community library locations and to all remote users with valid library cards.

The Collection

The library collection consists of all materials owned by the community libraries as well as electronic and Web resources acquired through contract or selected and linked to by qualified staff.

Collection distinctions of size, scope, format, and subject specialization are made for purposes of describing community library collections. Individual community library collections contribute to the total scope of the county library's holdings. Their primary role is to feature current, high-demand and high interest materials in a variety of formats for all ages, in addition to some retrospective titles, periodicals and reference support.

Due to a distinct local need or interest, community libraries may develop specific aspects of their collection with the intent to serve those needs that may not be met by the county's overall holdings.

Intra-regional collection planning and cooperation is desirable, in an effort to limit unnecessary duplication of resources and expand the ability of all community libraries to meet core needs. Libraries within their respective regions should communicate with one another about collection development issues, trade information about local collection goals and specific acquisitions, and attempt to strengthen collections in a collective sense without embarking upon regional collections. The success of intra-regional cooperation relies upon communication and information. It is important that community library, regional, and county needs be conveyed to the Collection Development Committee.

The scope of the collection changes over time as the needs and makeup of its users change. As collection assessments are made (See Chapter 2: Needs Assessment), the focus of the library's collection expenditures changes as well. Financial limitations must be acknowledged with as little deprivation to community needs as possible. A materials budget must respond to the addition of new formats and the growing needs of the currently underserved.

General Collections

The Contra Costa County Library collection is composed predominantly of circulating fiction and non-fiction materials which meet the recreational, educational, and instructional needs of the community. For purposes of selecting library resources for its patrons, the library recognizes three distinct age-levels:

> **The Children's Collection** is defined as resources that serve a population from birth through grade six and their adult caregivers

> **The Young Adult Collection** is an adjunct to the *Adult* collection. Resources provided for this group cover the middle school through high school range. Separately shelved collections of browsing resources are available in most community libraries.

> **The Adult Collection** is defined as any materials that appeal to readers beyond the Children's and Young Adult collections.

Core Collections

Every community library and outlet has adult, young adult, and children's materials that comprise a core collection. The core collection consists of those materials and subjects that meet the fundamental information needs of the community. Core collections include circulating and non-circulating materials in all formats, including access to electronic resources. Core collections are designed to appeal to browsers as well as to patrons that enter the library looking for specific material.

This core can also be described as *demand-based* and *actively used*. Core collections are maintained and reinforced as part of the ongoing collection development process. Statistical analyses of circulation patterns, such as turnover rate, are considered during the annual review of what constitutes a core collection.

The size of a community library or outlet's core collection depends upon its tier—outlet, small, medium, and large**.** Centralized selection ensures that each community library meets its minimum core collection level. It is recognized that maintaining the balance of these collections is an on-going process.

Through the annual use of the community assessment, the Community Profile process, and local knowledge, individual community libraries and outlets may determine under-served audiences or community groups and can justify a need to collect beyond designated levels; *i.e.* to add to the core level collection. It is also through this process that community libraries and outlets can identify specific local needs in non-core areas, which can be developed through input from the Collection Development Committee and subsequent expenditure of discretionary funds as necessary.

Floating Collection ("iFloats")

In a floating collection, materials are not owned by a particular community library but are shared by all the libraries. There are several reasons for maintaining this type of collection:

- To build on countywide collection development planning
- To refresh and revitalize the materials at each location
- To increase the availability of items by reducing the time spent "in-transit"
- To provide faster service for patrons to receive materials
- To extend the shelf life of materials
- To reduce the workload for delivery and circulation personnel

In a floating collection, items do not have a permanent "home." When a patron returns an item, it is shelved at the location where it was returned. Similarly, un-retrieved holds on floating items are re-shelved at the requesting location. In both these cases, the catalog automatically updates the item's record to reflect its new library location. Every community library thereby plays "host" to a variety of items in the floating collection at any given time.

At the Contra Costa County Library, items in this collection are designated with the term "iFloat." The collection includes all audio-visual material and additional popular material

purchased centrally. All audio-visual gift donations and some gift book donations are also added to the floating collection at the discretion of the Collection Development Department.

Reference Books and Reference Collections

Reference Books: Reference books are traditionally published primarily for consultation rather than continuous reading. Reference books are published on a variety of reading or age levels, ranging from children to general adults to scholars. Some, but not all, reference books may become a part of the Library's reference collections.

Reference Collections: Reference collections are a distinct set of materials patrons can use within the walls of the Library only. Materials added to the Reference Collection cannot be checked out.

Strong, up-to-date reference collections support the Library's mission of bringing people and ideas together by providing patrons the tools to perform independent research.

Types of reference materials collected by the Library include bibliographies, dictionaries, encyclopedias, yearbooks, manuals, biographical sources, indexes, serials, handbooks, directories, geographical sources, and government documents.

Many reference books become part of the Library's circulating collection. They can be checked out like other library materials. Reference books that circulate allow the broadest range of use for these often expensive items.

Materials are determined to be part of a community library's reference collection, rather than the circulating collection, based on local patrons' need to have immediate and ongoing access to the most current, in depth information on a given topic or set of topics. The composition of Reference Collections should reflect specific and observed local community needs for information. Some reference books may be owned as part of both reference and circulating collections. Reference books are selected using the same guidelines as specified in the Subject Area Descriptions for Adult and Children's nonfiction. (See Chapter 5: Subject Areas)

Core Reference Collections
The Contra Costa County Library has developed tiered core reference collections that correspond to a library's size and a community's general needs. Developing tiered core reference collections standardizes resources and promotes resource sharing among nearby libraries. Core reference collections with common elements will also promote effective training and consistent expectations for substitute staff members.

Without assigning formal regional responsibility, the core reference collection guarantees that materials are accessible to patrons within reasonable distances. Libraries benefit from cooperative buying and sharing of less used resources. Each community library is also able to develop strength in subject areas most in demand using discretionary funds.

The Collection Development Committee is responsible for developing tiered core reference collections. The group sets up guidelines and procedures to select appropriate children and adult print resources for core reference material in the four sizes of community libraries: *outlet*; *small*; *medium*; and *large*.

In addition, the work group assesses needs and recommends specialized reference material and discretionary reference items that libraries may want to supplement the core material. It coordinates with the library's Virtual Library specialists on selecting electronic resources suitable for reference service. This work group determines the most economical means of acquiring the various reference resources as well as the maintenance schedule for updating and weeding reference material.

The core reference collections will be founded upon a basic ready reference collection that contains the most heavily used print resources.

Beyond the designated level core reference collections, community libraries may acquire print resources that will help to meet local needs that may not be met by the community library core collection. Upon recommendations from community library staff, the Collection Development Committee select additional material to provide greater breadth, depth and strength in a larger range of subject areas as needed by the respective community library levels.

The size of each collection must also be scaled to work reasonably within the overall community library budgets. It is recognized that some libraries will have more core titles at the outset of this process than will others.

The committee's reference work group has created the following core collections:

Outlet Core Reference Collection*:* This comprises the basic, most-used, ready-reference type of print resources that will answer the most commonly asked questions from K-8 students and the public.

Small Core Reference Collection: The Outlet Core Reference Collection will be expanded to meet more in-depth needs of K-12 student assignments and more complex questions from patrons beyond the most routine, simple questions that Outlets can handle.

Medium Core Reference Collection: The Small Core Reference Collection will be further enhanced with resources to cover broader subject areas with adequate depth, as well as some material on specialized subjects that are less frequently sought by patrons. The Medium Core Reference Collection may also have specialization in particular subject areas to complement other special subject collections in nearby libraries to help create an overall strong collection in a region. More discretionary funds may be needed to enhance the general strength of this size reference collection.

Large Core Reference Collection: The Large Core Reference Collection will be developed to meet the needs of all age level and educational levels, although its aim will

not be the breadth to meet academic or college level needs. This collection will also serve to support smaller, nearby community libraries when their resources do not meet the needs of some reference questions. The large core reference collection will be established in those libraries with adequate space, hours, patronage and financial resources to maintain it.

Specialized Reference Resources: Cost or usage dictates that certain specialized reference items are located at only one or a few select libraries.

To maximize the usefulness of the core reference material, the outlets and the small libraries may consolidate all the children and adult reference material into one collection. Even medium libraries may choose to consolidate their reference material into one collection.

Electronic Resources Collection

The importance and availability of electronic resources affects all aspects of collection development. Electronic resources transcend the physical boundaries of the community libraries and fulfill the goals of general information and lifelong learning and collaboration articulated in Contra Costa County Library's Strategic Plan.

Electronic resources appeal to a large segment of the community and satisfy user demand for information. They are available at every community library location and do not require the user to travel to any one library for use. Electronic resources offer unlimited and remote access to simultaneous users, support equal access for all to a countywide reference collection, and provide cost effective means of providing quality information at the point of service.

Library Specialists maintain and develop the Electronic Resources collection under the guidance of the Collection Development Committee.

Electronic Resources/Websites
The Contra Costa County Library endeavors to develop collections, resources, and services that meet the cultural, informational, recreational, and educational needs of the county's diverse and multicultural community. It is within this context that the Library offers adults access to the Internet and its many resources.

eBooks, electronic or digital versions of books, are useful for meeting reference and entertainment needs and offer several advantages over the conventional printed book. The advantages include a self-service collection with 24/7 availability that customers can browse, select, check out, download, and listen to on a device with an operating system, such as a computer or mobile device. Other advantages of eBooks include searchable text and capabilities for copying selections of full-text content into other documents. The Contra Costa County Library collections include downloadable audio books of popular and classic titles and text eBooks covering a multitude of subjects and target audiences.

eBooks can expand a collection without needing physical space and can be very economical. eBook purchases may serve Library users better than the purchase of a single

hardcopy title. eBooks allow the Library to enhance the collection either by providing additional access to titles in high demand or providing countywide access to low demand titles not represented in all libraries. These eBooks become part of the virtual reference library and may be highlighted as special collections on the Library's website.

The individual electronic titles may provide reference information or supplement hardcopy circulating titles. The primary responsibility for identifying and selecting new individual electronic titles resides with a Library Specialist and the Collection Development Committee.

Federal Government Publications Collection

The Costa County Library has been designated a Federal Depository Library for the Tenth Congressional District since 1964. As a designated selective federal depository, the Library's mission is to make government publications freely available for the use of the general public, and to meet the government information needs of the people who live and work in greater Contra Costa County.

Historically, the Contra Costa County Library selected 25-35% of the active items offered through the Government Printing Office's Federal Depository Library Program.
In 2008, the Library began to emphasize the online electronic format to maximize both accessibility to government publications by County libraries and cost effectiveness in Library collection development. Government documents, including those in electronic format, are cataloged to promote public access.

Formerly the Central Library, Pleasant Hill Library has an historical collection of local and regional documents and environmental publications. The Library's government collection includes census publications, tax publications; legislative proceedings, statutes, codes, and regulations; Supreme Court opinions, treaties; budgets and financial reports; labor, education, criminal justice, and health statistics; trade data; military histories; geological and environmental publications; topographic maps, flood zone and other hazard maps, county ordinances, Board of Supervisors agendas, and grand jury reports.

See Appendix B: Federal Government Publications Collection Development Policy

Special Collections

Occasionally, a community library that serves a unique population may maintain a special collection that exceeds the strength level assigned by its tier. These special collections are exempted from the parameters that are normally associated with the assigned tier. The determination to build and maintain new special collection areas is carefully considered. Factors include community interest, available and sustainable local funding, physical and electronic space available, the existence of accessible specialized resources in other area libraries, and the realities of budget limitations. (See Chapter 5: Subject Areas, Special Collections for more information on adding a special collection and for descriptions of the specific collections.)

Direct Loan through Link +

The Direct Loan service provides patrons of Contra Costa County Library with access to books and materials that are not available in the Library's collection. The service is free and allows patrons to directly search for and request items from LINK+, a cooperative project among participating public and academic libraries in California and Nevada. Direct Loan requests made by patrons of the Contra Costa County Library do not serve as indicators for collection development needs, as they are often very specialized and unique requests.

Budget Allocation

As part of the library's budgetary allocation process, funds for purchase of library resources are allocated to each community library and outlet based upon circulation, service area population, and any other appropriate measurements as determined by Library Administration. A baseline amount is allocated to those community libraries that would otherwise not receive an adequate budget based solely upon the circulation and population formula.

This is referred to as the library's *Discretionary* budget.

Once individual community library allocations have been made, community library staff will internally allocate their funds through the annual use of the community profile and collection assessment process. Staff will use circulation statistics, prior year fund reports and allocations, *Friends* and other community fund-raising resources, community library use statistics, and availability of electronic resources as part of the assessment and allocation process.

An appropriate allocation is made to the Collection Development Committee to meet system needs throughout the year for such material as additional copies of bestsellers and other popular materials and any other targeted needs that may be identified by staff.

Spending of designated community library funds in the form of centralized selection is delegated to the Collection Development Committee for purposes of systematic purchase of popular materials and other resources that can be centrally selected or placed on standing order. (See Chapter 3: Materials Selection, Acquisitions for more information.) Some funds are considered part of the community library allocation and are charged as such.

The role of the Collection Development Committee is to assist community library staff in the efficient selection of needed materials and expenditure of county funds. The goal is a timely and targeted enhancement of collections that meet the needs of the library's many communities.

Individual community libraries will be responsible for the remainder of their allocated county funds, known as *discretionary* funds. Community libraries will also be directly responsible for the expenditure of the various non-County funds, including *Friends*, grants, community groups, library foundations, or similar sources of library materials funding. Community library staff may request assistance from the Collection Development Committee with the selection and expenditure of remaining discretionary funds.

Annual Timeline for Collection Development Planning

There is an annual collection development process that should be followed to meet the plan's requirements. The following is a recommended schedule for that process:

July	Annual circulation statistics to community libraries (**Automation**)
August	Final internal allocation of Community Library discretionary resource funds (**Staff**)
May - Sep	Ongoing weeding, using both de-selection guidelines and dusty book process
Jan - May	Review and/or revision of Community Profile (**Staff**)
Jan – May	Completion of appropriate community assessments, surveys (**Committee/Staff**)
April	Review of core collections/standing orders (**Committee/Staff**)
May	Review of community library periodical subscriptions (**Staff**)
May – June	Review of collection goals for the new fiscal year (**Committee/Staff**)
May- June	Order List/Replacement Calendar for the new fiscal year (**Committee**)
May – June	Cost determinations for periodicals and standing orders (**Acquisitions**)
June	Completion of community libraries' estimated internal allocation of *Friends* funds (**Staff**)
July	Initial review of automated community library collection statistics (**Staff**)
June - July	Tentative provision of materials budget figures (**Administration**)

Chapter 2:
Needs Assessment

Needs assessment involves collecting data on the information needs of the community served by the library as well as data on the collection itself. Such data can identify successes as well as failures in the collection development process. It can also provide guidance on future resource and outreach needs. To achieve this analysis, data is collected on both the community and the collection using the assessment methods outlined below.

Community Assessment

County & Community Profiles

Community Profiles provide an informational snapshot of Contra Costa County. Prepared for each community library and the county as a whole, their purpose is to help the Contra Costa County Library system make the best selections and allocations of resources to fulfill the mission of bringing ideas and people together.

To better respond to the county's large size, diversity, and range of community populations, local community libraries collect various materials at differing levels and depths of resources according to local characteristics and needs. The Community Profiles, which include narrative and statistical information, are used to help Library Administration and Community Library Managers with materials budget planning. The Library strives to recognize and identify the variety of communities served and to provide diverse collections to satisfy the range of community needs. The community assessment process supports this goal.

Review of the Community Profiles takes place prior to the beginning of each fiscal year. They are revised no less than every three years and contain five-year projections. Library Administration and Community Library Managers may request more frequent revisions when significant demographic or community changes necessitate it. The Community Profiles supplement collection statistical reports.

Narrative Description—County

The narrative description focuses on population and demographics: education, income and employment, commerce, industry and transportation in Contra Costa County. It also includes any other factors or events that may influence the maintenance and development of appropriate library collections and services.

The narrative description summarizes the statistical data acquired from standard statistical sources and any additional information provided by city and county agencies and other print publications. The summary highlights historical, current, and projected demographics, data, trends, and characteristics that would influence library services and collections. The profile is forward-looking for planning purposes.

Narrative Description—Community Libraries

The Community Library Managers prepare the narrative descriptions for their respective Community Profiles. The main purpose of the narrative description is to identify the uniqueness of the community and to highlight significant demographic changes, patterns and trends so that appropriate collections and programs are provided. The narrative provides additional information pertinent to the local community such as the physical setting of the community library in relation to its city and neighborhood and nearby schools, school library services, transportation and public access, parking facilities and traffic patterns. The narrative also considers organizations and facilities that may impact library programs and services, such as:

- Chamber of Commerce/Business & Professional Organizations
- Community Groups/ Ethnic Organizations/Historical Societies
- Day Care Centers/Senior Centers
- Healthcare facilities (Hospitals/Nursing Homes/Convalescent Centers)
- Schools, Public & Private (elementary, high school, college)
- Social Service Agencies
- Major Employers/ Retail Businesses (shopping centers/supermarkets)

Statistical Section—County, Cities, and Unincorporated Areas

Each Community Profile and the County Profile includes a form to report basic demographic data, similar to what is typically reported in U.S. decennial census. The statistical data includes:

- Population
- Number of households
- Gender
- Age categories
- Ethnic composition
- School Population
- Educational attainment
- Race/Ethnicity
- Hispanic or Latino and Race
- Language Spoken at Home
- Household Income
- Per capita income
- Occupation
- Class of Worker
- Commute to Work
- Median Family Income
- Housing

Collection Assessment

Library collections need continuous evaluation in order to meet the library mission and collection goals. Collection assessment is an organized process for systematically analyzing and describing a library's collection. Assessments help clarify collection development goals and provide data that can be used to set funding priorities.

Statistical tools such as circulation reports, collection turnover rates, patron surveys and staff suggestions should be used to determine how collections are being utilized and what changes should be made to meet shifting patron needs.

System Collection Profile
The Collection Development Committee conducts continual evaluation of over-all Library needs, reviewing standing orders, core collections and recurring collection needs.

Circulation Statistics/Use Studies
In addition, the Collection Development Committee examines circulation reports in order to make recommendations that will contribute to collection planning. Statistics should be easy to interpret and accurately reflect collection use. Circulation reports, such as the *Dusty Book Report,* should include publication dates and numbers of circulations per item. The *Dusty Book Report* should be flexible enough to measure more than simply zero circulations in a given period. Circulation statistics help identify needs, measuring use in multiple ways, including the variety of formats. If the collection is accessible, use measurement becomes more valid and accurate.

User Surveys
A user survey is another tool to assess library user satisfaction with resources and services. Every 3 to 5 years, user surveys are scheduled and conducted countywide to assess satisfaction and needs against collections and services. An appropriate model for such surveys is the 2003 *Customer Satisfaction Survey* that asked for responses about the levels of patron satisfaction in finding specific genres, subject matter, and formats on library shelves.

Non-User Surveys
To be effective, collection development must be responsive to the total community's needs, not solely to those of the current or most active users. To better realize the library's mission of bringing people and ideas together, the library assesses the needs of non-users in its community. Such assessments, whether by a printed questionnaire, phone, focus group or web-based format, are conducted every three to five years in conjunction with user surveys.

Non-user surveys focus not only on the collection, both physical and virtual, but also library services and customer relations, technology, and facilities including construction of new library facilities and the renovation of existing libraries. Because of the complexity of such a survey, it is recommended that the library system budget for expertise in its preparation. While the results of the survey will have application to collection development, it will also be useful in determining the library's future direction.
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Staff Surveys

Staff knowledge of community needs is transmitted to the Collection Development Committee in the normal course of ongoing collection development planning. Whenever appropriate, the committee conducts a formal survey of the staff to supplement that process.

Subject Needs/Purchase Request Forms

Under the direction of the Collection Development Committee, a standard form called the Subject Needs/Purchase Request Form is used to document collection feedback from patrons and staff. Such documentation may occur subsequent to either an unsatisfactory search for a particular resource or simply as the direct result of a perceived need. In addition to a traditional printed version, an online form is available for patrons on the library's homepage and for staff on the intranet. The Collection Development Committee considers each suggestion that is submitted. Such data can also be used as a basis for local discretionary purchasing decisions.

Chapter 3:
Materials Selection

Materials selection is the heart of the collection development process. Skill, knowledge, and the proper tools are necessary to make decisions that will accurately meet community needs.

The library strives to balance current, high-demand materials with those of proven, long-term interest. The library also must balance entertainment materials with informational, educational, and self-improvement materials. This approach will increase customer satisfaction as reflected in circulation growth.

Anticipated demand, media attention, subject need, and patron requests may be used in making selection decisions. Selection decisions are based upon patron interests and the need to provide a choice of format, level of difficulty, treatment, and diverse points of view on a given topic. Particular attention is paid to resources not readily available. Such resources can include educational videos, unabridged audio books, reference information, homework support, electronic materials, and well-selected recreational fiction beyond the bestseller.

Responsibility for Selection

Administrative and operational oversight is provided by the County Librarian, who delegates the selection process to staff: the Collection Development Manager, the Collection Development Staff, the Collection Development Committee, and selectors. Additional administrative and operational oversight is provided by the Deputy County Librarian/Support Services

Collection Development Committee
The Collection Development Committee consists of the Collection Development Manager, the Collection Development Staff, the Deputy County Librarian/Support Services, Area Specialists, a selected group of staff representatives, and Collection Planners who have specific age-level, format, and special collection responsibilities.

The Collection Development Committee provides a team approach to collection development that involves a wide range of staff in the selection and acquisition of appropriate resources. Committee membership rotates through the community library staff, with members serving at least a two-year term. The committee's responsibilities are to:
> Create and monitor collection development framework, including budget planning and allocations
> Oversee and evaluate selection process
> Communicate with local library staff to evaluate selections and plan for future collection development
> Evaluate and modify the Collection Development Plan

Deputy County Librarian/Support Services
The Deputy County Librarian sets the Collection Development Committee's direction, creates goals and objectives, and ensures that Committee decisions support the Strategic Plan.

Collection Development Manager

The library's Collection Development Manager serves as the chair of the Collection Development Committee. The Collection Development Manager coordinates the work of the committee in order to achieve a centralized collection development approach. The Collection Development Manger may select or delegate the Collection Development staff to select materials in absence of a planner. The Collection Development Manager also works with vendors on selection and acquisitions issues and projects.

Collection Development Staff

The Collection Development staff supports the Collection Development Manger and Collection Development Committee in a wide array of duties and special projects, which ensures strong and accessible collection.

Library Specialists

Library Specialists are experts in a subject or age-level area. They perform varied and complex professional work in developing and maintaining a collection within their specialty.

Collection Planners

As part of the process of meeting community needs and making the collection development process as efficient as possible, Collection Planners are assigned responsibility for portions of the collection—print, non-print, and electronic. They are charged with the task of meeting those needs, either through centralized purchase, standing orders, or provision of selection lists to community library staff. Each Collection Planner is directly responsible for the shaping and overall development of an assigned section of the collection, such as:

- Adult Services
- Youth Services
- Young Adult Services
- Reference
- Electronic Resources
- Audio/ Visual Materials
- Business
- Adult/Family Literacy
- Special Collections

Community Library Selectors

The Collection Development Manager may offer libraries the option to select materials for special collections or replacement orders. Community Library Managers may delegate the selection responsibility to staff at their libraries. The selectors are responsible for discretionary selection of resources for inclusion in their respective collections, including material that may not be available in other community libraries. Community Library Selectors are responsible for local input on collection areas that are selected centrally or as part of a system standing order.

Collection Development Training
Implementation of the Collection Development Plan requires staff trainings to effectively carry out certain elements of the plan. Listed here are specific trainings that have been identified:
- How to select gifts for inclusion in the collection
- How to survey and use the government documents collection
- How to evaluate new online reference resources
- How to review automated community library collection statistics
- How to select from order lists
- How to use circulation reports to allocate funds
- How to weed collections
- How to modify vendor generated selection list to better met the collection needs

Selection Criteria

No single criterion is applicable, although total content and cost is highly considered in all selection decisions. Librarians apply their judgment and experience in selecting resources according to the general criteria listed below. All criteria do not apply to each selection. Works of fiction are judged differently than works of non-fiction. Works that reflect life are not necessarily excluded because of frank language. Resources are judged as a whole rather than on isolated sections. While librarians consult reviews and other evaluative sources, demand takes precedent.

General Selection Criteria
The general criteria listed below apply to all age-levels and formats. The sequence of these criteria is not an indication of their relative importance.

- Relevance to diverse populations
- Current and historical significance/document of the times
- Critical praise/notice/literary merit
- Usefulness
- Appropriateness of format
- Availability of resource in other libraries
- Space and budgetary considerations
- Reputation/importance of the author/artist
- Objectivity
- Collection balance/minority point of view
- Value of resource in relation to cost
- Local interest (subject, author, publisher)
- Relationship to the existing collection
- Currency of information
- Permanent value as standard work
- Readability/appropriateness for audience
- Reviews from reputable resources

Multiple Copies

The library seeks to offer access to as many copies of desirable titles as possible to meet demand, whether the purchase point is centralized, a standing order, or a local community library. The recommended ratio of patron reserves/number of copies of an item is 5/1. However, the item ratio cannot always be met due to budget limitations.

Self-published materials

Self-publishing is a way for community members to present their ideas in print and audio/visual formats without involving professional publishing and editing firms.

Self-published materials are subject to the same guidelines set in the general selection criteria. Due to the increased popularity of self-publishing, reputable review sources are critical to the assessment process for such materials. Self-published materials without these sources may not be considered for inclusion.

Because self-published materials often require original cataloging, there are additional costs associated with integrating such materials into the collection and these may affect the outcome of staff assessment of self-published materials.

Electronic Resources Selection Criteria

Electronic resources must comply with the selection guidelines and meet the goals of the Library's overall strategic plan. Due to the special nature of electronic resources in comparison to traditional print and audiovisual materials, additional selection criteria are necessary. In some instances, the cost benefits of online versus print access or a combination purchase of the two formats will be evaluated.

A Library Specialist identifies subject areas in which electronic resources may be needed. Once identified, the specialist begins locating electronic resources in those areas based on set criteria.

The additional Electronic Resources Selection criterion is separated in to subsections.

General
- Resources may augment, fill a gap, and maintain the currency of the collection.
- Superior to current subscribing database
- Community demand
- Supplants a print equivalent
- Offers added value and advantages over the print equivalent
- Targets a new service population

User Interface
- Site is logically laid out and intuitive for searching
- Both the novice and expert user can search the resource
- Provides the appropriate search tools to locate desired information
- Provides clear prompts and messages
- Offers e-mailing, printing, and downloading capability
- Level of training required for the staff and public to use the resource

Technology
- Remote access and simultaneous users
- User authentication compatible with the Library's automated systems
- Compatible with the Library's existing and/or future hardware and software
- Supports Library branding
- Resource should be reliable and stable, especially during peak usage hours
- Vendor maintenance should minimally impact database usage
- Monthly usage statistics of remote and in-house usage are available and easy to access

Vendor Considerations
- The vendor is reputable and known within the library/information community.
- The vendor is reliable in customer support
- Offers staff and/or public training
- The vendor may have other resources within the Library's collection that are satisfactory

In addition to the aforementioned selection criteria, the following should be taken into account when selecting Internet Resources to link to from the Contra Costa County Library Web site:
- Commercial content is limited
- Primary purpose of the site is not to sell something to the user
- Part of the site may be fee-based but a substantial amount of information is free to the user
- Graphics should enhance the content, serve a clear purpose, and not significantly delay loading time
- Special requirements such as plug-ins or additional software

Evaluation of Existing Electronic Resources

Because of the relatively high cost of these resources as well as the desire for the Library to provide the best, most focused electronic collection possible, evaluation of existing subscriptions needs to be ongoing. The Specialist will monitor the usage of electronic resources through monthly statistical gathering. Existing electronic resources are continuously evaluated and reports of negative changes or lack of use impact the decision regarding retention.

For more information regarding Electronic Resource selections see Appendix C: Electronic Resource Evaluation Procedure and Appendix D: Contra Costa County Library Linking Guidelines

Acquisitions

To efficiently and effectively select and acquire the resources that will best meet the needs of the community, a variety of ordering methods are utilized. The types of orders are:

- Standing Orders
- Centralized Orders
- Discretionary Community Library Orders
- Special Community Library Orders
- Consortium

Standing Orders

Standing orders are used to acquire in-demand material with a minimum of labor. Existing standing orders are evaluated annually, with community library input, to assure that they remain relevant. Potential new standing orders are evaluated and implemented as needed. Standing orders simplify the means by which the Library acquires materials known to be consistently demanded. Where possible, standing order decisions are made with *regional* input. Standing orders are implemented at the respective collection levels of each community library, whether the resources are system or community library level. Materials that may be appropriate for standing order include the following:

- Series paperbacks
- Travel books
- Reference books
- Exam books (Test Preparation books)
- Audio books
- Computer books
- Nolo Press books

Centralized Orders

This is another term for centralized selection, and may encompass a variety of particular order types. These can be system orders selected by a single person or group for inclusion in most or all of the community libraries. Materials acquired in this manner include but are not limited to: New Releases, Foreign Language, Large Type and Audiovisual. All floating collections are purchased in this manner.

Centralized ordering based upon individual community library needs can save staff time and can create countywide diversity that may not always be achievable through individual community library orders. However, centralized ordering can lead to over-saturation of particular materials; therefore, analysis of circulation figures and strong communication are imperative. Centralized selection is only done with the most rigorous participation by community library staff.

Discretionary Community Library Orders

Freed from some of the most labor-intensive selection chores, community library staff can concentrate on their community's most pressing and unique information needs. These orders expend an individual library's discretionary, local materials funds. With the assistance of the Collection Development Staff and Collection Planners, order lists are made available to meet a wide range of individual library needs. This type of ordering focuses on non-fiction, reference, and expanded local collections supported by community library, non-county funds. These selections could include small subject refurbishment orders.

Special Community Library Orders
Generally, these orders are unique, library-specific orders created to meet a special need or closely defined local purpose. Collection development staff and vendors, when appropriate, can assist with the creation of these orders. There is no need for a systematic approach to such orders, which are often grant-based or originate from a local community donation.

Consortium Purchases
The Library seeks opportunities to strengthen its e-book and other downloadable collections through participation in cost-effective consortium purchases of such materials. These materials are fully cataloged and accessible through the Library's online catalog. Califa is one consortium with whom the Library has collaborated in the past to provide online resources

Gifts

The Contra Costa County Library welcomes gifts to its collections. Gifts can be made in the form of resources or money. All gift materials have costs associated with them, including the time for evaluation, cataloging, and processing. As a result, the acceptance of gifts should be made judiciously. The Library will not accept a gift that includes a stipulation that is not consistent with this policy or the collection goals of the designated community library. Gifts of resources must meet the same selection criteria used in the normal acquisitions process and are accepted with the understanding that they may not be added to the collection. Gifts should meet the goals of the Library rather then the donor.

Unless otherwise designated, all gifts become part of the county's general collection and are made available to users throughout the library system. Print gifts are usually housed in the library where the donation is made while audiovisual gifts become part of the floating collection.

Gifts of resources that are not added to the collection may be given to the *Friends of the Library* for their book sales or to other appropriate organizations for use as the organization chooses. Due to the volume of library gift materials received by the Library and the subsequent labor involved in processing them, individual materials will not be returned after evaluation.

Community Library Managers have primary responsibility for the evaluation and acceptance of gift materials.

The Collection Development Department may accept gifts of resources on behalf of the Library and assign such gifts to an appropriate community library collection. The Collection Development Manager and the Deputy County Librarian for Support Services will have the ultimate responsibility for the addition of individual gifts. The library provides a written acknowledgment of a gift of resources but does not offer any appraisal.

Gifts of money are accepted for the purpose of purchasing resources for the general collection or for a specific community library designated by the donor. Gifts may be given as memorials in the name of a designated person or organization. Specific subject areas, titles, formats, or age-level resources may be identified by the donor and are acquired under the guidance and supervision of the Community Library Manager and the Collection Development Manager operating within the

guidelines of the Collection Development Plan. Gifts of money that stipulate only that they be spent on resources in general are expended at the discretion of the Community Library Manager in keeping with local collection needs. When appropriate, the donor should be provided with options that will satisfy both the donor and local collection needs.

Gift Evaluation Criteria

The lists below offer additional guidelines to assist staff in determining if a gift is appropriate for the library or if it should be donated to the *Friends of the Library* book sales that support library collections. Gifts intended for a special collection may be exempt from the criteria below.

Gifts of Print and/or Audiovisual Materials

Audio-visual materials, in particular, are scrutinized rigorously because of their short shelf life. If the audio-visual gift is not in the catalog, but is available from a main vendor, Acquisitions may hold the gift until the Planner adds the title to an order list for others to buy. The gift will then be processed by Technical Services and sent out to the community library when the new items arrive.

Gifts of Print or Audio-Visual Materials:
A gift in a print or audio-visual format should not be added if the item:
- Is marked, damaged, or shows excessive wear
- Is a withdrawal from another organization
- Is abridged or condensed fiction in an audio-visual format
- Requires special equipment for use
- Is a personal, non-commercial copy/recording
- Is in a format no longer supported by the library

A gift of a title already in the cataloging system should meet at least one of the following criteria:
- Is in new or like new condition
- Can replace a community library copy in poor condition
- Is the newest edition of a non-fiction title

A gift of a title that needs to be cataloged must, in addition to the above:
Meet a compelling community library or countywide need, or fall within one or more of the following subject areas:
- Fiction (regardless of copyright date)
- Non-fiction copyrighted within the last three years (ex. 2010, 2009, 2008)
- Local Authors—Contra Costa County (either born, lived, worked, or died in county)
- Local History—Contra Costa County
- California History/Related to California

Gifts of Periodical Subscriptions

Gift periodicals will be considered for addition using the same criteria that is used for general materials, including potential use, indexing, and availability in other formats. Gift periodicals should match identified local interests and support balanced collections

Patron offers of gift subscriptions for periodicals are accepted at the discretion of the Community Library Manager. Sharing of a patron's personal subscription with the library is not an acceptable substitute for a gift subscription.

A gift of a periodical that is already in the collection may be accepted if:
- Subscription is for at least one year
- Periodical will be mailed directly to the community library
- It is preferable, but not mandatory, that the subscription begins in January.
- Community Library staff must monitor the renewal of gift subscriptions.

A gift of a title new to the system is evaluated using the same criteria that are used for new periodical titles including:
- Local interest
- Indexing
- Availability in electronic format
- Sharing of a patron's personal subscription with the library is not an acceptable substitute for a gift subscription.

See Appendix E: Gift Procedures and Appendix F: Monetary and Resource Gifts for more information regarding the technical steps involved in accepting gifts.

Used Materials

Used materials are generally not purchased due to the following:
- High shipping and handling costs
- Inconsistent grading of materials available from on-line vendors
- Need to obtain materials in mint condition

Chapter 4: Collection Formats

All information formats are considered for inclusion in the library collection. Library staff continually evaluates new technology and new formats to determine when to drop older formats and when to enter the market for new products and formats. Formats are chosen based on: ease of use, demand, cost, space requirements, ease of processing and durability.

New formats are considered for the collection when it is evident from patron surveys, local requests, or industry reports that there is real or anticipated demand for the new format and that the community has the necessary technology to make use of that format. Formats currently collected by the library include:

- Book
- Compact Disc (CD)
- Digital Downloadable Audio/Visual Materials
- Digital Video Disc (DVD)
- E-book
- Electronic Resources
- Large Type
- Microform/Microfilm
- Periodical

The library will stop collecting formats due to factors such as declining use, obsolescence, or licensing issues. Materials in discontinued formats will be retained until wear, irrelevancy or disuse dictates their removal from the collection. Discontinued formats include:

- Audiocassette
- CD-ROM
- Pamphlet
- Videocassettes (VHS)

Each of these active and discontinued formats is discussed in detail in alphabetical order below.

Audiocassettes
Because audiocassettes are increasingly being replaced in popularity by compact discs and MP3s, the library no longer purchases music or audio books on audiocassette. It should be noted, however, that some cassettes will remain in circulation until they are discarded due to attrition and/or lack of use.

Books
Books are generally purchased in hardcover editions because of their durability. However, paperback editions are also purchased, and are preferred in cases where the hardcover edition is extremely expensive or the title would either be used infrequently or would be weeded from the collection in a few years. Relatively durable trade, or *oversize* paperbacks are often quite acceptable alternatives to hardcover, particularly because of their lower cost. Paperbacks are often purchased as additional copies of popular titles to meet patron demand. Library editions

are purchased for heavily used titles in the Youth Services Department because of their durability.

CD-ROMs
Due to licensing issues and system upgrades, the Library no longer purchases CD-ROMs. However, CD-ROMs still remain in the collection and will be weeded as wearing and aging dictate.

Compact Discs (CDs – Music and Spoken Word)
Compact discs are purchased because of their durability and their position as a preferred popular format for music and audio books. The library also purchases CDs formatted for MP3 devices, which have become more common as technology advances. Music compact discs must be album-length; no compact disc singles or abridged fiction audio books will be added to the collection.

Digital Downloadable Audio/Visual Materials
The Library purchases audio and visual materials designed to enable patrons to download content directly to a portable device (PDs) or computer. Due to the increasing popularity of PDs, the Library will continue to expand it collection of such materials. The availability of content is limited by publisher's Digital Rights Management.

Digital Video Discs (DVDs)
Digital videodiscs are purchased for both the adult and children's collections. Preference is given to wide screen editions, although full screen editions are also added.

Electronic Resources
The Virtual library maintains a web site that highlights the library and its services. It directs users to select licensed resources and recommended web sites (See Appendix D: Contra Costa County Library Linking Guidelines for more information.) These resources support community information needs and augment the library's print and reference (and used in lieu of reference books) collection. LibGuides, the Library's online subject guides, are an important element of the Virtual Library. They are platforms for subject specific content derived from various resources. Sources include catalog searches, recommended reading list, databases, news outlets, government documents, web sources and other sources that pertain to the various subjects for which the guides are created. The guides are supported by input from staff and public.

E-books
E-books are electronic versions of printed books that can be viewed online from any computer connected to the Internet. Titles may provide reference information or supplement circulating print editions.

Large Type
Materials in this format are published with large fonts, primarily for use by readers with visual difficulties. Large Type materials in hardcover, paperback and periodicals are purchased to meet local patron need.

Microform/Microfilm
Microform and microfilm is a photographic reproduction of material and is used primarily for research. Community libraries that have the appropriate viewing equipment available for use may house some microfilm collections.

Pamphlets
The community library pamphlet collections include print materials that are not classified as a book or periodical. New pamphlets are no longer acquired because they are a largely obsolete format; they require excessive staff time and are of dubious legality with regard to copyright laws. Materials that cover specific local events, history or cultural events may warrant a small, unaccessioned pamphlet collection at a Community Library if decided.

Periodicals
Print magazine and newspaper subscriptions are used for both research and browsing. The number of subscriptions and depth of back files at a particular library depends upon community needs, space, and budgetary limitations.

Periodicals in cartridge form have been discontinued.

Videocassettes (VHS)
DVDs have surpassed VHS cassettes in popularity. As a result, the production of the format has diminished as well as the technology to support it. For these reasons the library no longer purchases VHS cassettes. A few dozen VHS cassettes unique to the foreign language and other special collections remain in circulation and will be discarded as items become aged or worn.

For Information regarding adding /deleted a format, please refer to Appendix G: Procedure for Adding/Deleting a Format.

Chapter 5: Subject Areas

Library collections are designed to reflect the broad range of community needs in Contra Costa County. Subject Area descriptions provide guidelines for the selection of materials that comprise the various age-level and topical collections that are designed to satisfy those needs.

Subject area refers to a particular section of the collection that contains similar content or format. Subject areas may overlap. The subject area descriptions below are based upon staff knowledge, experience, available circulation and statistical data, and a collection assessment, as outlined in Chapter 2: Needs Assessment. These descriptions are updated as data and information that reflects community needs changes.

Within the descriptions themselves, the phrase *standard selection tools* refer to those resources used on a regular basis by collection development staff to identify and select material for the library collection. Such tools include *Publishers Weekly; Library Journal; Voice of Youth Advocates (VOYA); School Library Journal; Booklist; Choice; Amazon*; vendor and publisher catalogs; and other miscellaneous, age-level selection tools.

The guidelines on the following pages specify the library's collection practices for individual subject areas by discussing each area in four parts:

Description: how the library defines this subject area; what sub-topics are given priority in this subject area;

Influencing Factors: any issues in the community, in the publishing industry, or in the library community that affect the collection decisions in this subject area

Selection Plan: any specialized selection tools, such as genre magazines, which supplement standard selection practices (as defined above)

Development Plan: An indication of how the library weighs the importance of this subject and how aggressive collecting should be in this area over the next three years.

Information on the weeding of these subject areas is discussed separately in Chapter 6: Collection Maintenance.

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The subject area guidelines on the following pages are organized by collection:

      Adult Collections
      Young Adult Collections
      Children's Collections
      Special Collections

Adult Collections

The adult collection of the Contra Costa County Library reaches a broad range of users that comprise its large and diverse population. Primary emphasis is on popular educational, recreational, and informational resources.

While books remain the primary format of library material at this time, the collection also includes a variety of non-print formats as well, such as audio books, e-books, DVDs and CDs.

Adult Fiction

The chief purpose of the fiction collection is to provide patrons with a range of popular titles for recreational reading. Multiple copies are purchased as demand and budgetary factors allow. The library subdivides Adult Fiction into separate collections: General Fiction, Mysteries, Romance, Science Fiction, Westerns, and Short Stories. For the convenience of browsers, four of these collections—Mysteries, Science Fiction, Westerns and Short Stories—are shelved separate from the rest of the collection.

General Fiction
Description

The library purchases best-selling novels, popular authors, books that receive favorable reviews in local media, and books selected by national or local book clubs. The classics are also purchased in direct support of local school curricula and self-education. Emphasis is on American and British authors. Translated works are purchased selectively, usually based upon an international award, in response to reading group needs, or because of highly favorable reviews.

Selection Plan

Fiction is selected using the standard selection tools. Popular New Releases are ordered monthly through the *First Look New Release Purchase Plan*, which provides multiple copies of shelf-ready books directly to community libraries upon publication.

Influencing Factors

Unexpected or increased demand for materials is met through vendor "rush" orders.

Development Plan

Aside from annual refurbishment of classics and standard titles to replace worn and missing copies and to attract readers with new copies, little retrospective development is needed here. New editions are added as needed. The major focus is on providing multiple copies of popular titles within budgetary limitations.

Mysteries
Description

The heaviest emphasis of the collection is on American and British titles, with a few translated European series added as demand warrants. Both contemporary and classic mystery authors are included here.

Influencing factors

Mysteries are the library's most frequently circulated fiction genre. There are several types of mysteries patrons prefer, as well as ongoing allegiances to specific series and detectives.

Selection Plan

Mystery is selected using the standard selection tools in addition to being ordered monthly through the *First Look New Release Purchase Plan*. Vendor tools and web sites also provide helpful information, particularly to help assure that series titles, particularly paperback originals, are not missed.

Development Plan

Worn and missing copies of standard titles are replaced to attract browsers with new copies. Ongoing series, and perennially popular and new authors, are added to meet demand.

Romance

Description

The romance genre encompasses fictional stories of love and relationships set in contemporary or historical periods.

Influencing Factors

In terms of numbers of books published and sold, romance is the most widely read and published genre in the United States. Contra Costa County's communities prove no different, with a large, devoted readership of romance novels.

Although more titles are being published in hardcover as particular authors become perennial bestsellers, the large majority of romance novels are published only as mass market paperbacks. To enhance access, all new paperback romance titles are fully cataloged, but they do not receive a separate classification designation.

Selection Plan

Romance is selected using the standard selection tools. *Romantic Times* provides reviews that help guide the selection of Romance titles. Some bestsellers are ordered through the *First Look New Release Purchase Plan*. Vendor tools and web sites also provide helpful information.

Development Plan

This is a demand-driven genre. A steady supply of new titles is essential, to meet demand and keep circulation of the collection high. Replacement of major authors is carried out as necessary.

Science Fiction

Description

Science fiction and fantasy, from classic to contemporary authors, comprise the science fiction collection. Science fiction covers stories and themes about the imagined future as well as variations on our own culture and society. Fantasy is a mixture of magic, romance, historical fiction, and fairy tales set in another place and time.

Influencing Factors

The science fiction collection has a devoted readership of adults and younger readers. Fantasy readers include some that also read romance, historical, and horror fiction. Short stories in this genre are more popular than story collections in other areas.

Selection Plan

In addition to standard selection tools, the magazine *Locus,* which covers the science fiction publishing field, is utilized.

Development Plan

This collection should be kept current, adding new titles by established authors and good titles by new writers. Overall demand for science fiction grows slowly, but the collection must meet the ongoing needs of both long-time fans and new ones.

Westerns

Description

The Western collection includes themes, characters, or settings reminiscent of the American West. It has a small, devoted readership. Few westerns are published in hardcover; most new titles appear in mass-market paperback only. New paperback titles are fully cataloged to enhance access.

Influencing Factors

It is not expected that demand for this small, long-standing genre will grow in any measurable way in the coming years. However, Westerns readers are devoted and tend to read-out available collections. Many new westerns are actually reprints of older titles by established authors.

Selection Plan

Standard selection tools are utilized.

Development Plan

New titles and reprints of older titles by classic authors are added to the collection on a continuous basis as readership and use dictate.

Short Stories

Description

In general, selection of short stories is restricted to major authors, award-winning collections, or highly acclaimed titles. Many of the titles in this area are viewed as literature, and include titles by classic authors such as Hemingway, and contemporary classic writers such as Raymond Carver. Emphasis is on British and American authors. General short story collections are given a separate classification for browsing purposes. Genre story collections such as mystery or science fiction are *not* shelved with this collection but rather with their respective collections.

Influencing Factors

Short stories generally appeal to a small, discriminating audience, so additions to this collection are made judiciously.

Selection Plan
Standard selection tools are utilized.

Development Plan
This small, stable collection should be kept current with new, noteworthy titles. Retrospective development in the form of replacement of standard titles should be carried out as required.

Graphic Novels
Description
For the purpose of this collection, the graphic novel is defined as a book-length illustrated narrative. Due to the often mature subject matter of graphic novels, every new series is reviewed by staff to determine appropriate placement within the Adult, Young Adult or Children's collections.

Influencing Factors
The graphic novel genre is widely popular across all age-groups.

Selection Plan
Standard selection tools are used. Graphic novel review sites are also used, particularly to determine appropriate placement in the collection.

While some graphic novels are compilations of a series of comic magazines, *individual* comic magazines are not currently collected anywhere in the library.

Development Plan
Due to the growing interest in graphic novels, the collection should continue to be analyzed and developed. Well-reviewed and potentially popular titles should be added to the collection.

Adult Non-Fiction

Generalities 000-099
Description
This is a broad collection that encompasses many general subjects, but the heaviest focus lies on computers resources for the home and business user (005). Material on computer hardware focuses primarily on the Windows-based PC and the Macintosh but may include devices as these platforms develop in popularity. Books on software predominate, with emphasis on the major software uses: word processing, spreadsheets, Internet, graphics, and desktop publishing.

There is also substantial interest in the unexplained/extra-terrestrial material, where new, popular titles are added as they are published and interest warrants. In addition, practical and theoretical works in Library Science are collected here.

Influencing Factors

The on-going interest in the computer industry necessitates a constantly updated collection of relevant and current new titles in this area.

Library Science materials are available to the public, staff and library students.

Selection Plan

Standard selection tools are used in this area. Core computer titles may be added through a vendor standing order plan.

Development Plan

Development of this collection should be based upon specific use statistics. Journalism and publishing are of minor interest as a rule.

Purchase of computer books should remain at a high enough level to meet popular, home need in particular, as well as the basic business applications.

Philosophy and Psychology 100-199

Description

This section contains general works by and about major philosophers and philosophies and classic and popular works of psychology. Areas of popular interest include works on witchcraft (both historical and popular practical works), parapsychology, astrology and relationships, and *feng shui.*

Influencing factors

Standard works of major philosophers and psychologists should be maintained for the general reader and student. Popular areas such as astrology and witchcraft need replacement and addition on a regular basis. Self-help psychology and relationship titles are added regularly and may need weeding after three to five years as interest declines and new titles become popular.

Selection Plan

Standard reviewing tools are used for selection.

Development Plan

The library should continue to purchase works on behavior, parapsychology and popular self-help titles for the general reader and student. Philosophies other than Western should be added for well-rounded coverage.

Religion 200-299
Description
General religious and spiritual works and world religions are the core of this section. Bibles in different versions, Biblical concordances, and scripture of different religions, works on atheism, popular works of spiritual interest, books on cults, and works of mythology of different cultures need to be selected for the layperson and student. Material on spirituality of a personal nature is also included here.

Influencing Factors
The library maintains circulating and reference copies of the old and new testaments, concordances and new works of significant Biblical scholars. Interest in other religious texts is also high, and general works and scriptures of Islam, Buddhism, and others are maintained. Books on cults are of continuing interest.

Selection Plan
Standard review sources should be used for selection; particular attention should be given to religious bestseller lists.

Although some titles which are published by a religious institution itself may be part of the collection, proselytizing works will generally be excluded in favor of works that present an unbiased, informative point of view for the general reader.

Development Plan
The collection should remain fairly stable in size; retrospective buying may be needed to fill gaps in the collection. Religions and spiritual philosophies other than Western should continue to be represented as well as popular works on atheism. Close attention will be paid to patron suggestions in this area.

Social Sciences - 300-399
Description
The social science collection includes a wide variety of topics: education, crime, armed forces, law, transportation, sociology, etiquette, race relations, economics, conservation, sex roles, careers, folklore, and customs. Occupational and educational test preparation material is also found in this area. Resources in this area are intended for the general, non-professional reader. In some subject areas there is emphasis on "hot topics" for school assignments through high-school level.

Investment (332-333): The investment collection provides basic information on personal finance. It covers stocks, bonds, mutual funds, real estate, trusts, and other recent developments such as online investing. Except for the most basic books, currency of information is of primary importance. Classic investment books may be retained for purposes of studying the stock market historically.

Emphasis is placed upon fundamental rather than technical analysis of investment. The library maintains a current, representative collection of titles by well- known investment experts.

Individual investment newsletters with a specific investment focus may be accepted as gifts under library guidelines.

Law (340): Material in the law collection is appropriate for use by the layperson. Emphasis is on self-help law books on popular subjects such as divorce, landlord/tenant, consumer, employee/employer, wills and probate, patents, copyright, and immigration and naturalization. The library does not maintain collections of either state or federal case law. Reference resources include dictionaries, self-help law guides, and access to local, state, and federal laws.

Education (370): Emphasis in the education area is on material for students seeking college or test information and for parents seeking to help their children. History, theory, philosophy, and methodology are not emphasized.

Influencing factors
The media, school assignments, and occupational and educational tests are strong influences on patron demand. The library also responds to the growing community interest in home schooling. Interest in non-school-assignment-related subjects is primarily in practical application rather than in research, history, or theory. Availability of periodical and other databases helps to provide current supplemental information on school assignment topics.

Additional influencing factors include the wide interest in personal financial investment and legal information, such as citizenship material, in both print and audio-visual formats.

Proximity and access to college and professional libraries, such as the Contra Costa County Law Library and the Contra Costa County Education Department Educational Media Center, should be taken into account. The Library partners with Diablo Valley College and Contra Costa Community College in a number of ways, including the formulation of the Dougherty Station Library's collection, which reflects a deeper collection in the Social Sciences, in order to serve students attending the neighboring campus.

Selection Plan
Standard selection tools are utilized. Self-help law books by Nolo Press and test study guides may be acquired through standing order for core collections.

Development Plan
Collection emphasis should be on keeping the collection current and relevant. Duplicate copies are needed to meet patron demand, particularly of civil service and educational test materials. Popular test study guides such as the *GED* must be replaced annually.

Areas of the 300s that may lend themselves to standing orders include self-help law, test preparation, college handbooks/directories. Some consideration should be given to regular orders of *pro-and-con* material and career exploration material for school assignments.

Language 400-499

Description

The core of the language collection consists of dictionaries and language and grammar instructional material. The collection includes material on English for native English speakers as well as for those learning English as a second language. Learning materials for major European, Asian, and sign languages are represented at a beginning level. Books with accompanying CDs are particularly desirable. Information on the development, use, and acquisition of languages and comparisons of languages is not emphasized and is represented only by popular material for the non-specialist.

Influencing Factors

Contra Costa County Library serves an ethnically diverse community and new immigrants are an important service base. New immigrants often seek materials to help them improve their English language skills.

Most of the demand for foreign language instructional material is for travelers; there is also a need for material for personal interest and supplementing basic formal instruction.

Selection Plan

Standard selection tools are utilized. Purchase of duplicate copies may be necessary in order to meet demand. Staff should be aware of changes in demographics that may affect the choice of materials that are selected.

Development Plan

Purchasing of foreign language materials should reflect community demographic data. Enhancement of English as a Second Language material is desirable as demands from native speakers of particular languages occur.

Pure Sciences 500-599

Description

The science and math collection is designed to meet the needs of both the student (junior high through beginning college level) and the inquiring non-student. Included are both popular technical subjects and some more detailed or specialized treatments. The collection includes a sizeable number of science fair project books, general math books, and material on animal and plant life.

Influencing Factors

As in most public libraries, the 500s are one of the smallest areas of the collection. The rising cost of scientific and technical books may be a factor in the size of the collection, yet the continuing explosion of scientific ideas warrants a sizeable collection.

Selection Plan

Standard selection tools are utilized.

Development Plan
Popular titles should continue to form a major portion of the collection, along with continuous selection in basic math and science subjects.

Applied Sciences 600-699
Description
The applied sciences encompasses many subjects of popular and high consumer interest—from health and medical subjects, to home economics and family dynamics, agriculture and horticulture, employment and business management, engineering and home improvement. These materials tend to be aimed at general public patrons seeking information on a non-professional level.

Influencing Factors
The books in the 600's are among the most circulated material in the library. Some of the most popular subjects are cookery, entertaining, pets, gardening, job search, business management, and home improvement. This is a section very much driven by popular demand. Information currency is a priority, particularly in the health and medical subjects as well as technology subjects such as computers and electronics, space and aerospace, and other new innovative technologies. Variety of titles is more important than large quantities of the same titles.

Selection Plan
Standard selection tools are utilized in addition to popular consumer, science and technology publications.

Emphasis in selection should focus on updating those subject areas requiring currency of information. Selections for other areas should address popular demand, replenishing of weak areas, and strengthening retained material. Selections should be geared towards popular reading level material rather than the professional, technical level.

Medicine/Consumer Health 610-619: Because of advances in research in medicine and the need for current and authoritative information, this subject area requires vigilant replenishment with up-to-date titles written for the general public. Selections should focus on current health issues, consumer interests, and materials from quality health publishers. New printed material needs to be weighed against electronic and other non-book sources that may have more critical and current health information.

Home Economics 641: Books on cookery and entertaining are among the most circulated material in most libraries. Although most community libraries have a large to extensive collection in this section, new selections must address popular interest or demand against the need for balance relative to the size of the library and the material in other sections of the library. Diversity is more important than depth in this area.

Parenting 649: Parenting books circulate well. Core parenting collections with classic works on the subject should be supplemented by a selection of new titles with diverse perspectives.

Business/Careers 650-659: Demand for material in this section ranges from general popular books such as keyboarding and software instructional manuals, resume writing and starting a business, to more professional level business and personnel management works. The selections need to address the wide-ranging needs and the difference in material required by the size of a community library.

Development Plan
The selection level of material in a subject area needs to be appropriate for each library. Although it is desirable to have within any popular subject area as many titles as possible intra-regionally or countywide, the diversity must be shared among the libraries and reliance upon exchanging material is of necessity under the reality of limited resources.

The limitation of resources also dictates the prudent selection of material. Many community library collections in the 600's, particularly cookery, gardening and parenting, are adequate to substantial. However, there are gaps that should be identified through the collection assessment process.

Arts and Recreation 700-799
Description
This section encompasses a broad variety of arts: fine, visual, performing, decorative, and recreational. Within these broad categories are many subjects with high popular interests and demand. These include sports, crafts, interior furnishing and decoration, popular culture and entertainment, graphic arts, antiques and collectibles, home landscaping and architectural design. The materials in this section are selected for general popular use.

Influencing Factors
The high interest subject titles in the 700's circulate very well and are driven by popular demand. Many of the subjects in this section are how-to, recreational, or hobbyist in nature. Of necessity, this section must offer broad subject and topic coverage in high interest/high demand areas and also provide a well-balanced coverage of less popular areas. The latter include classical music, non-Western arts, less familiar artists, and less popular crafts.

Selection Plan
Standard selection tools are used.

Many guides to the arts are general and broad ranging in subject coverage and are selected for both circulation and reference use. These include the price and collectors' guides, music, film and video guides. Specific how-to guides for antiques and collectibles are also necessary. Selection must address currency of material for price guides and new or popular interest topics, while continuing to broaden the number of titles in high demand areas and maintain a rich balance in the entire section.

> ***Comics and Cartoons (741):*** This section holds compilations of comic strips/cartoons as well as industry background, collector trends, and pricing guides. This area includes illustrated political commentary and humor in narrative or non-narrative book format. The area receives high circulation and requires

frequent material replacement. Graphic novels are considered a separate collection and are cataloged as fiction in the Adult, Young Adult and Children collections.

Music (780-789): The music section covers music from early history to contemporary times, with minor coverage of music in other cultures. The high demand area is contemporary and pop-culture music. The collection includes popular song collections, self-instruction resources, and materials of local or regional interest. A special jazz collection housed at the San Ramon Library is described in the *Special Collections* section of this plan.

> *Recreational and Performing Arts (790-799):* This section encompasses the performing arts both stage and films, and the recreational arts, which range in indoor and outdoor recreational and sports activities. The material on popular American sports has high demand, particularly instructional titles. Generally, a rich selection of titles on a popular subject is desirable, while providing multiple copies may be necessary on recommended titles for topics of wide popular interest.

Development Plan

The selection and the level of material in the arts must be appropriate for the size and type of library. Although it is desirable to have locally as many titles as possible in high demand areas, budgetary limits necessitate the reliance of title-diversity spread among libraries regionally. A regional and organization-wide cooperation is imperative to assure a balanced and broad collection in those less popular areas and in the arts as a whole.

Literature 800-899
Description

The literature collection consists of the following major subject areas:

Writing: Material in this collection is intended to aid the writer or aspiring writer of fiction and non-fiction for adults, children, or more specific audiences. It includes advice on writing techniques and finding a publisher. Writing term/research papers, articles for periodicals, letters and technical reports are some of the popular subjects selected for this area. Also included are style manuals and handbooks on English composition and books on preparing and delivering speeches and toasts.

Literary history and criticism: Titles are selected to cover the literatures of the world as well as the various forms of literature. This may include also surveys of one or more national or regional literatures, or studies of individual authors and individual works.

Anthologies: Compilations of speeches, essays, humorous writings, short stories, and plays and poems comprise the collection with an emphasis on American literature. Basic and representative core works of the literature and culture of many other nations are present in translation to support a basic level of school and public library inquiries.

Influencing Factors

Required reading in local high schools centers on major American and British authors and the collection reflects this emphasis. There is also demand for the most notable classical Greek and Roman authors and a growing need for core multicultural writers as well. Play-reading groups and amateur theatrical groups make use of the library's drama collection. Public interest in drama is also generated by the broad variety of stage productions available in the Bay Area.

Selection Plan

Standard selection tools are utilized. Concentrated purchasing is done in the area of style manuals, books on letter and speech writing and styles of writing. Multiple copy selection is generally unnecessary, except in criticism of authors and classic works of literature regularly appearing in class assignments.

Development Plan

Purchasing of primary material and literary criticism for the literature collection should focus on both English and non-English languages. Poetry includes the works of major and award-winning contemporary poets. When possible, plan to provide copies of plays to be performed locally.

Geography and History 900 - 999
Description

The geography and history collection consists of popular works intended for a general audience, and supplemental material to support student use. General geography, historical geography, atlases, and geography of specific continents, countries and localities in the modern world are included in this collection. Considerable demand has led to the collection of current travel guides for international and national locales. History materials emphasize the United States and major countries of Europe, Asia and Africa. Local history includes resources on California, Contra Costa County and local communities.

Influencing Factors

The demand for popular materials and the needs of students require current as well as classic works in the study of all aspects of history and geography.

Age and affluence in local communities create demand for all types of travel material.

Selection Plan

Standard selection tools are utilized. Standing orders for many annual travel guide series such as *Fodor* and *Lonely Planet Guides* will ensure that every library maintains a core collection of current material.

Development Plan

Commentary on current conditions in various parts of the world should be represented along with classic historical texts and treatments.

Particular areas of emphasis include travel, genealogy, and local history. Local history collections are evaluated and developed in accordance with the recommendations in the *Contra Costa County Library Local History Inventory*, conducted by Kristen C. Wick in 2000.

Biography
Description
This collection consists of non-fiction materials about people from all walks of life and from the earliest times to the present. Autobiographies, memoirs, and letters are included here. Most works in this collection are popular materials appropriate for a general audience, although series biographies for student use are also emphasized.

Influencing Factors
Biographies appeal to a wide spectrum of people, and the library's collections in this area strive to present a broad range of subject interests at varying levels of difficulty. This collection tends to reflect higher circulation statistics than many other areas of non-fiction.

Selection Plan
In addition to standard selection tools, popular magazines such as *People*, *Time*, and *Newsweek* provide the library with awareness and reviews of titles that will be in demand.

Development Plan
The biography collection should be maintained on a basic information level. New works need to be purchased to reflect patron demand and to maintain a well-balanced and broad collection.

Adult Audiovisual

Video
Description
The adult video collection contains feature films, television programming and informational videos in VHS and DVD format. The collection emphasizes feature films, including current popular interest, older classics, genre and foreign films. Informational titles include such subjects as travel, sports, exercise, parenting, cooking, business, language, documentaries, arts, hobbies, and home repair. TV programming includes cable and network series, mini-series, and specials.

Most of the collection is currently for home use only; the library may purchase some *public performance videos* when the price is within the library's budget. (Videos for home use are restricted to individual or family viewing. *Public performance videos* are those for which the library has purchased the rights for group viewing, for either in-library programs or for organizations' use with their members.)

Influencing Factors
The video collection exists to serve the general informational, educational, and recreational needs of the library community. The library does not attempt to compete with video stores. VHS materials are no longer purchased. As format trends for the watching of video transform over time, the Library will assess such formats. For information on formats selected for videos, see Chapter 4: Collection Formats.

An anticipated long-term use is a deciding factor in the selection of videos for adults.

Closed-captioned films are purchased whenever available to meet the library's commitment to serve persons with hearing impairments. Patron requests for specific videos will be considered and purchased if the film is appropriate to the collection for the long term.

Selection Plan
Films
In addition to the standard selection tools, reviewing sources such as *Video Librarian* are regularly consulted. Vendor catalogs (*B&T Alert*, *Facets*), ads, and patron title requests are also used to identify features and non-fiction films suitable for purchase. Preference is given to the purchase of new titles rather than replacements, but available titles in high demand may be replaced

TV Programming
The selection of television programming, including response to customer requests, is based on the following criteria:
- Limited public availability (i.e. premium cable channel series, short-run "cult" series, specials)
- Popularity
- Award-winning or critically acclaimed

While efforts are made to purchase the complete run of a television series, continued or declining popularity will influence the decision to purchase new episodes or to replace lost episodes.

Development Plan

The video collection continues to grow in response to community demand and interest. The primary emphasis will be on acquiring high-interest feature films and appropriate non-fiction titles. There is ongoing interest in filmed operas. If additional need is identified, the collection of described video material for the visually impaired may be increased.

Audio books

Description

The audio book collection consists of both fiction and non-fiction materials. The number of titles is growing steadily. The fiction area includes contemporary and classic fiction with an emphasis on contemporary works. Works of fiction are represented in unabridged versions. The non-fiction collection covers a range of subject areas including best sellers, language, instructional and self-improvement topics. Due to the economics of the format, non-fiction titles are represented in both unabridged and abridged titles.

Influencing Factors

The audio book collection exists to serve the general informational, educational, and recreational needs of the library community. For information on formats selected for audio books, see Chapter 4: Collection Formats.

Selection Plan

Standing orders for a broad range of unabridged fiction and non-fiction titles are contracted with audio book vendors. Additional standing orders for trade titles (primarily best selling authors) may be set up with vendors. The library orders unabridged titles in response to patron demand.

Development Plan

Budget and space considerations will determine how much expansion can take place with the spoken word recordings. The continuing focus will be on expanding the collection of fiction titles in the unabridged format on CD. Existing standing orders for unabridged titles should be supplemented with the selection of a wide range of individual unabridged titles, particularly classics. In addition to fiction, the library purchases instructional, self-help and language titles to meet the educational and recreational needs of patrons.

Music

Description

The adult music collection covers all varieties of music, including classical, pop, rock, R&B, country, jazz, blues, reggae, world, new age, show tunes, and film soundtracks.

Influencing Factors

Budget and demand dictate a strong collection of primarily current, popular mainstream recordings. Because of a wide variety of users, the collection should be varied and contain music

that appeals to all tastes. In classical music, the community interest in opera is met by collecting titles that are performed by the several notable local opera companies.

Selection Plan
The library relies upon vendor pre-selections for many of its popular music titles in most genres. Selection tools for additional material include *Billboard*, as well as the standard selection tools. Local artists of any musical genre are collected if it meets the general selection criteria.

Development Plan
The development goal for this collection is to have a balanced and representative collection of all types/formats of music. The collection is not to be a comprehensive one, but a dynamic one based primarily upon current popular tastes. As budgets allow, the collection should be expanded to include as many quality *non-mainstream* artists as possible to broaden choice in the music collection.

Circulating CD-ROMs
Description
Although the library no longer purchases CD-ROMS for circulation, many CD-ROMS still remain in the collection. The remaining CD-ROMS are informational, educational, and creative in nature. In general, games of a purely recreational nature were not purchased. At the time of purchase the Library aimed to include at least ten percent of its *CD-ROM* titles in *Macintosh* format. Because most tiles are available in the hybrid format that includes *PC* and *Macintosh* versions on the same disk, little duplication of titles is apparent in the remaining collection.

Influencing Factors
For more information on the discontinuance of this format, see the section titled Chapter 4: CD-ROMs.

Selection Plan
This collection is no longer actively developed.

Development Plan
This collection is no longer actively developed.

Miscellaneous

Paperbacks - Unaccessioned
Description
Until June, 2010, the library maintained a small collection of un-cataloged, or "unaccessioned", mass-market paperbacks. These unaccessioned titles were acquired before the library adopted a policy of cataloging such materials. These items were circulated at community libraries from special paperback racks and browsing shelves.

Influencing Factors
The small unaccessioned paperback collection is no longer actively developed, and was phased out in June, 2010. Instead, a fully accessioned fiction and non-fiction collection allows patrons

complete access to all titles, provides the Library with a more accurate circulation count and supports Library staff's ability to assess usage patterns and patron need.

Selection Plan
This collection is no longer actively developed.

Development Plan
This collection is no longer actively developed.

Large Type
Description
The large type collection is primarily a duplication of titles already in the library in standard type. Classic literature, popular and genre fiction - including mystery, romance, adventure, and some Western titles - make up the fiction collection. The majority of non-fiction books consists of biographies, travel memoirs, self-help, medical, humor, and assorted other popular works. Access to the breadth of this collection is largely through the automated catalog.

Influencing Factors
Large Type books serve a small but active group of library users. Community library collections of Large Type tend to get read-out, and the collection requires a continuous influx of new material. As a result, community libraries may rotate their collections periodically.

Selection Plan
Although individual community library needs determine the extent to which local large type collections are developed, titles are centrally selected and ordered.

Development Plan
Because large type books are seldom reprinted, emphasis should be on purchasing the most desirable titles soon after publication. New works need to be purchased to keep up with popular demand and to maintain a balance in the collection. Standing order plans from the major vendors do a good job of providing a variety of popular titles, particularly fiction.

Pamphlets
Description
This collection consists of material that is not classified as a book or periodical. Pamphlets cover material that is usually focused on one topic. The topic may be of regional importance or of public interest.

Each community library may choose to maintain its own small collection of pamphlets relevant to that community.

Influencing Factors
All pamphlets are unaccessioned.

Selection Plan

Community libraries receive pamphlets from customers as well as special interest groups. Libraries may add materials if they meet general selection criteria.

Development Plan

The pamphlet collection should be maintained on a basic information level. New pamphlets may be added on an as needed basis.

Periodicals

Description

The collection consists of popular titles in a broad range of subject areas. The collection includes some academic periodicals but is not an academic research collection. It provides current information and has a high browsing use. To improve circulation data and increase access, the library catalogs all periodicals.

Influencing Factors

The library acquires and maintains a periodical collection to serve the informational, educational, and recreational needs of patrons. Many periodicals are acquired for browsing purposes. Demands for current information are also frequently met by the periodical holdings. Access to back-files is available through additional microform holdings as well as access to electronic databases through the Virtual Library. The needs of the community's diverse ethnic groups are addressed by the inclusion of foreign titles in the appropriate community library collections.

Selection Plan

Each community library evaluates its own periodical needs on an annual basis, dropping and adding subscriptions as local need requires. The Collection Development Committee makes suggestions for new titles. Selection tools such as the periodical *Magazines for Libraries* and sample issues are used to evaluate new additions to the collection.

Development Plan

The primary objective is to keep collections current to satisfy patrons' needs and interests. Rising periodical prices and space limitations will necessitate a fairly stable collection in most locations. Consideration will be given to cancellation of marginal, little-used titles to make room for new titles, which can add depth to the collection. Higher cost, in-demand titles are sometimes funded by local community groups. Consideration of electronic versions and indexing of periodicals is always given.

College Catalogs

Description

The library used to maintain a collection of college catalogs; however, catalogs are no longer collected in print format since most are available online. Community libraries may retain print catalogs only for colleges in the general vicinity of Contra Costa County.

Influencing Factors

The continued maintenance of print collections in community libraries is labor-intensive and redundant.

Selection Tools

The library is no longer developing this collection.

Development Plan

The library is no longer developing this collection.

Young Adult Collections

Description
The Contra Costa County Library recognizes the need for age-appropriate material for young adults between the ages of twelve and eighteen, and collects material in all formats and subjects that meet the educational, recreational, and developmental needs of this age group.

Cataloged hardcover books with popular appeal (both fiction and non-fiction) generally make up the core young adult collection in each library, supplemented by a selection of paperback books also with popular appeal, as well as paperback classics. Paperbacks are cataloged to enable patrons to find titles via the online catalog and to help staff assess collections. Community libraries also collect graphic novels for young adults that are classified as young adult fiction.

Because materials suitable for young adults can be found in the existing adult and children's collections, the young adult non-fiction collection focuses solely on a small set of teen-focused materials. Young Adult nonfiction collections generally support recreational reading needs, but may include some focused nonfiction materials to support local curriculum. Preference is given to shelving nonfiction materials in the adult or juvenile collections unless those materials are written for a specifically teen audience.

Young adult audio books are centrally purchased and are part of the Library's floating collections. Material in non-English languages as appropriate may also be found in a local young adult collection. Periodicals of specific interest to young adults are acquired as local need and interest dictates.

Influencing Factors
The socio-economic, academic and cultural backgrounds of young adults in the different communities will affect the types of material of high interest to this age group. Much of the high demand material may be driven by current trends in popular culture and have limited interest and shelf life. Less temporal are resources needed to support school assignments and material that address those timeless issues of this age group.

Selection Plan
Standard selection tools are utilized. High demand material for this age level, such as graphic novels, serial fiction, popular paperbacks, school assignment materials, study guides, teen self-help books, and resources on popular trends, may be purchased through standing order or vendor plans.

Development Plan
Teen Service representatives and Collection Development staff address the needs of this age group by the tools and measurements described in Chapter 2: Collection Assessment.

Children's Collections

The purpose of the children's collection is to serve the community in its diverse informational and recreational pursuits. The children's collection in the Contra Costa County Library serves a population from birth through grade six and their adult caregivers. The library makes efforts to support local academic curricula**.**

Children Fiction

Picture Books
Description
The picture book collection is a large, popular section within the Library. The picture book is a fiction title with illustrations occupying as much or more space than the text. Emphasis is on the illustrations. Text, vocabulary and concepts are suitable for preschool age children to eight year-olds. This is a broad category of books covering many subjects of interest to young children.

Picture books come in various sizes, with most being oversized. They generally have short text and can be read fairly quickly. Parents tend to check out many at a time. Teachers also use this collection. Because of these factors the picture book collection must be one of the largest in the collection. These books have a high turnover and need to be replaced frequently.

Influencing Factors
Picture books cover a wide range of topics. Common themes such as moving to a new home, starting school, birth, and birth of a sibling are in high demand, as are concept books that meet the educational needs of preschoolers. Parents and teachers look for books that are good to read-aloud. They are also interested in the classic older favorites. Because the main focus of these books is the illustrations, these need to be of good quality. The text should be complementary. The collection should also include many multicultural titles.

Selection Plan
Picture books are core materials. For reasons of durability, hardback or library bindings are purchased whenever possible.

Development Plan
The picture book collection should be maintained as a large collection of quality titles responsive to the interests and demand of the community. Replacements should be done on a regular and frequent schedule.

Easy Reader Fiction
Description
This collection serves the needs of children who are just learning to read. It includes easy to read books with few words on each page and short chapters. These books have controlled vocabulary, large print, and visual cues for the text. They are an introduction to independent reading. There has been an increasing demand for titles on this level. Publishers have recently responded with a larger selection of quality books. The *JE*'s (Easy Readers) are shelved separately from the children's picture books and the children's fiction.

Influencing Factors

It is important that these books appeal to the beginning reader. Special attention is paid to the level of humor and complementary illustrations. Parental demand is high for the very easiest of this category for children just learning to read. Easy reader fiction is a bridge category for some children who are having difficulty learning to read.

Selection Plan

Standard selection tools are utilized. These titles are purchased heavily due to high demand. This area of the collection has extremely high usage, with a very high turnover rate.

Development Plan

Demand for material with this reading level is constant.

General Fiction

Description

The children's fiction collection is comprised of titles meeting the recreational and educational needs of students with second through sixth grade reading levels. Books include modern selections and classics. An effort is made to include all books that have won children's literary awards to satisfy the demand of recreational readers as well as the demand from class assignments.

These books cover a wide range of subjects and themes. A variety of characters, settings, and writing styles are represented. This collection includes titles that range in difficulty from simple stories a step above the easy readers to books for sophisticated readers with a large vocabulary and high reading skills. The books may include illustrations, but emphasis is on concepts, style, and treatment of text.

Influencing Factors

Recommended reading booklists prepared by the Youth Services Librarians are available at all of the libraries and online. They provide suggested titles for different age-levels and a variety of topics.

Selection Plan

School Library Journal is the primary review source for selection of new titles. Other Standard Review Sources are also used. Replacement lists offer the opportunity to select high demand items, old standards, and classics.

Development Plan

The children's fiction collection will be maintained to meet patron interest and demand.

Children Non-Fiction

General Non-Fiction
Description
The children's nonfiction collection includes materials that meet the informational, educational and recreational reading needs of children in kindergarten through sixth grades.

Influencing Factors
The demand for browsing material is continuously balanced against a significant need for homework support materials. Popular topics such as magic, jokes, sports, crafts, comic strips, fairy tales, folktales, etc. comprise a sizeable portion of the collection. The California school curriculum is an important force in shaping the nonfiction collection. Annual assignments such as California history, colonial America, animals, states, science experiments, and ancient cultures require circulating materials in significant quantities.

Selection Plan
Curricula-based subjects such as California history, science, states and countries, are part of community library core collections. *School Library Journal* is the major review source. Additional review sources include *Booklist* or *Horn Book*.

Development Plan
Weeding of worn materials and replacement with newer editions or relevant titles is a primary focus. Of particular importance is the currency of science materials and biographies.

Reference
Description
The children's reference collection consists of general encyclopedia sets such as *World Book*, specialized sets such as *Lands and Peoples*, science encyclopedias, indices to children's songs and poetry, bibliographies and guides to children's literature.

Influencing Factors
The reference collection addresses the informational and educational needs of students. Some materials and bibliographies on children's literature are unique to the children's reference collection. In response to classroom assignments and other informational needs, a basic reference collection in a children's department should contain enough tools to satisfy most standard homework assignments, such as California history, missions, animal topics, science experiments, history, biographical collections, children's dictionary/thesaurus, and state/country resources. Reference collections do not supplant the need for circulating materials to help students accomplish homework. Acquisition of current grade-level textbooks from local school districts is desirable but not essential to a solid reference collection.

Selection Plan
Standard selection tools are used.

Children's Audiovisual

Audio books
Description
The children's audio book collection consists mainly of fiction titles purchased in unabridged format. A smaller percentage is comprised of fairy tales, short story collections, and classics.

Selection Plan
Children's audio books are selected from *School Library Journal* reviews or vendor-generated lists. The library's primary focus will be on ordering unabridged titles. By and large, library patrons in general prefer unabridged recordings.

Development Plan
Budget and space consideration will determine how much expansion can take place with the spoken word recordings/audio books in the children's collection.

Multimedia
Description
The children's multimedia collection consists mainly of music, book and audio sets, language instruction, and videos. The children's video collection includes popular movies, animated feature films, and folk/fairy tale plays, as well as non-fiction and instructional.

Influencing Factors
Selection is heavily influenced by patron interest and demand for popular titles.

Selection Plan
Selection is done through *School Library Journal* reviews, patron requests and vendor-generated lists. Appropriate standing order plans may be used when available.

Miscellaneous

Paperbacks
Description
The children's paperback collection contains primarily fiction titles by a wide variety of authors for children in grades 2-6. This collection includes many inexpensive, in-demand series that are found only in paperback. These series generally have many individual titles published on an ongoing basis. Because children tend to read all of the titles in a series they enjoy, series titles are fully cataloged to support the ability of children to find individual titles and series. A cataloged collection also helps library staff assess collection use in order to better serve this clientele. For the same reason, popular paperback reprints are fully cataloged. Unaccessioned paperbacks once comprised the majority of this collection, but were phased out in June, 2010.

Influencing Factors
This collection provides multiple copies of inexpensive, in-demand, recreational reading and books required for class assignments. Demand for popular series is created by word-of-mouth and is constantly changing.

Selection Plan

The standing order list for popular series paperbacks is reviewed and revised annually. New individual paperbacks are selected from monthly order lists. Replacements are ordered as needed.

Development Plan

This collection should be maintained to meet patron interest and demand.

Board Books

Children's board books are made of sturdy material for babies and toddlers. The text is minimal, with few words on a page or none. Emphasis is on color and simple concepts. The purpose of the Board Book collection is to introduce books to babies, toddlers and their parents in order to encourage families to read together so that such reading becomes a regular part of peoples' lives.

Board books are ordered on a monthly basis. Board books are shelved near the picture books. These books are very popular among parents with very young children. They are among the best used materials in the Library and require ongoing replacement due to wear and tear.

Pamphlets

Only those children's pamphlet collections that are current and actively support local school assignment work will be retained. All others will be discarded.

Periodicals

The children's periodical collection supports the recreational, informational, and educational needs of children through grade six. Standard selection tools are used in choosing titles. Patron suggestions and demand are also considered. Periodicals are reviewed and renewed once a year. Popularity and quality guide selection.

Special Collections

The Contra Costa County Library maintains strong special collections that reflect the local community, history, and heritage. Special collections supplement the general collections. These collections, except for that of Project Second Chance, are accessible to all library users. A special collection generally focuses on a limited or specialized subject, and is often intended only for a particular audience. It comprises material of a significant quantity and strength (breadth and depth), beyond the norm expected for a particular size library.

A special collection may be a unique, self-contained, one-of-a-kind irreplaceable resource with no need for further development, requiring appropriate preservation measures, or it may be a collection unique to one or more community libraries that requires continuing maintenance and collection development.

Guidelines for Implementing a Special Collection

A local community library that is considering the implementation of a new special collection should use the guidelines listed below. This process must be carried out in consultation with Library Administration and the Collection Development Committee.

- Will the proposed collection unnecessarily duplicate a nearby collection?
- What will be the benefit of the proposed collection to the local community?
- Consider preservation issues:
  - Space; durability; uniqueness; legalities; budget limitations
- Who will be responsible for developing the collection?
- What tools and resources will be used?
  - Community; library staff; vendors; funding sources; grants; technology
- Is there the ability to sufficiently maintain and catalog the development of the collection?
- What will be the impact of the collection upon community library and support staff?

The following special collections are currently significant library resources:
- Early Literacy Outreach
- Government Documents
- Heritage/Genealogy
- International Languages
- Jazz
- Juvenile Outreach
- Local History
- Project Second Chance
- Green Collection

Early Literacy Outreach

Outreach collections are funded and managed by the Office of Early Literacy. The collections are developed and managed by the Early Literacy Specialist under the direction of the Reading and Literacy Department.

Books To Grow On

The Books To Grow On program provides childcare providers with literacy kits designed for use with children 2-5 years old. Each kit helps childcare providers get more language and books into their children's lives by offering:

> 9 children's books
> a prop
> a music CD
> an activity notebook

The Books to Grow On collection includes kits organized around the following themes: Bears, Birthdays, Bugs, Clothing, Dinosaurs, Dogs, Fall, Families, Farms, Food, Friends, Growing Things, Mice, Music, My Community, Outer Space, Pigs, School Days, Self-Esteem, Silly Stories, Spring, Summer, Transportation, Winter, and the Zoo.

The kits are located at the Antioch, Pinole and Pleasant Hill libraries. All kits are indexed in the library catalog, and patrons may place holds on kits and request delivery to their local library.

Stories To Go

The Stories to Go program was created to provide early literacy and read-aloud programs to low income children. Volunteers are recruited, trained and placed in Head Start and state preschool sites to read on a weekly basis for a school year.

Volunteers are trained to perform finger-plays and songs and are equipped with story kits from the library. These kits are thematic and each includes eight to fourteen books, a prop, a finger play card and/or a song card for the volunteers to use. The program kits are located in San Pablo, Concord and Pittsburg with smaller collections in Martinez and Brentwood. There are over sixty thematic kits for volunteers to choose from.

The materials in the Stories to Go program kits are chosen for preschoolers age 2 ½ to 5 years of age. For many children in this group, this program represents their first exposure to literature. Picture books selected for use must be large for reading to groups, colorful, and have shorter text than many other books. Many children are of diverse ethnic backgrounds and/or have come from families in which English is a second language; as a result, books with multicultural themes, characters, faces or situations are preferred. The collection includes books of song, humor, stories of holidays and subjects of interest to children in school settings Large-format picture are included in many of the Stories to Go collections

Individual titles can be purchased to supplement the kits. The additional books provide volunteers with more selections when planning their story times.

Government Documents

In addition to a Federal Depository Library as mentioned in Chapter 1: Federal Government Publications Collection, Contra Costa County Library is considered a State Depository Library. At the present, the collection houses publications in several formats: print, microform, CD-ROM and online resources for State, Regional, and local county and municipal agencies.

Responsibility for collection development and maintenance of the documents collection officially rests with the County Librarian, but is delegated to the Collection Development Manager. Selection policy, criteria, and goals and objectives must meet any requirements necessary to maintain depository status, and they must also dovetail and be consistent with the library's overall mission and collection development policy and plan.

The collection emphasizes reference, statistical and popular materials over those for instructional or research purposes. As time passes, many government documents will be broadly accessible due to availability in electronic format.

Community Library Government Document Collection
Most community libraries have a Government Documents section that houses documents from the local municipal government and other governmental agencies. The extent and types of material in each library varies, oftentimes depending upon the agreement the library has with local government.

Heritage/Genealogy

The genealogy collection at the Pleasant Hill library, also known as the Heritage Collection, is a large collection of genealogical resources that includes books, pamphlets, newsletters, magazines, and microfiche files. The Heritage Collection was established by members of the Contra Costa County Genealogy Society. The organization's Heritage Collection Committee continues to contribute material to the collection. Library staff perform cataloging and processing of donated materials for the collection. This symbiotic arrangement has worked well and is expected to continue to enhance the collection.

The books are of a general genealogical nature and relate directly to the study of or search for lineage or family or individual ancestry. The collection emphasizes American genealogy and includes genealogies for specific geographical regions, family histories, military members, immigration/passenger records, church records, and ethnic genealogies.

The Heritage Collection is complemented by internet resources and the genealogy CD-ROM workstations at the Danville Library and the Clayton Library.

International Languages

International language collections are developed at the community library level depending upon the local demographics and the identified need for substantial material in a particular non-English language. Community Library Managers annually allocate county and gift funds to

support international languages collections. The Libraries contain material representing twenty languages other than English. Distributed throughout the county are distinct collections of Chinese, Japanese, Russian, Spanish, Tagalog, Vietnamese, and Hindi and Gujarati.

The material in *Tagalog* comprises about a quarter of the *Filipiniana* collection, which is a special collection in itself. Most of the *Filipiniana* collection is in English and covers the history, culture and biography of the Philippines and of Filipino-Americans.

International language collections usually offer material for adults, young adults, and children in formats that include books, periodicals, and audio-visual materials.

Responsibility for each language collection rests with the librarians at the community library where the collection is found.

Access is crucial for those needing such material. All International Language collections are cataloged to provide easier access.

Jazz

The Jazz Collection at San Ramon resulted from the community library's successful competition for the Smithsonian Institution's first jazz exhibit. Recording companies and performing artists first contributed over 400 CDs to the library. Funds from the exhibit helped to acquire additional CDs, videos, books and sheet music to form a special collection of unusual strength and breadth. Collection development and maintenance is the responsibility of the San Ramon Community Library staff.

Juvenile Outreach

The Contra Costa County Library manages collections for incarcerated teens at two institutions in the Contra Costa County Probation Department system: the John A. Davis Juvenile Hall and the Orin Allen Youth Rehabilitation Facility (OAYRF).

Betty Frandsen Library at John A. Davis Juvenile Hall
The John A. Davis Juvenile Hall is a maximum-security facility for juvenile offenders up to age 18. In November of 2006, the Betty Frandsen Library was established at Juvenile Hall with the mission of promoting a love of literature and reading, supporting the school curriculum, and encouraging the development of a lifelong habit of self-directed learning. The library is operated jointly by a Librarian, Probation Department staff and volunteer staff. The librarian is chiefly responsible for the selection of materials which meet the educational, information, recreational, career/vocational, and personal needs of its users. Certain materials are prohibited from the collection including: hate literature; materials that promote or glorify gang activity, violence, drug and alcohol abuse/use and irresponsible sexual behavior; materials that are predominantly sexually graphic; telephone books; newspapers; and movies rated higher than PG-13. The library maintains a site-specific policy document with specific guidelines for the selection of materials, reconsideration of materials, and circulation and visitation procedures.

Orin Allen Youth Rehabilitation Facility Library
The OAYRF houses boys (age 13-18) who have been transferred from the Juvenile Hall facility. These youth have been sentenced to either 3, 6, or 9 months in the minimum-security setting of the OAYRF where they are taught the skills necessary to positively and constructively reintegrate themselves into their local communities. The mission of the library is to support the goals of the OAYRF by helping residents develop the lifelong habit of reading for pleasure and preparing them for this successful transition back to their communities.

The OAYRF library opened in the summer of 2008. The library is operated jointly by a Librarian, Probation Department staff and volunteer staff. The Librarian is responsible for the selection, order, and processing of the library collection, as well as other administrative, training, and circulation responsibilities. The OAYRF collection provides material along a wide spectrum of reading levels to accommodate the needs and abilities of all its residents. The collection includes:
> Young adult fiction that will attract readers of many tastes and abilities
> Materials from recommended reading lists
> Materials of special interest to teens
> Spanish language materials
> Special education materials
> Materials that support the activities of special programs at OAYRF (such as the Automotive, Animal Husbandry, Horticulture, Woodshop, Substance Abuse, Drug Prevention, Organized Sports, Gang Diversion, Anger Management, Read to Live, Senior Tutors, and Culinary Arts programs)
> Career and vocational materials to help students acquire the skills and resources necessary to succeed in the professional world

The library staff, teachers and Probation Department staff jointly prepared a site specific Collection Development Plan. The Plan guides the selection of new materials, identify appropriate formats, and establish criteria for collection maintenance.

Local History

Local History collections are found in all community libraries to some extent. The *Contra Costa County Library Local History Inventory* is a very detailed inventory of local history resources in each community library, accompanied by very specific recommendations.

The major Local History collection for the Contra Costa County Library is located in the Pleasant Hill Library. Most community libraries have been able to allocate staff and time to collect material and maintain files related to the local history. However, the policy and practice of maintaining local history collections have not been consistent among the community libraries. Clear collection and retention guidelines should be established for local history collections, in order to enable appropriate decision-making about such diverse materials as high school yearbooks and newspaper clipping files.

The Pleasant Hill library houses an extensive collection of material pertaining to the history of the county and its cities and localities. The material includes books, pamphlets, newspapers in

hard copy and microform formats, vertical files of clippings from newspapers and other print sources, maps, photographs, city directories, telephone directories, high school yearbooks, census microfilms, and other archival historical material.

This collection is an invaluable and unique research resource. Many of the items are rare and irreplaceable. Although there is controlled access to the material, most of the materials, due to age and fragile condition, need preservation. Preservation requires maintaining the items either in their original form or having their content transformed into a more permanent and usable format, such as a digitized file or format. Ongoing maintenance and development of this resource is highly desirable to retain its historical and research value. This responsibility is that of each community library's Librarians.

Project Second Chance

Project Second Chance (PSC) is the library's adult literacy program. It trains community volunteers to provide one-on-one and small group literacy instruction to people over sixteen years of age who speak English and are not enrolled in school. The program's resources are housed in its administration offices in Pleasant Hill and Antioch.

The PSC collection of instructional aids includes multiple copies of workbooks and teacher's guides, low-level/high interest audio books, and collections of poetry, essays, novels, and works of non-fiction. These items are not listed in the library's catalog and may not be borrowed by the general public.

PSC resources are purchased specifically for the program's tutors and students, with occasional use by adult education teachers and literacy volunteers affiliated with other county programs.

Green Collection

In October 2009, the Pleasant Hill Library created a partnership with the City of Pleasant Hill to create a collection promoting recycling and reuse in order to help the city reach its goals for diverting solid waste from landfills. The collection is housed in the Green Zone.

The collection includes adult and juvenile books, pamphlets, magazines and audio/visual materials. The goal of the collection is to help community members explore a variety of environmental concepts and solutions. Following the lead of the Pleasant Hill Library, several other community libraries created Green collections.

The Green collections are not intended to include all materials that the library collects on environmental topics. Rather they are a way to accentuate and aggregate a portion of the Library's coverage of such materials in order to help browsing patrons find materials that would otherwise be dispersed throughout the library.

Chapter 6:
Collection Maintenance

This chapter covers three aspects of Collection Maintenance:
>Sharing and Circulating Reference Resources
>Weeding
>Replacements
>Preservation

Weeding (De-Selection)

Weeding is an essential element of collection development that ensures that Library materials are useful and accessible. The collection tiers, as described in Chapter 1: Physical Libraries, also serve as guidance for the maintenance of individual local collections. Collections should change over time to reflect changes in the community and in the Library's goals.

Weeding is an evaluation of resources intended to remove items that are no longer useful from the collection. When libraries do not weed regularly or consistently, customers have trouble finding interesting and relevant materials. Removing outdated or worn-out items makes the collection more visually attractive and more inviting to users. It helps assure patrons that the library supplies up-to-date information that is easy to find. Library staff may withdraw and discard resources if they are obsolete, little used, in unusable condition, superseded, or replaced by a new edition or a better title on the subject.

Weeding can help staff find the gaps in collection areas and creates space for new materials. Weeding increases circulation by drawing attention to materials that had previously been overlooked.

Every library's collection is limited by the space available to house it. In order to maintain a current and useful collection, this systematic evaluation and weeding is necessary. It keeps the collection responsive to patron needs and makes room for the influx of new resources that continuously replenish the collection. The weeding process identifies damaged items, dated resources, and items that are no longer being used. Weeding also aids in the identification of areas where new resources may be needed.

Because de-selection/weeding is important to the maintenance of a library's collection, the Collection Development Committee has standardized the process to ensure that before books are withdrawn, they have outlived their usefulness in all the Contra Costa County Library collections.

The reasons for this approach are:
>Funds for replacement copies are limited.
>>Public perception is that "perfectly" good books purchased with taxpayer funds are discarded.

The library will be developing collections for new libraries for which duplicate copies may be appropriate.

Note: Material in special language collections should be retained and weeded in accordance with guidelines described for each subject area of the general collection.

Weeding Schedule

Staff at each community library should weed their collections annually, following the methods and procedures outlined below.

During even years (2012, 2014, etc.) weeding should follow the County Library's De-selection Guidelines and Weeding by Subject reports in the early months of the year, and during the odd years (2011, 2013, etc.) weeding is based on the Dusty Book Reports, which are developed towards the end of the fiscal year. If time permits, Libraries may choose to use the de-selection guidelines in conjunction with the dusty book reports on an annual basis.

Weeding via de-selection guidelines helps patrons easily find up-to-date information and materials. The dusty book weeding process helps the Library identify and remove materials in which the public is no longer interested.

Weeding Tools

As an important collection development responsibility, weeding or de-selection is accomplished via the following activities and procedures:

- CREW method/MUSTIES
- Subject Weeding Guidelines
- Items with Monetary Value
- Circulation Weeding Reports
- Dusty Book Report
- Treatment of Last Copies
- Technical Service Withdrawal Notices

The CREW Method

Probably the most well known weeding method for public libraries is the CREW method: Continuous Review, Evaluation and Weeding. The CREW method uses an acronym, MUSTIE, to indicate when an item should be removed from the collection.

MUSTIE stands for:

Misleading and/or factually inaccurate
Ugly (worn out beyond mending)
Superseded by a new edition or a better source
Trivial (of no discernable literary or scientific merit)

Irrelevant to the needs and interests of the community
Elsewhere (the material may be easily borrowed from another source)

MUSTIES are:
Damaged, poor condition copies
Ephemeral paperbacks
Older editions of circulating titles
Books with inaccurate or dated information
Magazines (old editions based on periodical holdings record)

MUSTIE should be considered for each item in the collection. You will probably make decisions based on some combination of these criteria—that is, an item should probably not be discarded based on meeting only one of these criteria. MUSTIE criteria are considered in conjunction with other evaluative criteria, such as the Subject Weeding Guidelines discussed below.

Note: Worn library books that contain useful information are not commercially rebound due to budgetary restrictions. Such items can either be repaired at the library or discarded.

Note: Withdrawn resources that are in good condition will be offered to Friends of the Library groups, community organizations, and members of the general public during the annual library book giveaway. No exceptions are made.

Social Perspectives
Since social perspectives shift over time, what was once an accepted view of ethnic groups, sexual orientation, or women years ago may be considered inappropriate today. The goal should be to offer balanced coverage while preserving intellectual freedom.

Subject Weeding Guidelines
For a quick review of de-selection guidelines, please refer to Appendix H: Weeding (De-Selection) Guidelines Chart

000s—General:
Weeding can generally be directed by the use of circulation statistics.

Classic titles are retained in this area, particularly in Library Science. Library Science titles will be retained as long as they provide appropriate support for staff professional development.

Computer books are retained as long as their subjects remain relevant and in fairly broad use. Last copies of books on programs and hardware no longer in general use may be retained for those remaining patrons who are still using them. In general, books on hardware and software should be seriously considered for weeding after 3-5 years and 2-4 years respectively.

100s—Philosophy and Psychology:

Classic general works of philosophy and psychology should be maintained and weeded for condition and replaced when necessary. Self-help titles may be weeded as their popularity declines. Occult and witchcraft tiles are weeded through attrition.

200s—Religion and Mythology:
Core religious text, such as Bibles or the Qua'an, should be weeded for condition and replaced as necessary. Popular spiritual works may be weeded as demand declines and new titles become popular.

300s—Social Sciences:
The social science collection should be weeded of dated material. Classic or representative titles of an era or period may be retained.

Primary consideration is given to keeping the collection current, particularly in areas of personal finance, law, taxes, and real estate. Because law materials date rapidly, retrospective development is not feasible.

Weeding must be done continually with updates and new editions purchased to replace the old titles. New titles are preferred rather than replacement copies.

400s—Languages:
The language collection is stable. Currency is not paramount in instructional material nor is it a significant factor for weeding.

Language instructional material may be retained as long as it is in good condition and continues to circulate. Language instructional material should be considered for weeding when it is ten years old.

Classic titles on the history of the English language may be retained.

500s—Pure Sciences:
Science contains subjects in which information dates quickly or changes (e.g. physics, astronomy, etc.), as well as subjects such as mathematics where information is nearly timeless. Therefore, weeding must be aggressive in the more time-sensitive areas to ensure the availability of accurate, up-to-date information, while in other areas retention can be based more on condition and level of use. For the more time-sensitive subjects, anything over five years old should be closely examined for accuracy and discarded if necessary. Some subject areas may be examined more frequently on a case-by-case basis.

600s—Applied Sciences:
Due to the high use in most subjects here, this area must undergo thorough routine weeding based on condition. Staff must be particularly vigilant about areas in which current information is of utmost priority. Health and medical material should be evaluated annually.

700s—Arts and Recreation:

All material in this section benefit from on-going and routine weeding based on condition. Books on subjects that are not time sensitive should be evaluated and retained as appropriate to maintain a broad and balanced arts section, either regionally or countywide.

800s—Literature:
Classic and current authors are retained, with weeding done on the basis of lasting influence and demand. Since literature is fairly stable, concentrated weeding can be done on a five-year cycle to replace damaged books and withdraw outdated material.

900s—History, Travel and Geography:
In general, a history or geography title is removed from the collection if it has not circulated in three years. However, many works of history are classic titles and should remain in the collection. Travel material is generally retained for three years, except for travel/adventure memoirs, which are retained as long as circulation statistics indicate ongoing interest.

B - Biography:
Retention of titles is based on the enduring importance of the subject. Biographies of notable people should be withdrawn only if interest in that person has ceased. Biographies are possible candidates for last copy retention.

Adult Fiction:
Classics, local authors, and notable contemporary authors are retained indefinitely. Replacement copies of classic titles are purchased systematically as part of the monthly ordering process. Donated copies of popular titles are added to replace worn-out books as needed.

Young Adult and Children's Fiction:
Weed outdated topics, oversimplified or abridged classics when the original is appropriate for age and reading level, and multiple copies of series books. Replace worn out classics.

Young Adult and Children's Non-fiction:
Consider these materials using adult criteria, but look for inaccuracy and oversimplification. "Something" is not better than nothing if it is outdated or inaccurate.

Audiovisual Materials:
Non-print media should be weeded on a regular schedule just like print materials, although it can be harder to judge content and quality without spending a great deal of time watching or listening to each item. Consider format and condition. Materials in discontinued formats may be replaced with a new accepted format. Weed for irreparable physical damage, such as warping or scratching, and poor sound or visual quality. Note that some vendors may offer a partial replacement of damaged materials at low or no cost.

Audiovisual materials should be examined for wear after 100-150 circulations.

Pamphlets:
A general policy of weeding pamphlets is 2 years after publication.

Periodicals:
Periodicals are weeded on a title by title basis. Space limitations in each community library influence the breadth and retention of periodical collections. Titles are kept for varying lengths of time. Additional factors to consider in discarding periodical runs are: condition, length of run, broken runs missing significant sections, online availability [with or without images] indexing, holdings available in other libraries, and Contra Costa County Library microfilm holdings. Periodicals may be offered to other libraries. Depository serials will be discarded following depository guidelines.

Government Publications:
The Library disposes of publications according to the State Library's "Instructions for Disposal of U.S. Government Depository Publications," and its "Retention and Disposal Policies for Depository Libraries" (California State Publications).

Community libraries need keep only the most current annual publication from a federal, state, or regional agency. They should weed superseded and outdated directories and publications. Community libraries may also weed County publications, such as Board of Supervisors agendas and summaries, budgets and financial documents, General Plan documents and Grand Jury Reports, after five years.

Community libraries serve as repositories for the individual cities and unincorporated areas within their service areas. They should retain city publications and publications pertaining to their unincorporated areas for a minimum of five years.   Environmental documents should be retained for the review period. Those pertaining to projects within the community library service area should be retained as long as possible. Draft environmental documents may be weeded when final documents are received.

Any documents whose retention is in question should be submitted to the Collection Development Manager for review.

The Reference Collection:
Weeding the reference collection requires special consideration as more reference collections include electronic resources. While electronic databases and circulating books have usage measured, printed reference materials do not.

Reference books should not be discarded if they would serve other Contra Costa County libraries. Generally, de-selection guidelines for each subject area apply to reference books with the possible exceptions of use and currency. Last copy criteria may also apply to Reference Books. Some sources are considered reference "classics" and may be valuable for many years. Others, especially scientific, medical and technological works, may be quickly outdated.

Many reference books are issued in revised editions, and previous editions can usually be removed. An exception is any new edition that supplements rather than replaces an older edition. The introduction to the book or a book review may be helpful in determining if the book should be retained. In addition, the oldest edition countywide should be discarded first or along with the copy being considered for discard.

Dictionaries, particularly English unabridged versions, may be retained.

Reference books may not be discarded if they are:
- useful circulating and within subject currency guidelines
- an older edition (except medical & legal books) of:
  - Collectible Guides (held for pictures and information, not prices)
  - titles for which a new edition is not purchased for all locations every year such as the Standard Periodical Directory and the Rand McNally Commercial Atlas & Marketing Guide
  - held for an opening library collection
  - put in storage as an historical or less used resource
  - a replacement or "trial" copy at another location

Items with Monetary Value
The Contra Costa County Library does not acquire or maintain a Rare Book Collection even though many of the books in the Vault collection about Contra Costa and California history are valuable and rare.

Although processing a book for circulation greatly diminishes a books' value, some monetary worth may remain. When the public or staff person identifies a book of questionable value, the title should be sent to the Collection Development Manager for close evaluation.

Options for books with monetary value:
- Make the book reference
- Allow the book to circulate but place in storage (STOCIRC)
- Adjust the cost of the book on the circulation record

Circulation Weeding Reports
The Automation Department created an interactive database to use as a tool to identify specific books in assigned subject areas that match the Library's de-selection guidelines. The Report shows titles on shelf at the time the report is run regardless of whether or not they have circulated.

Dated or worn materials need to be withdrawn. The fact that an item circulated may indicate demand for information on that subject, not that the material provided accurate information or completely fulfilled the patron's information needs.

The Report will be used by the community library staff to weed the shelves to make room for new materials. As this weeding takes place, staff may also submit requests for new materials.

Using this interactive database, it is also possible for the community library staff to create a report with other weeding parameters for other subject categories to do local collection analysis.

Weeding based on Circulation Weeding Reports takes place annually each spring. When the task is complete, the Community Librarian will notify their Deputy Librarian and the Collection Development Manager.

Dusty Book Report

In 1995, the Contra Costa County Library began analyzing circulation statistics for individual titles. The process was improved and revised in 1998. Since then, the Contra Costa County Low Circulation Report known as the Dusty Book Report is prepared by the Automation Department annually. Dusty Book Reports includes a field indicating how many copies your community library owns as well as a field showing how many copies of the title are owned throughout the county. It also shows titles that have not circulated in the <u>last 36 months at each location.</u> These materials may require additional consideration. The Weeding Guidelines includes specific procedures and guidelines for the assessment of last copies.

The criteria for discarding Dusty Books will ensure that books that have not circulated have outlived their usefulness at all locations.

There are many possible explanations why books may have not circulated:
- Selection error for local audience
- Reading level not appropriate for the library's patrons
- Subject no longer of current interest
- New school assignment
- Anniversary of an event
- Death of the biographee- subject of a biography
- Current event, book or film triggers a renewed interest
- Cyclical interest –e.g. political books in election years
- Bound Books: These books have less browsing appeal. Why was it bound? Special publisher? Part of the original library collection with historical value?
- Limited catalog subject heading
- Previously incorrectly shelved
- Incorrect spine label
- Duplicate title
- Book shelved on the top or bottom shelf
- Used in the library, but not checked out
- Reprint not attractive but it may be a classic
- Broken set

Dusty Books Retention Guidelines

The book may be retained if:
- It is not a MUSTIE (good physical condition because of lower circulation).
- It does not meet de-selection guidelines.
- It is a core title.
- It is a classic especially in the subject areas of history, biography, social science, philosophy, local history.
- It is a last copy (see Last Copy Procedure).

- It has monetary value (see Monetary Value).
- It may achieve higher circulation at another library.
- It is newer than other editions in the system.
- It may replace an even older edition. Oldest editions countywide need to be withdrawn first (or along with it).
- It could be used in an opening collection for a newly constructed or renovated community library

See Appendix I: Procedures for Dusty Books.

Technical Service Withdrawal Notice for Dated Materials & Older Editions
As new materials arrive, Cataloging will e-mail a Technical Service Withdrawal Notice to owning libraries to withdraw older editions of the same title. Cataloging staff will verify with the appropriate Collection Planner if there are questions regarding a replacement edition or version.

Legal and medical books and some standing order titles are good candidates for this automatic withdrawal process. Automatically withdrawn book should not be converted to a temporary record for circulation. Check the catalog for an updated edition to offer to patrons and report any concerns to the Collection Development Manager.

Collection Planners are responsible for updating materials in the collection with new editions and for identifying titles that need to be withdrawn. Planners will notify Cataloging when a new edition replaces an older edition by submitting a Cataloging Processing Request on StaffNet. Technical Services with send a Technical Service Withdrawal Notice to owning libraries to withdraw the item.

Staff may also submit a Cataloging/Processing Request for withdrawal of outdated material. "Traced items" should not be withdrawn; only items that are considered LOST. The Catalog Department will request guidance from the Collection Development Manager if needed before withdrawing the items.

Technical Service Withdrawal Notices are an important means of maintaining an accurate catalog. Prompt response to these notices will ensure the online catalog corresponds to the Library's Weeding Guidelines and to the materials on the shelf. A single e-mail requesting withdrawal of a specific title is sent to the appropriate community library staff and forwarded to the Community Library Manager. If a third e-mail is required because prompt removal does not occur, the Collection Development Manager will notify the appropriate Deputy County Librarian to communicate the need to remove the outdated material.

Sharing and Circulating Reference Resources

With differences in collection levels and budgets, community libraries do not necessarily purchase identical titles or the newest edition of every reference work. To ensure that the

purchased reference works are fully utilized throughout the system, larger libraries may wish to share older titles or editions with smaller libraries.

By sharing resources, patrons and librarians will become more familiar with reference sources. When significant interest and use in a particular title develops, the receiving library may then wish to consider purchasing a new edition or similar title on a regular basis. In addition, librarians will be more aware of current resources at other locations. Patrons will have the option of deciding if they want to go to another library or prefer having selected pages faxed to them.

Reference resource sharing, however, is not appropriate when it hinders the development of a current, up-to-date, relevant collection throughout the system. Reference sharing must meet collection guidelines as stated in other sections of this Collection Development Plan.

In brief, following are considerations for determining if the title is to be shared rather than discarded:

- The title falls within the currency guidelines for that subject area.
- The title fits into the overall collection development plan for the receiving library.
- The title supports a subject area appropriate for that library. As with other gifts, the community library manager has the final determination to add the item to their library collection.
- The title is not a medical or legal reference work except one of the most general nature, i.e., an older edition of a law dictionary or a current anatomy atlas.

Considerations for determining the receiving library:

- Offer the item to the community library holding the oldest edition in the system.
- Offer the item to the library whose patrons would have to travel the farthest to have access to this or similar titles.
- Offer it to a library within your region
- Offer it selectively by e-mail to libraries you think may be interested based upon the above criteria. Transfer it to the collection of the first respondent.

When a new edition of a reference book is received, it has been a long-standing practice to circulate the older edition of a reference book. These reference books need to meet the following criteria:

- The title has reference and circulating use. It is often found in both library collections such as college handbooks and collectible price guides.
- The main cataloging entry reflects a circulating status so that a circulating copy will not be buried in a reference record.
- The remaining life of the item justifies the cataloging time needed to change or create a new main circulating record. If it does not, it is preferable to offer the book as a reference copy to another community library.

Last Copies

Upon discard or deletion of the *last copy* of a title not mandated by system withdrawal, staff may request replacement if needed. In many cases, such titles are older and out of print. Staff may consider using the Subject Needs Request form to request up-to-date materials on a similar topic.

Last Copy Reassignment
Books that are not in good circulating condition may be retained if they fall within any of the following categories:

- Local Author
- Noted author
- Prominent award-winner
- Fiction series
- Classic title in any field
- Only relevant title on the subject
- An exception to keeping only the newest edition
- Rarity
- Books with California imprint
- Subject area of:
    - History
    - Biography
    - Philosophy
    - Psychology
    - Social Sciences (titles representative of their era)

Representative Resources for Last Copy Evaluation
Online:
- Title Source III
- Gale Literature Database
- Gale Biography Database
- Bookfinder.com
- WorldCat

Print:
- Guide to Reference Books
- Fiction Catalog
- Public Library Catalog
- Current Biography
- McGraw Hill Encyclopedia of Biography
- Specialized Guides such as Historical Figures in Fiction

See Appendix J: Procedure for Reassigning of Last Copies

Last Copy Removal
Last copies that meet the MUSTIE criteria may be discarded.

See Appendix K: Procedure for System Withdrawal of Last Copies.

If staff is undecided about discarding an item, they may send it to the Collection Development Manager for review.

Public Book Giveaway Program

Withdrawn resources that are in useful condition will be offered to *Friends of the Library* groups, or other community organizations, and members of the general public during the annual library book giveaway that takes place in the fall. Withdrawn materials, regardless of condition, may not be offered to individuals or organizations outside of the annual book giveaway process.

Damaged or lost materials whose cost has been paid for by a patron remain Contra Costa County Library property and those items may not be retained by the individual patron. Such items remain owned by the County Library and must be disposed of according to policy.

Books that remain after the annual book sale do not go to recycling. County policy authorizes the library to dispose of surplus library material in a variety of ways, including donating them to Friends groups, community organizations, other governmental agencies, and other ways deemed appropriate by the County Librarian.

Replacements

Ongoing replacement of subject areas will ensure the continual enhancement of the collection. In some areas replacement of current titles will be emphasized while in other areas new titles are preferred. Weeding Reports for each subject area are available to staff on an ongoing basis through the Weeding by Subject Reports. The information provided on these reports will assist in evaluation of all subject areas that may need replenishing. Weeding Reports should be carefully examined at all community libraries at least every other year for all subjects.

Staff may also submit specific titles in demand for inclusion on the monthly order list. The annual community library collection profiles will also provide guidance to collection development staff in preparation of order lists.

Preservation of Materials

An important role of the Contra Costa County Library is to participate in the preservation of library materials to the extent that staff, budget, and the direction of the Collection Development Plan dictate. To that end, library materials that are expected to have heavy use, particularly books, will be purchased in the most durable form that the budget allows. Extending the life of materials will help avoid repair and replacement costs later.

As part of this role, the library will preserve and conserve unique and endangered information resources that it collects and retains. The library will actively monitor the physical condition of

its collections and take action to prevent deterioration. However, the library does **not** utilize the services of a professional bindery, nor does it retain the services of paid menders. Library staff and volunteers are trained in the repair of materials to the extent possible, enabling them to make a variety of repairs to damaged or endangered materials.

In order to most efficiently and effectively carry out its proper role in the preservation of library materials, appropriate library staff will carry out these activities:
- Define the criteria for unique and endangered information resources.
- Identify collections that meet the criteria.
- Secure funding to support preservation and conservation.
- Educate staff in techniques of preservation and conservation.
- Develop agreements for retention and/or exchange of materials.
- Identify institutions or organizations willing to accept and store preserved materials or materials in need of preservation (i.e. *local history*)
- Participate in the California Preservations workshops regarding Disaster Preparedness and Response.

Chapter 7:
Reconsideration of Materials

The purpose of the Collection Development Plan is to provide the community and library staff with a document that provides justification for the development of library collections. It ensures that the focus of the collections purchased remains the diversity of community interest. Despite this, occasional objections will be made by the community regarding material selection. In response, the Library has created a formal procedure for review of challenged materials.

The procedure establishes a framework for registering a complaint and hearing while defending the principles of intellectual freedom as set by the American Library Association's *Library Bill of Rights*. (See Appendix L: Library Bill of Rights).

See Appendix M: Patron Request for Reconsideration Procedure for more information.
Controversial Suggestions
At times a challenge may come in the form of selection suggestions or as gifts. These materials are evaluated using the Library's stated guidelines and are reviewed on a case by case basis. In addition to evaluating the material, the Collection Development Librarian will look at the collection to see if the content is covered by other sources, or will benefit from the additional materials.

APPENDICES

Appendix A: Board of Supervisors Resolution 99/595—Collection Development Policy

C.145

TO: BOARD OF SUPERVISORS

FROM: Anne Cain, Acting County Librarian

DATE: November 3, 1999

SUBJECT: Library Policy for Collection Development and Access

SPECIFIC REQUEST(S) OR RECOMMENDATION(S) & BACKGROUND AND JUSTIFICATION

RECOMMENDATION:
Adopt Resolution 99/595 regarding a County Library Policy for Collection Development and Access.

FINANCIAL IMPACT:
None.

BACKGROUND:
The Board of Supervisors last adopted a Collection Development policy for the library in 1955. The library has undertaken a comprehensive review of its collection development policies and practices and has developed a revised policy that has been reviewed by County Counsel.

CONTINUED ON ATTACHMENT: ☐ YES   SIGNATURE: _Anne Cain_

☒ RECOMMENDATION OF COUNTY ADMINISTRATOR   ☐ RECOMMENDATION OF BOARD COMMITTEE

☒ APPROVE   ☐ OTHER

SIGNATURE(S): _Claude L. Van Snash_

ACTION OF BOARD ON ____November 16, 1999____   APPROVED AS RECOMMENDED ☒ OTHER ☐
VOTE OF SUPERVISORS:

XX UNANIMOUS (ABSENT ___#III___)   I HEREBY CERTIFY THAT THIS IS A TRUE AND CORRECT COPY OF AN ACTION TAKEN AND ENTERED ON THE MINUTES OF THE BOARD OF SUPERVISORS ON THE DATE SHOWN.
AYES: _____ NOES: _____
ABSENT: _____ ABSTAIN: _____

Contact: ATTESTED ____November 16, 1999____
                  PHIL BATCHELOR, CLERK OF THE BOARD OF
cc: County Library   SUPERVISORS AND COUNTY ADMINISTRATOR
      County Administrator
      County Auditor   By _Barbara Grant_ , Deputy

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THE BOARD OF SUPERVISORS OF CONTRA COSTA COUNTY, CALIFORNIA

Adopted this Resolution on   November 16, 1999   , by the following vote:

Ayes: SUPERVISORS GIOIA, UILKEMA, DeSAULNIER and CANCIAMILLA
Noes: NONE
Absent: SUPERVISOR GERBER
Abstain: NONE

RESOLUTION NO. 99/595

SUBJECT: IN THE MATTER OF ADOPTING A POLICY FOR THE DEVELOPMENT OF AND ACCESS TO THE LIBRARY'S COLLECTION.

Upon recommendation of the Acting County Librarian, this Board adopts the following policy and rescinds all previously adopted policies and rules and regulations (including Resolution No.1208) for the Library's Collection Development and Access.   _ _ _ _ and rescinding Resolution from March 8, 1955, entitled Matter of Declaration of County Library Book Selection Policy

BOARD OF SUPERVISORS, Contra Costa County Library

POLICY FOR COLLECTION DEVELOPMENT AND ACCESS

It is the policy of the Contra Costa County Library to meet the informational, educational, recreational, and cultural needs of the community by providing a variety of library resources. Professional judgment and ongoing community analysis guide the selection process.

Selection Responsibility

Legal responsibility for the selection of library resources rests with the County Librarian. *(Education Code, Title I, Part 11, Chapter 6, Section 19146)*

Selection Guidelines

The Library provides resources that appeal to all ages and encompass a variety of formats and subject matter. The Library identifies and responds to changing demographics in order to meet community needs. The Library selects resources based upon principles of open access for all its users to many forms of information that provide diverse points of view and meet the ongoing needs of the people in the community. An item will not be excluded simply because it is frank or controversial.

Selection Criteria

The Library selects resources according to a general set of criteria that applies to all age levels and formats. These criteria include community interest and input, use of the collection, critical merit, relevance to diverse populations, usefulness, currency of information, and appropriateness for intended audience.

Access

Resources are purchased for the library in the most appropriate format for use. The library collects titles in the following formats: books, magazines/newspapers, pamphlets, microfilm, audiocassettes, compact discs, videocassettes and CD-ROMs. As new formats become available, they will be evaluated for the collection. All library users have equal access to all library resources, regardless of format.

Gifts

The Library may accept gifts of either resources or money for the collection within the guidelines set forward in *County Administration Bulletin 117.5.* The Library accepts gifts in accordance with selection criteria and guidelines.
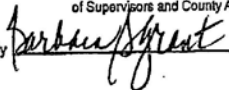
Reconsideration of Library Resources

The Library welcomes expression of opinions about its collection from members of the public. The Library will evaluate and make an effort to respond in writing to any patron request to remove a particular item from the collection or restrict access to a resource. The Library's evaluation will be based upon the tenets and guidelines contained within this Policy.

The County Librarian shall develop a collection development plan and procedures for the implementation of this Policy.

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: November 16, 1999
PHIL BATCHELOR, Clerk of the Board
of Supervisors and County Administrator

By _____ , Deputy

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Resolution 99/595

PURPOSE OF COLLECTION DEVELOPMENT

This section describes the general purpose of the Collection Development Policy, focusing on the need for a broad policy document that is available to library staff and public alike. This policy document is referred to as the Collection Development Plan.

1. Collection development is the process of ensuring that the information needs of the community are met in a timely and economic manner using professional judgment and appropriate resources.

2. The Purpose of this Collection Development Policy is to provide the community and the library staff with a document that provides justification for the development of library collections.

3. The Policy is a fluid document that serves as a central resource point for staff and community alike. It is based upon firm principles of local determination made in the context of a larger system.

4. The Policy is a document that informs its users of the nature and scope of library collections, establishes collecting priorities that will correct weaknesses and maintain strengths, and sets standards for the inclusion and exclusion of resources.

5. The Policy serves as a guide for day-to-day collection development activities and its flexibility allows staff to exercise its professional judgment as it acts in the best interests of the community.

6. The Policy provides a clear description of the resources budget allocation process, serves as a tool for evaluating the collection on an ongoing basis, and provides a training and orientation foundation for new staff members.

Appendix B: Federal Government Publications Collection Development Policy

Mission

The Contra Costa County Library was designated as the Federal Depository Library for the Tenth Congressional District in October, 1964. As a designated selective federal depository, the Library's mission is to make government publications freely available for the use of the general public and to meet the government information needs of the people who live and work in greater Contra Costa County.

Contra Costa County: Community Analysis

Contra Costa County, located in the San Francisco Bay Area, is home to more than one million people and thousands of businesses. Strategically located near Oakland, San Francisco and Silicon Valley, it is California's ninth most populous county and one of the State's fastest growing regions. Cities and communities include Alamo, Antioch, Bay Point, Bethel Island, Brentwood, Byron, Canyon, Clayton, Clyde, Concord, Crockett, Danville, Diablo, Discovery Bay, El Cerrito, El Sobrante, Hercules, Kensington, Knightsen, Lafayette, Martinez (the County seat), Moraga, Oakley, Orinda, Pinole, Pittsburg, Pleasant Hill, Rodeo, San Pablo, San Ramon, and Walnut Creek.

Geography

Contra Costa County's land area is 734 square miles. The San Francisco Bay borders Contra Costa on the west, the Carquinez Strait borders it on the north, the flatlands of the San Joaquin Delta lie on the east, and the San Ramon Valley lies in the south. The County is divided by two scenic ranges of hills and low mountains. Mount Diablo is the highest point in the Bay Area. Highways 4 and 24 connect the County's interior communities with Oakland and San Francisco. The Bay Area Rapid Transit cuts diagonally through Contra Costa, connecting East County commuters with San Francisco's Civic Center and Financial District. Interstate 680 connects the County with Sacramento via Interstate 80 on the north, and with the Tri-Valley and Silicon Valley communities on the south. The transportation infrastructure and the relative availability of land to develop has encouraged the influx of new residents, businesses and technology, turning Contra Costa from a suburban community to a major center of commerce and finance.

Demographics

The information and statistics cited are from the 2006-2008 American Community Survey 3-Year Estimates for Contra Costa County, unless otherwise noted.

Population

As of January 1, 2010, the population of Contra Costa County was estimated at 1,073,055 by the California Department of Finance. In 2000, the County

population was 948,816, a significant 18.5% increase from the 1990 Census, indicating 145,084 new County residents.   From 1940 to 2000 the population of the County increased nine-fold. By 2020, the County population is expected to reach 1,177,400 according to Building Momentum: Projections and Priorities, 2009 by the Bay Area of Association Governments.

Age
According to the Community Survey estimates, 51 percent of Contra Costa County residents are female, and 49 percent are male. The median age is 38 years as compared to 36.4 in 2000. 25 percent of the population is under 18 years of age and 12 percent is 65 years and older. 1.7 percent is estimated to be 85 years or older (1.4 percent in 2000).

Ethnicity, Nativity and Language
For people reporting one race alone, 62 percent identify as White; 9 percent of the population is Black/African American; less than 0.5 percent indentifies as American Indian and Alaska Native; 13 percent is of Asian descent; less than 0.5 percent is Native Hawaiian and Other Pacific Islander. 11 percent identify as some other race. 4 percent report two or more races. 22 percent of the total population identify as Hispanic or Latin (of any race), up from 17.7 percent in 2000.

24 percent of the population in Contra Costa County is foreign-born, divided in this manner: 43.5 percent from Latin America, 41.2 percent from Asia, 9.6 percent from Europe, 2.8 percent from Africa, 1.7 percent from North America and 1.2 percent from Oceana.

English is spoken as the primary language in the home by 68.3 percent of the population and 31.7 percent primarily speak a language other than English in the home. 16.9 percent speak Spanish, 8.5 percent Asian and Pacific Islander languages, 5.5 percent speak other Indo-European languages and .8 percent speak other languages. Of all foreign language speakers, 13.5 speak English less than "very well".

Education
The total school enrollment in Contra Costa County is 274,000. Nursery school and kindergarten enrollment is 31,000 or 11.3 percent. Elementary or high school enrollment is 174,000 children or 63.3 percent.
88 percent of people 25 years and over have at least graduated from high school and 38 percent have a bachelor's degree or higher. Divided, more specifically, into categories of maximum educational level reached, 20 percent of the population has received a high school diploma, 22 percent have some college experience, 8.4 percent have an associate degree, 24.1 percent have a bachelor's degree and 13.6 percent have a graduate or professional degree.
Contra Costa County is home to three community colleges, Diablo Valley College (and its satellite, the San Ramon Valley Center), Los Medanos College (and its satellite, the Brentwood Center), and Contra Costa College. California State University, East Bay has a campus in Concord. The County also has three private

universities: Saint Mary's College of Moraga, John F. Kennedy University, and Brandman University.

Income/Employment/Occupation/Workforce
Leading industries in Contra Costa County are educational services, health care, and social assistance (with 20 percent of the workforce) and professional, scientific, management, and administrative and waste management services (with 14 percent of the workforce).

Median household income is $78,619 and the mean household income is $103,553. The per capita income is $38,259.

For September 2010, the California Employment Department provides an unadjusted unemployment rate of 11.3 percent for Contra Costa County, slightly lower than the 11.5 percent for California, but third highest among the nine Bay Area counties: Solano 12 percent, Alameda 11.7 percent, Santa Clara 11.1 percent, Sonoma 10.5 percent, San Francisco 9.7 percent, Napa 9.1 percent and San Mateo 9.1 percent.

By 2035, the Association of Bay Area Governments predicts that "556,000 jobs will be located within the county, mostly in the retail, financial, professional, health, educational and recreational services." (*Building Momentum*, page 47)

Government
Contra Costa County has a general law form of government.   The five-member Board of Supervisors serves as the County's governing body. At state and federal levels, the County is represented by the 11th, 14th and 15th State Assembly Districts, the 7th and 9th State Senatorial Districts, and the 7th, 10th, and 11th Congressional Districts.

Contra Costa County Library
The County Library was established by the Education Code of the State of California.   The Library consists of twenty-three Community libraries, three outlets, and a number of additional contact service points through such programs as Library-a-Go-Go, Juvenile Hall services, and delivery of holds to various sites throughout the county. The Library expects to add additional service points and/or libraries within the next decade.   The County Librarian is a Department Head within County government, accountable to the Board of Supervisors.   The Library has 1,459,555 (July, 2010 data) volumes in its collection and serves about seven million people annually.   The bulk of the physical depository collection is located at the Pleasant Hill Library. The Pleasant Hill Library is located next door to the County Office of Education, the Pleasant Hill Middle School, and the Pleasant Hill Adult Education Center. The Pleasant Hill Library was once known as the Central Library. As the result of community input through a needs assessment process that resulted in a new Strategic Plan (January 9, 2006), the Library has transitioned successfully to a peer-to-peer library model, with the Pleasant Hill Library no longer acting as a Central Library.

Government Publications Collection Profile

The Contra Costa County Library makes government information available to all library users in a largely digital information environment. The Library subscribes to **Marcive's Documents Without Shelves** electronic document delivery and cataloguing service for current and retrospective federal documents. Catalog records for these materials include URLs or PURLS (**P**ersistent **U**niform **R**esource **L**ocators). These are Web addresses that act as permanent identifiers for thousands of government documents published online or as PDFs. As a result, patrons can locate government documents in the online catalog and read these documents from any computer with internet access.

In addition, the Government Printing Office's Federal Digital System (FDsys), to be completed by the end of 2010, provides public access to Government information submitted by Congress and Federal agencies and preserved as technology changes. It provides online access to current and historical publications.

The Pleasant Hill Library houses the Library's historical collection of government documents that were accrued when that Library was the Central Library of Contra Costa County Library. From 1964 through 2007, the Documents Specialists at the Central Library selected, on average, 25 to 30 percent of active items offered by the Government Printing Office (GPO).

The Library continues to receive a very select group of printed publications from federal, state, county, and local agencies. Physical depository holdings number 58,267 items in various formats (fiscal year 2008/2009). Federal documents comprise about 60 percent of the collection. The Library selects, in tangible format, less than 1 percent of active items (fewer than fifty publications) offered by the Government Printing Office. Many of these are published on a very irregular basis or are published in five to ten year increments (such as the United States Census).

The Pleasant Hill Library historical depository collection is currently organized by Superintendent of Documents (SuDoc) classification number. Newly received government publications are fully cataloged. Fully cataloged materials now represent approximately 10 percent of the print government documents collection.

An increasing percentage of the physical depository collection is being integrated into the regular collection, organized by the Dewey Decimal Classification. (See also "Access to Federal Government Publications.")

Selection Responsibility

While legal responsibility for material selection rests with the County Librarian, the actual responsibility for selection of government documents and supporting materials is delegated to the Collection Development Manager with the following support:

- The Collection Development Manager works especially closely with Collection Planners, the Collection Development Staff and Committee, Community Library Managers and the Library's Adult Services staff in actively recommending and evaluating commercial print and electronic resources for purchase to support the government publications collection.
- The Collection Development Manager works with Deputy County Librarian for Support Services to identify priorities and resources that support user needs for government information.

Criteria for Selection

The content and size of the depository collection has been largely guided by the requirements, recommendations and selection tools of the Federal Library Depository Program (FDLP). (See: Collection Development, Selection and Evaluation Tools)

The Library is also guided by the *Collection Development Plan* the *Electronic Resources Collection Development Policy*, and community library collection profiles of the County Library. Item selections should reflect the general collection emphases of the Library, and fill the current, real or potential information needs of the local communities in formats that can be supported by the Library.

Collection Level

The Library's existing and desired collection level can be described as basic, informational, and reference. The Library collects materials for a general, nonprofessional audience, and for all age levels. The Library places an emphasis on current reference, statistical, and popular materials over instructional or research materials. Because of the proximity of large research depositories, the Library does not seek to collect comprehensively or retrospectively. The Library's approach is to collect what is required to adequately meet user needs.

Formats

The Library currently emphasizes online electronic format in order to maximize patron accessibility and support cost-effective library practices**.** Following the U.S.

Government Printing Office's policy to prefer online distribution of government, the Library may elect to substitute electronic formats for tangible formats for Official FDLP Permanent Full-Text Databases.

The Library may select all formats distributed by the Government Printing Office: print, microforms, CD-ROM/DVD, online electronic resources, maps, posters, Braille, etc.

Collection Development, Selection and Evaluation Tools

Federal Government Depository Selection Tools
The Contra Costa County Library uses the recommended selection tools in the Federal Depository (FDL) Handbook: 5.5 Tools Available to Help You Select Items for Your Depository Collection. They include:

- Basic Collection (required)
- Essential Titles for Public Use in Paper or Other Tangible Format
- FDL Handbook: Appendix A. Suggested Core Collections by Library Type
- List of Classes, the official listing of publications available for selection by depository libraries
- Catalog of United States Government Publications
- U.S. Government Online Bookstore
  - U.S. Government Subscriptions Catalog
  - New Titles By Topic E-Mail Alert Service
  - GPO Subject Bibliographies

Federal Government Document Collection Development Tools
- FDLP Desktop -Collection Management. Contra Costa County Library adheres to the policies and practices for depository libraries.
- Documents Data Miner 2:A Library Management System for United States Government Documents (Wichita State University)
- Government document listservs (ALA listing)
- Govdoc-L (Federal depository listserv).
- ALA GODORT (ALA Government Documents Roundtable)

Non-depository tools used in selection:
- *Guide to U.S. Government Publications* [Andriot] Book reviews from professional library and other publications
- Publishers' fliers, e.g. Bernan releases.
- Staff and patron requests and recommendations

Subject areas of major emphasis

The following broad subject areas are sizably represented in the Library collection:

- **Computer Science and Generalities (Dewey 000-009)**: While the general collection has a strong computer science emphasis, the Library does not select technical computer science publications beyond those that support the specific electronic government resources that it receives.

- **Bibliographies (Dewey 010-019)**: includes general and specialized bibliographies

- **Library and Information Science (Dewey 020-029)**: includes, but is not limited to, depository management, Library science, library services, cataloging, and information policy.

- **Sociology (Dewey 300-309)**: Includes, but is not limited to, social groups, ethnic groups, cultures, social processes, intercultural communication, and community development.

- **Statistics (Dewey 310-319)**: Includes general statistics of the United States, counties and metropolitan areas, California, and the San Francisco Bay Area and limited international publications.

- **Political Science (Dewey 320-329)**: Includes, but is not limited to, political systems, the political process, political parties, elections, campaign finance, immigration, migration, slavery and emancipation, international relations, the legislative process.

- **Economics (Dewey 330-339)**: Includes, but is not limited to, labor economics, price indexes, wages, banks and banking, monetary policy, personal finance, investment, real estate finance, mortgage lending, labor economics, energy economics, public finance, international economics, macroeconomics, economic systems, and production.

- **Law (Dewey 340-349)**: includes, but is not limited to, legal documents: statutes, codes, regulations, judicial opinions; courts, copyright, intellectual property, censorship, taxation, industrial law, international law. *Note*: The Library has substituted the electronic format of Congressional bills for the print format. The Library does not select committee hearings. The Library has the resources of the County Law Library to draw upon, and so does not seek to develop more than a basic legal reference collection.

- **Public Administration and Military Science (Dewey 350-359)**: Includes, but is not limited to, the work of government, public contracts, civil service, military art and science, military history, weapon systems, weapons industry, civil defense, armed forces: land, sea and air.

- **Social Services (Dewey 360-369):** includes, but is not limited to, social concerns, e.g. civil rights, substance abuse, war on drugs, homelessness; environment, pollution, hazardous wastes, conservation, emergency management, law enforcement, criminal justice, criminology, penal institutions, disaster relief, health and property insurance.

- **Education (Dewey 370-379)**: includes, but is not limited to, preschool, elementary, secondary, and higher education, student financial aid, adult education, special education,

multicultural education, teaching English as a second language, curricula, and public policy issues.

- **Commerce, Communications and Transportation (Dewey 380-389)**: includes, but is not limited to, domestic trade, foreign trade, exporting and importing, postal communication, telecommunications, railroad, water, air, and space transportation, ground transportation.

- **Customs and Folklore (Dewey 390-399)**

- **Astronomy (Dewey 520-529)**: includes, but is not limited to, aeronautics, solar system, and space exploration.

- **Earth Sciences, geology (Dewey 550-559)**: includes, but is not limited to, geology, historical geology, meteorology, climatology, oceanology, energy and natural resources: petroleum, natural gas, electricity, natural disasters: earthquakes, volcanoes, hurricanes, floods, and fossils.

- **Biology and Life Sciences (Dewey 570-579)**: includes, but is not limited to, physiology, biochemistry, genetics, evolution, ecology, natural history and microorganisms.

- **Plants (Botany) (Dewey 580-589):** includes, but is not limited to**,** plants, trees, plant diseases, forest management and conservation.

- **Zoology (Dewey 590-599)**: includes, but is not limited to, aquatic life, marine life, insects, reptiles, and mammals.

- **Medicine and Health (Dewey 610-619):** includes, but is not limited to, medical sciences, nutrition, human physiology, incidence and prevention of diseases, promotion of health, diseases, cancer, pregnancy, childbirth, geriatrics, mental health, experimental medicine, dietetics, and forensic medicine.

- **Engineering (Dewey 620-629):** includes, but is not limited to, automotive engineering, civil engineering, and space flight.

- **Agriculture (Dewey 630-639):** includes but is not limited to, horticulture and veterinary sciences.

- **Home and Family Management (Dewey 640-649)**: includes, but is not limited to, cookery, food inspection, food preservation, household utilities, interior decorating, parenting, child development, and house buying.

- **Business and Management (Dewey 650-659)**: includes, but is not limited to, small business development and human resource management.

- **Arts and Recreation (Dewey 700-799):** includes, but is not limited to, fine arts, music, photography, recreation, hobbies, and sports.

- **Geography and Travel (Dewey 910-919):** Includes, but is not limited to, maps, national parks, national historic sites, recreational and wilderness areas, and travel tips.

- **Biography and Genealogy (Dewey 920-929)**

- **History and Area Studies (Dewey 930-999):** Includes, but is not limited to, area studies of countries, history of United States involvement in world wars and regional conflicts, history of North America, history of American ethnic peoples, and the history of the United States.

    ### Resource sharing
    The Contra Costa County Library participates in the San Francisco Bay Area Documents Network (BADNET). Major depositories within a 100-mile radius of the Library include the San Francisco Public Library, the Oakland Public Library, the libraries of the University of California, Berkeley, and the California State Library, the State regional depository.

    The proximity of these and other specialized libraries such as the U.S. Geological Survey Library (Menlo Park), the U. S. EPA Library - Region 9 (San Francisco), the SCI3   Sc[i]3 Sunnyvale Patent and Trademark Library (Sunnyvale), and the Association of Bay Area Governments Library (ABAG) (Oakland), makes it possible for the Library to refer users there for in-depth research needs that cannot be met locally. Contra Costa County Library has no formal resource sharing arrangement with these depository libraries. However, the Library regularly consults with BADNET libraries, the Contra Costa County Law Library, the Contra Costa County Historical Society, the John F. Kennedy University Law Library and the Institute of Governmental Studies at Berkeley for reference and referral.

    ### Collection evaluation
    Throughout the year the Collection Development Manager monitors changes in selections being offered, and the changes in formats as posted in WEBTech Notes. The Library, as a selected depository, continues to review and update the federal depository. Each year, Library staff reviews and evaluates agency publications and the Annual Item Selection List. Items are added or dropped in consultation with public services staff.

    ### Retention policy for federal documents
    The Library retains federal publications for at least five years.

    The Library follows the retention guidelines for federal publications that are outlined in the California State Library's Instructions for Disposal of U. S. Government Publications-Final, (revised November, 2004) and the Federal Depository Library (FDLP) Handbook.

Superseded items are not subject to the five-year rule, and the Library does not generally retain superseded publications. The Library follows the FDLP Guidelines for Determining Superseded Materials, and more specifically the Superseded List. The Library may retain superseded publications for historical research purposes. Examples of such materials are USGS topographic maps for the San Francisco Bay Area.

Secondary copies and duplicates of depository materials are generally not retained. They are offered to other depository libraries through the Needs & Offers procedure as outlined in the FDLP Desktop Collection Management**.**

The Library follows adheres to the Substituting Online Versions for Tangible Versions of Depository Publications by Selective guidelines (revised June 17, 2010).

Binding
The depository's binding policy conforms to the Library's general binding policy. The Library binds when budget, equipment, and staffing permit. The Library does not otherwise bind its materials.

Replacement
The decision to replace lost, stolen, missing or deteriorating documents is at the discretion of the Collection Development Manager, and is made in informal consultation with the appropriate Community Library Manager and/or the Library's Collection Development Committee. Because of the availability of many publications online, and the proximity of the regional depository and large selective collections, the Library does not seek to replace documents that are not in high demand.   Factors to be considered in the decision to replace are the availability and cost of a replacement and the nature, relevancy, usefulness and demand for the publication. Cataloged documents are automatically reviewed and considered for replacement. Frequently revised publications may wait to be replaced by newer editions. Publications may be replaced through the Depository Account that the Library maintains with the Government Printing Office, or by contacting the issuing agency. Publications available online may be replaced by printing or downloading the online document, or by having its online location (URL) noted in the shelf list record of the Government Publications Public Catalog.

Weeding
Weeding of the depository collection is the responsibility of the Collection Development Manager, with support from various Library staff, including the appropriate Community Library Manager, the Collection Development Librarian and/or the Collection Development Committee. Weeding is done on a continual basis and as Library space needs may require.

Documents integrated into the regular collection are evaluated on an annual basis by the appropriate Community Library Manager with the support of appropriate Library staff.   Staff conducting collection review processes, including collection weeding,

are mindful of the five year retention requirement for federal government publications.   Deselected depository materials are to be referred to the Collection Development Librarian for submission on a disposal list.

Disposal
Federal depository items are disposed of in accordance with the California State Library's "Instructions for Disposal of U. S. Government Depository Publications" (Revised 2004), including all permissions and practices described in that document.

Documents that have been weeded are processed as withdrawn, and any shelf-list cards are removed from the Government Documents Public Catalog.

- Discarded documents are generally recycled.
- Discarded documents may be offered to non-depository libraries.
- Discarded documents may be included in the annual Dusty Book giveaway.
- Discarded documents may be offered for sale as duplicates or as waste paper, but proceeds must be given to the Superintendent of Documents with a letter of explanation.

Access to Federal Government Publications

The Contra Costa County Library is a selective repository for federal, state and local documents. It is designated as the Federal Depository for the Tenth Congressional District. As a designated selective federal depository, the Contra Costa County Library makes government publications freely available for the use of the general public. Library users may freely browse the depository collection without restriction during all library open hours.   The Library adheres to legal requirements for Federal Depository libraries as stated in the FDL Handbook, Chapter 2.2 Legal Requirements.

Location.   Most federal government publications are currently distributed online. Online publications are accessible through the Library's catalog from all public internet workstations at the twenty-six community libraries and, in fact, from any computer with internet access. The bulk of government publications in tangible format are located in the historical depository collection at the Pleasant Hill Library. Fully cataloged government documents, often the most popular high-demand items, may be found in any of the community libraries.

Finding tools.   Government documents in Electronic Format are obtained from the library's subscription to Marcive Documents Without Shelves or as depository items and can be accessed directly from the Library's online public catalog.

Government publications in tangible format are cataloged and integrated into the Library's regular reference and circulating collections. Historical government documents that are not yet cataloged are listed in the Government Publications Public Catalog at the Pleasant Hill Library.

In addition, three online websites aid the public in finding and accessing federal documents.

- *The Catalog of U. S. Government Publications* makes all depository library selections and online publications available to the public

- FDsys provides access electronically to government information.
- The Library maintains an online, regularly updated Government Guide to help people locate the most useful and timely government resources (local, state and national level), including government documents. A link to FDsys is prominently displayed, along with an explanation of its purpose.

Internet Use. The Contra Costa County Library supports and adheres to the Federal Depository Library Program's (FDLP) Internet Use Policy Guidelines. Library users may freely access government information from all public workstations in the Library. The Library does not monitor the use of electronic information resources by any library user. Users should be aware that Internet terminals located in the Children's areas have filtering software that may restrict access to some sites. The use of public workstations is subject to the usage limits outlined in the Library's Rules for Internet Use in the Electronic Resources and Access policy.

Reference.   Professional and paraprofessional staffing levels at all community libraries sufficiently support patron information queries related to government documents. Library staff is available to assist library users with government information needs that arise.

Accessibility. Government print publications are largely located in the Pleasant Hill Library's Baldwin Reference Room and Mezzanine area. Such items at other community libraries are shelved among those libraries' publically accessible reference and circulation collections. All areas of the Contra Costa County Library are accessible to library users with disabilities. Elevator access to the Mezzanine collections at the Pleasant Hill Library is available for any that may require it.

All library locations have at least one computer with a 20-inch monitor, a large print keyboard, and trackball mouse.
Staff is available to retrieve materials from the shelves or assist library users with computers upon request at all community libraries.

The Pleasant Hill Library plans to relocate the documents collection from the Baldwin Room to the Mezzanine area as part of Pleasant Hill Library's physical reorganization. This will provide open, walk-in access to all local, state and federal publications. Adequate space exists to accommodate the complete government documents collections in the Mezzanine area. Relocation will enhance the Library's ability to meet open access requirements and will provide the Pleasant Hill Library with the opportunity to promote government documents and showcase their subject specialty.

Circulation. Circulating documents may be checked out under the same borrowing rules that apply to other library materials. Library users may ask Library staff for assistance with checking out depository materials. Although personal identification is not required for use of the collection, a borrower must have a Contra Costa County Library card in good standing in order to check out circulating items.

Appendix C: Electronic Resource Evaluation Procedure

To facilitate evaluation and selection of new electronic resources, the Emerging Technologies Specialist and/or the appointed Special Review Committee will:

Look for written evaluations in the following sources:
- Professional journals
- Charleston Advisor (Posted on StaffNet)
- Online databases

Determine if any other libraries already subscribe to the resource by checking:
- The System Reference Center Web site for the document: *Database Holdings of Member Libraries*
- The database holdings of public libraries nationwide

For electronic resources that receive favorable reviews, the Special Review Committee may:
- Contact the Emerging Technologies Specialist to arrange a trial for the Committee

Or
- Bring the information before the Collection Development Committee to request
    a. A full staff trial
    b. A public trial

Considerations for purchase that have been reviewed by either the Emerging Technologies Specialist or a review committee will not be revisited until the following year.

To facilitate evaluation of existing electronic resources, the Emerging Technologies Specialist will monitor the usage of the electronic resource through monthly statistical gathering. Reports of negative changes or lack of use will result in reevaluating the continuation of the subscription. This evaluation process will occur prior to the annual budgeting procedure beginning in January.

Staff Trials

When the Emerging Technologies Specialist and/or the appointed Special Review Committee decide that an online trial is appropriate, the following steps will be taken:

- The Emerging Technologies Specialist arranges a trial with the vendor.
- The trial is posted on StaffNet.
- Staff is directed to complete a standardized evaluation form. [System Reference Center has developed a database review form.]
- Staff sends additional comments via email to the Emerging Technologies Specialist.

- The Emerging Technologies Specialist presents trial results to the Collection Development Committee.
- The Collection Development Committee makes a purchase recommendation of the product.
- Favorable recommendations are submitted to Library Administration.

Public Trials

The Collection Development Committee may wish to solicit public feedback before making the decision to purchase an electronic resource. A public trial may provide a gauge for how popular and user- friendly a resource will be. Public trials will be handled in the following manner:

- An online survey developed by members of the Collection Development Committee is posted for the public trial.
- The Emerging Technologies Specialist presents trial results to the Collection Development Committee.
- The Collection Development Committee makes a purchase recommendation of the product.
- Favorable recommendations are submitted to Library Administration.
- Resources chosen or not chosen will not be re-evaluated for one year.

Contracts and Licenses

New

- The Emerging Technologies Specialist submits sole source documentation for procurements exceeding $10,000.
- For purchases under $4999, the Library can take "Purchasing Source Discretion" and can award a purchasing contract to the vendor of choice without solicitation.
- The Account Clerk for the Library will ensure County compliance with vendor purchases.
- Contract language needs to be reviewed by County Counsel.
- ASM approves and signs the contract for purchases of the electronic resources.

Current
When contracts for electronic resources come up for renewal, the Emerging Technologies Specialist along with members of the Collection Development Committee will review the resources for quality and usage and makes the recommendation whether to continue or to drop the resource

Handling Suggestions for Purchase
Library staff, the public, or vendors may at any time, submit suggestions for purchase to the Emerging Technologies Specialist. The Emerging Technologies Specialist is the Library's primary contact for vendors and will provide price quotes and documentation when appropriate.

The Emerging Technologies Specialist will track suggestions for purchase and

report on the most likely candidates to the Collection Development Committee on a monthly basis. In selecting products for further review, the Collection Development Committee will consider the overall collection criteria and the following:

- The resource is in the same subject area in the entire collection that is under annual review.
- The resource has been previously evaluated but was not purchased due to lack of funds.
- The resource is highly desirable and is being offered at a competitive price.
- BALIS and/or *Califa* have requested that libraries review the resource.

When considering a suggestion for purchase, the Collection Development Committee will take into consideration the electronic resources budget. The Committee may decide one of the following:

b. The product should be further reviewed in time for this year's fiscal purchase.
c. The product should be further reviewed for recommendation for the next fiscal year's allocation, usually made in January
d. The product will not undergo further review, as it is fiscally prohibitive.
e. The product should be rejected for a variety of reasons.

The Collection Development Committee may act on the purchase suggestion by requesting further evaluation of the resource by any or all of the following:

- The Emerging Technologies Specialist
- Special Committee Review with knowledge of the subject under evaluation
- A staff and/or public trial

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Appendix D: Contra Costa County Library Linking Guidelines

Contra Costa County Library maintains a website whose mission is to bring people and ideas together and support the informational, educational, recreational, and cultural needs of library customers, staff and the greater community. Library web pages provide information and links to information on a variety of topics including Art, Education, Government, Business and other areas of local interest. As a department of Contra Costa County, the Library follows county guidelines regarding internet usage and has established additional guidelines regarding linking to and from the Library website.

The Library will include links to websites which, in the organization's judgment, will be of interest and provide value to Library customers. Recognizing that some valuable services are available exclusively from commercial websites (e.g., web search tools, databases, etc.), links to selected commercial sites are included when they provide free access to useful information and resources. In linking to these selected commercial sites, the Library does not endorse any venture or product they promote and is not responsible for the overall content contained therein. Requests to add a link from the Library's website to another website will be reviewed to determine its relevance and appropriateness to the Library's mission.

At its discretion the library website may provide links to sites that fall into one of the following categories:

> Non-profit organizations
> Government and educational institutions
> Organizations providing the public with information or access to the arts, humanities, culture or education
> Sites that meet the selection criteria outlined in the Contra Costa County's Collection Development Policy
> Government related information and/or services in a way that is not available on an official government web site

At its discretion, the library will not provide links to sites that fall into one of the following categories:

> Promoting or exhibiting hate, bias, discrimination, pornography, libelous or otherwise defamatory content
> Associated with, sponsored by or serving a candidate for elected office, any political party or organization supporting or seeking to defeat any candidate for elective office or any ballot proposal
> Associated with political organizations or other organizations advocating a position on a local, state or federal issue
> Furthering the agenda of a political organization or candidate running for office
> Furthering the non-charitable agenda of a labor union
> Violating any of the county's equal opportunity policies
> Individual or personal home pages

Appendix E: Gift Procedures

A gift may be added at the community library if the gift meets the selection criteria outlined in the Collection Development Plan. (See Chapter 3: Selection Criteria and Gift Evaluation Criteria)

As stated in the Gift Policy, Community Library Managers have primary responsibility for the evaluation and acceptance of gift materials. The Collection Development Department may accept gifts of resources on behalf of the library system and assign such gifts to an appropriate community library collection. The Collection Development Manager and the Deputy County Librarian for Support Services will have the ultimate responsibility for the addition of individual gifts. The library provides a written acknowledgment of a gift of resources but does not offer any appraisal.

If an item is not found to meet Collection Development Guidelines it may be offered to the *Friends of the Library*.

Processes for the handling of gift materials

Determine if item has a pre-existing catalog record

a) If the record is in the catalog, the receiving library may add the item to the collection without sending it to Technical Services for processing.

b) If the item is *not* found in the catalog the library may choose to add the item by submitting a Request for New Catalog Record Form (available under Work Request on StaffNet).

New Catalog Record material processing
The following items may be added to collection without being sent to Technical Services for processing once the catalog request has been created.
- Fiction (regardless of copyright date)
- Non-Fiction (copyright date within the last three years)
- Local Authors - Contra Costa County (born, lived, worked, or died in county). The local information should be included in the "notes" area.
- Local History - Contra Costa County
- California History/Related to California

In some instances technical staff will require a library to send in an item. In this case, please send in a **completed Gift Slip** (Form 11.13, Revised July 2007) **AND a copy of the work request** with each item to Technical Services. The following items to be sent to Technical Services for cataloging/processing *(regardless of whether or not they are new to the Library)* include:
- International Language materials
- Annuals/Directories and all government documents
- Local Authors/History (see description above)
- Gift items requiring gift plate

- A/V items

Note: Gifts are processed according to a priority list developed by the *Support Services Department*. This list is based on demand, need, and timeliness of material, and special circumstances.

Note: Gift items sent in for cataloging may be designated as *Rush*. Community libraries may want to do this if an individual or group makes a substantial gift, and there is the expectation that the material will be on the library shelves within a reasonable time.

All items added at the community library using the cataloging online form should be counted on community library quarterly statistics

Appendix F: Monetary and Resources Gifts

It is in the best interests of both the library and fund donors that the most efficient and accurate planning and fund accounting methods possible are used.

I. Gifts from Friends or Foundations

To achieve this goal, annual commitments by Friends of the Library or Foundation groups should be made in writing.

Before the beginning of each fiscal year, each Friends of the Library or Foundation group should, to the best of their ability, provide the library with an estimate of the amount of money that will be donated during the upcoming fiscal year. Any additional commitments can be made in similar fashion any time throughout the year.

This will provide some consistency in the budgetary planning process, which involves community library collection development planning and allocation of resource funds, and the setting up of fund accounts on CARL for the new year. The provision of such a commitment from each Friends or Foundation group will provide the library with some working allocations that can be input into the CARL fund accounting system.

To the extent possible, prior to each new fiscal year, each community library and its respective Friends or Foundation group should take the following steps, in order to aid in the collection development and budget allocation process.

1. Community Library Managers and Friends meet to discuss the financial commitment for the new fiscal year. A tentative allocation for the year is agreed upon, and appropriate breakdowns into Resources, Equipment, Programs, and Other are determined.

2. Once the actual or estimated commitment is established, either verbally or in a brief written statement from the donor, the Community Library Manager will notify the Budget Office's Administrative Services Assistant. Unless otherwise stipulated, the Community Library Manager will use discretion in the subsequent expenditure of the donated funds.

3. The Community Library Manager incorporates the Friends or Foundation commitment into the budget planning process, deciding how the funds designated for Resources will be allocated for the new fiscal year.

4. Community Library Managers submit their resource allocations to the Administrative Services Assistant as part of the normal budget process for the new fiscal year.

5. The Administrative Services Assistant calculates the Friend or Foundation fund allocations for the new year and inputs them into CARL.

6. The actual monetary donations from Friends or Foundations should be made in the manner specified in procedures below.
7. If during the course of the fiscal year, a Friends or Foundation group decides to increase or decrease its stated commitment for the year, the Community Library Manager should be notified in writing, with a copy sent to Library Administration. If this occurs, the Administrative Services Assistant adjusts the CARL funds.

Gifts of money from Friends or Foundations groups are handled in two ways:

1. Deposit in advance of expenditure, with additional deposit(s) when fund balance approaches zero. Any remaining balances at the end of the current fiscal year can be carried over to the next fiscal year. The Administrative Services Assistant adjusts appropriate CARL fund allocations and notifies Acquisitions.

2. Deposit equal to the amount spent in the current fiscal year upon demand of Library Administration after expenditure and prior to the end of May during the current fiscal year. The Administrative Services Assistant will bill Friends or Foundation groups as appropriate based upon their letter of commitment. Billing shall take place no more than four times per year for any group. Upon receipt of the funds, the Administrative Services Assistant will adjust appropriate CARL fund allocations and notify Acquisitions.

All Friends or Foundation checks will be sent directly to the Account Clerk in Library Administration for deposit. A written commitment or a copy of the Gift Report Form that has been filled out by the Community Library Manager must accompany each check.

Library Administration or Library Administrative Office will provide the Administrative Services Assistant with monthly Deposit Report of donations for fund allocation adjustment.

II. Gifts from Other than Friends or Foundation

1. Non-Friends gifts can be made to a community library in the form of library resources or money to be spent on resources, equipment, or library programs.

    a. Gifts of resources, accompanied by a gift slip (Form 11-13), are sent to either Processing or Collection Development as appropriate.

    b. Gifts of money are sent directly to the Account Clerk in Library Administration accompanied by a Gift Report (Form 1-22b) providing the appropriate information. Note: To prevent confusion about specific gifts, community libraries should also notify either the Administrative Services Assistant or Collection Development Manager of such gifts.

2. Library Administration deposits the check and, if required, acknowledges the gift with the appropriate letter to the donor.

3. Library Administration provides the Administrative Services Assistant with a monthly copy of the Gift Report so adjustments can be made to existing community library Gift allocations and Acquisitions can be notified of the change. If required for tracking purposes, the Administrative Services Assistant will create a new CARL fund. Acquisitions need not be notified of cash gifts made for the purpose of buying equipment.

4. If the Community Library Manager wishes to be sure that a specific gift of money is spent and resources acquired as soon as possible, the Community Library Manager should notify the Collection Development Manager as soon as possible to arrange the appropriate ordering, receiving, and processing of the desired resources. If needed, the Collection Development Manager or Committee can provide the community library with a specialized order list tailored to the specific requirements of the gift money. Such special orders will be rushed at all stages so as to assure as quick a response as time and staff allows to make the resources available to the community library in a timely manner. All gift items that are sent out from Processing will be marked with the appropriate Friends designation or fund code (e.g. GIFT) so that these items can be identified and labeled by the community library staff.

III. Grants

Gift funds are also received in the form of grants. These vary in amounts, but generally have conditions attached which require that specific spending and reporting requirements be met. The Community Library Managers of the awarded library generally administers grants, with support provided by Administration and Acquisitions staff. Grants should be sought whenever their benefits will meet an appropriate need of library patrons.

Appendix G: Procedure for Adding/Deleting a Format

Adding a Format
The Collection Development Committee members undertake the following steps when adding a format:
- Compile current market data on new format: sales data, percentage of market, and forecasted trends.
- Solicit input from community libraries regarding requests and interest among patrons.
- Create or outsource processing and circulation procedures.
- Implement an assessment period in several larger libraries to determine actual demand and interest— among communities, among age levels, and among subject areas.
- Publicize this new *trial* format on the library's home page and solicit patron feedback and suggestions.
- Evaluate the effects of processing and circulation procedures on staff workload.
- Evaluate budgetary implications of adding new format to the collection.
- Evaluate whether older formats will continue to be collected or replaced by the new format.
- Propose a final implementation plan.
- Selection of resources in the new format will follow the library's normal selection process.

Deleting a Format
The Collection Development Committee decides to delete a format based on the following criteria:
- Is no longer viable or sufficiently supported in the marketplace.
 AND/OR
- Has proven to be less durable in library settings.

The committee will also make recommendations on how old formats will be removed from the collection—either through attrition or an active weeding project.

Appendix H: Weeding (De-selection) Guidelines Chart

De-Selection Guidelines are applied countywide to evaluate books to provide an overall dynamic collection. The guidelines, based on age and circulation, are not hard and fast rules. They may be amended by the Collection Development Committee to take into consideration items that are underused – *i.e.* they circulate, but insufficiently to justify retention or when the purpose of a subject area in the collection is re-evaluated. They provide more specific weeding parameters and are to be used in conjunction with Subject Weeding Guidelines.

Key to the De-Selection Guidelines Chart

The guidelines appear in a two-digit format. (x/x).
The first number is the years since publication date.
The second number is the maximum years allowed without a single circulation.
An entry that reads 3/1 means that a book in that subject category should be considered for weeding when it is 3 years old and has not circulated in 1 year. An *x* in place of a number indicates that the relevant criteria for that subject are not applicable.

Adult Collection

000
004-006	Computers	3/1
025.04	Internet	3/1
030	Encyclopedias	5/x
000s	Other	5/3

100
150	Psychology	7/3
	Pop Psychology,	
	Self-help	5/3
100s	Other	10/3

200
290	Mythology	x/3
200s	Other	10/3

300
310	Statistics/Yearbooks	3/1
320	Political Science	7/3
330	Economics	7/3
	Real Estate/Personal Finance	5/3
340	Law	5/3
	Legal Self-help	3/x; current edition only
350	Public Admin/Military	7/3
	Civil Service/Educational	
	Test Prep	5/2

360	Social Problems	7/3
364	True Crime	x/3
370	Education	10/3
380	Commerce	7/3
390	Customs; Folklore	x/5
	Etiquette	7/3
	Holidays	x/3
300s	Other	7/3
400	**Language**	10/3
500		
510	Mathematics	10/3
550	Earth Sciences	10/3
560	Paleontology	10/3
580	Botany	10/3
590	Zoology	10/3
500s	Other	7/3
600		
600	Inventions	10/3
610	Medicine	5/3
612	Anatomy, Physiology	10/3
620	Engineering	7/3
629	Auto Repair	x/3
636	Veterinary Medicine	7/3
647	Hotel and Restaurant Guides	3/2
650	Business/Management/Jobs	5/3
652	Typing/Keyboard/Shorthand	15/3
660	Chemical Engineering	5/3
600s	Other	10/3
700		
730-740	Price Guides	3/2
760	Price Catalogs	3/3
790	Sports, Performing Arts	10/3
700's	Other	20/3
800	**Literature**	10/3
900		
	Travel Guides	3/2
	Local History/Genealogy	x/x
	Other	0/3
Biography		10/3

Fiction		10/3
Young Adult Fiction		5/3
Audio-Visual		
	Informational	same as subject areas
	Entertainment Videos	300 circs or x/1
	Other A-V	x/1

Children's Collection

	J000	**Generalities**	
J004-006		Computers	3/1
	J025.04	Internet	3/1
	J010-J016 /J027-J028	Children's Literature	x/3
J030		Encyclopedias	5/x
	J000s	Other	10/3
	J100	**Philosophy and Psychology**	10/3
J200		**Religion**	
	J291-J293	Mythology	x/3
	J200s	Other	10/3
	J300	**Social Sciences**	
J333		Conservation/Ecology	5/3
	J398	Folk and Fairy Tales	x/3
	J300s	Other	7/3
	J400	**Language**	**10/3**
	J500	**Natural Sciences and Mathematics**	
J510		Mathematics	10/3
J550		Earth Sciences	10/3
	J560	Paleontology	10/3
J580		Botany	10/3
J590		Zoology	10/3
	J500s	Other	7/3
	J600	**Applied Sciences**	
J610		Medicine	5/3
	J600s	Other	10/3

J700	**Arts**	10/3
J800	**Literature and Rhetoric**	x/3
J900	**Geography and History**	
J910-912	Geography, Atlases	5/3
J940-990	Countries, States	7/3
J900s	Other	10/3
J Biography		10/3
JPB, JE	**Picture Books**	
	Easy Readers	x/1
J Fiction	**Juvenile Fiction**	10/3
J Audio-Visual		
	Informational	same as subject areas
	Entertainment Videos	>250 circs or x/1

Appendix I: Procedures for Dusty Books

If a title appears on a Dusty Book Report, it does not mean that it is automatically discarded.

The Dusty Book Report is posted on StaffNet with instructions.
To access the Dusty Book Reports from StaffNet, select Dusty Book Reports from the Statistics/Reports area. Choose either Dusty Book Report-Multiple Copies, or the Dusty Book Report-Last Copy.

From the drop-down menu, select the community libraries for which you would like to run the report and click the View Report button. Print out the lists by selecting the print icon.
Follow these instructions:
1. On each printed list, mark as missing all items you do not find on the shelf. Use Quick Maintenance in Item Info to manually delete each of these items.
2. Pull for evaluation those items you find on the shelf.
3. Please retain materials which meet the Dusty Books Retention Guidelines as described in the Collection Development Plan. (see Chapter 6: Weeding Tools, Dusty Book Reports)
4. Items from the Last Copies report selected for removal from the community library collection list may require additional assessment.
5. Use Quick Maintenance in Item Info to delete all the items you have set aside for discard.
6. Box the discards for the Public Book Giveaway Program.

If there are materials you would like to retain and would also like to make sure do not appear on next year's Dusty Book Reports, you may assign items a DUSTY owning location code.
To do so, follow these instructions:
1. From Item Information, click Quick Maintenance
2. Scan items or manually enter item numbers then press ENTER
3. Click Edit
4. Click in the box in front of Location
5. Click the down arrow and select DUSTY from the drop down menu
6. Under "New Location Processing" select Post to **owning** location from the drop down menu.
7. Click Save

In addition to performing dusty book reports, community library staff should regularly follow de-selection guidelines to identify other materials that do not include up-to-date information or match other CREW/MUSTIE Guidelines. Many of these materials *do not* appear on the dusty book reports because they continue to circulate despite including inaccurate and/or irrelevant information.

The Dusty Book Report will be produced in two parts for titles that have not circulated in the last 36 months.

Part I. Multiple Copies—shows the number of copies countywide.
Part II. Last Copy—only one copy countywide (Some libraries may not receive a Part II).

Dusty Book Report: Part I—Multiple Copies
Sometimes you will discover that you have many more copies of an item than the location needs. DUSTIES or other books being considered for withdrawal may be multiple copies.

Why retain multiple copies?
- They are browsing items useful at other locations.
- They were not originally assigned to the best location.
- They are titles others would like for their collection.
- They may be in better condition than other available copies.
- They may be in the catalog and not yet noted as missing.
- They may be useful for a new opening collection.

A very general guideline is that 3- 5 copies countywide is a reasonable holding of a popular or important title for which many copies were purchased. This theoretically represents one copy in an area – or one on shelf, one on hold, one checked out, one in transit, one being traced. Attrition, in time, reduces the number.

Although the multiple copy report will show the number of copies countywide, the number may not reflect the actual number of copies as other locations weed. For questionable titles, it may be necessary to check the online catalog for the current number of copies.

Dusty Book Report: Part II—Last Copy
This portion of the report may help identify:
- a unique book the library wants to retain
- a book that has already been discarded at other locations, and that can be withdrawn at this location
- a volume which did not get discarded with others in the set
- a book for which additional copies are needed
- a book for which one copy is sufficient

Recommended Procedure for Questionable Dusty Books

When in doubt, don't toss it out. You may decide to set the title to DUSTY following the Dusty Book Report Procedures:
- Send it to a Contra Costa County Library that has lost a copy.
- Send it to the Collection Development Manager who will re-evaluate the title for another location, assign as iFloat, or discard it.

Procedure for Withdrawal of Dusty Books

In reviewing the books that have been pulled from the shelves, if it is obvious that the titles are no longer needed at any location or are not retainable last copies, you may use "Quick Delete" to discard them. Although "Regular Delete" will give the title of the last copies, instead of the BID number and barcode as in "Quick Delete."

Appendix J: Procedure for Reassigning of Last Copy

Reassigning
When the last copy is no longer going to be kept at location, check it out to the Collection Development Online Number 21901000001267 and send the book to Collection Development for reassignment.

The Cataloging/Processing Work Request Form does not have to be filled out for Last Copies that appear on the Last Copy Dusty Book Reports. A program is run by Automation to remove these records.

When staff are searching the router and discover a Last Copy, please do not report that information until the item status is LOST as a traced item may reappear.

Appendix K: Procedure for Withdrawal of Last Copy

If a last copy does not meet the retention guidelines, discard it and send a Cataloging/Processing Work Request form with the necessary information to have the title record removed from the online catalog.

Last Copy Disposition Options:
Discard
Make reference
Purchase additional copies
Purchase newer edition
Offer to another Contra Costa County Library
Offer to an appropriate library outside Contra Costa County Library
Assign to Storage (STOCIR)

Many Contra Costa County libraries already have a storage area for reference books. The books that are Reference show STORAG as a location code. Reference Contra Costa and California historical materials at the Pleasant Hill Library have VAULT as a location code. A recent option for last-copy circulating books is to place them in storage and use the location code of STOCIR. Although storage may become available in some of our other community libraries, space is limited so circulating books put in storage must meet the specific criteria:

Within one of the last copy guidelines previously stated
Last copy with low circulation, if any
Out of print
Special imprint
Physical condition that detracts from browsing current collection
Need for further evaluation

System Withdrawal
1. Outdated editions of the following materials will be automatically withdrawn on an ongoing basis:
Nolo Press: whenever a new edition is published
Travel books (annuals): retain new and previous three editions
Materials whose previous editions have no value
2. After the *Titles Without Items* report is run quarterly, titles not being replaced will be withdrawn.
3. Libraries will delete and discard items that are being withdrawn.
4. Cataloging will delete titles (and any remaining items) from catalog.

Appendix L: Library Bill of Rights

Library Bill of Rights

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

   I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
   II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
   III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
   IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
   V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
   VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 18, 1948. Amended February 2, 1961; June 28, 1967; and January 23, 1980, inclusion of "age" reaffirmed January 23, 1996, by the ALA Council.

Appendix M: Patron Request for Reconsideration Procedure

A patron who has a complaint about library materials should be referred to the Community Library Manager, the appropriate age-level librarian, or the staff member in charge at the time. Community library staff should make every attempt to calmly and courteously resolve the complaint at the local level. It is most important that the patron be listened to and taken seriously. Most of the time, simply hearing the patron out will satisfactorily conclude the matter.

If not satisfied, the patron must be given the opportunity to fill out the Request for Reconsideration of Library Material Form (Form 4.17).

Note: If a patron is simply asking whether the library intends to purchase a particular controversial title, the Community Library Manager should consult with the Collection Development Manager, who may speak directly with the patron.

Once Form 4.17, Request for Reconsideration of Library Material, has been filled out, the following steps will be taken:

1. The staff member who receives the completed Request for Reconsideration of Library Material (Form 4.17) signs and dates it.
2. The Request for Reconsideration of Library Material (Form 4.17) is scanned and emailed to Library Leadership and the Collection Development Manager on the *same day* it is received. The original form should be sent to the Collection Development Manager in the next shipment. The community library should retain a copy of the submitted form for its files.
3. The County Librarian sends a letter of acknowledgement to the patron within 2 business days of receiving the Request for Reconsideration of Library Material (Form 4.17). The letter of acknowledgment will specify the timeframe for the Library's response.
4. A staff committee will objectively evaluate the specific item under reconsideration to determine if it should remain in the collection. This committee will consist of the Collection Development Manager and two librarians involved in the selection of materials.
5. Within the review period, the review committee will reach a consensus and draft a response to the patron. The response will address each specific point raised in the request.
6. The draft response will be submitted to the County Librarian, who will make a formal response to the patron within the stated timeframe. The community library where the request originated will receive a copy of the response, as will the members of the review committee.

Contra Costa County Library
Request for Reconsideration of Library Material

Contra Costa County Library selects materials with great care, using established professional standards and giving full consideration to the varying educational, recreational, and informational needs of all our patrons, including age of the intended audience. Our selection criteria are described in full in the Collection Development Policy which is available on the Library's website.

- Patrons seeking reconsideration must be Contra Costa County Library cardholders.
- A title will not be removed from the collection while it is being reviewed.
- A title will only be reviewed once within a five-year period, unless the content has undergone major revisions.
- Please return this form directly to a staff member at any service desk, and we will acknowledge receipt within 2 business days.
- The contents of this form once submitted become part of public record, with personally identifying information redacted.

Name:_____   Date:_____

Street Address:_____

City:_____   State:_____   Zip Code:_____

Phone Number:_____   Email Address:_____

Library Card Number: _____

I represent (circle one):

Myself   An Organization (Include Name):_____

Type of Material (Circle One):

Book   DVD   Magazine   Newspaper   Database/Electronic Other

Author/Producer:_____

Title:_____   (Continued on other side)

Did you read, listen to, or view the entire work?   Yes   No

Please describe your concerns regarding this material:

What specific pages/sections illustrate your concern?

What would you like the library to do about this item?

Appendix N: Location Codes

Location codes are assigned to materials to designate a collection whose location may not be apparent from the call number. Locations should be used in libraries only when having a separate location will benefit the browsing library user and should not be created for convenience of staff alone. Generally, use should be consistent among community libraries but smaller libraries and libraries without special collections may have fewer locations. Community libraries who wish to mark particular items shelved within a location should consider the use of category spine labels. Examples of category spine labels in use are: Award Winners, Historical Fiction, Romance Fiction, and Local Authors.

Standard Locations
Standard locations are assigned in Central Processing and are used by all community libraries.
BIOG – Biography (Used to clarify the call number B)
BOARD – Board books (Used to distinguish board book picture books from other JPBs)
FORLNG – Adult Foreign Language
INFO – Information Desk
JBIOG – Juvenile Biography (Used to clarify the call number JB)
JFORLN – Juvenile Foreign Language
JNEW – Juvenile New Books
JPER – Juvenile Periodicals
JREF – Juvenile Reference
LT – Large Type
MYSTRY – Mysteries (Used to clarify the call number M)
NEW – Adult New Books
PER – Adult Periodicals
REF – Adult Reference
SCIFI – Science Fiction (Used to clarify the call number S)
SSTORY – Short Stories (Used to clarify the call number SS)
WESTRN – Westerns (Used to clarify the call number W)
YA – Young Adult
YANEW – Young Adult New Books

Optional Locations
Optional locations are used by community libraries, which have larger collections or which need to separate collections due to special user needs or specific building designs. They may or may not be assigned centrally and community libraries staff must check to see if the location code conforms to the use at their community libraries when checking in new items.
ABE – Adult Basic Education
ATLAS – Atlas Case
BUS – Business Reference
CAREER – Career
CARREF – Career Reference
CLASSI – Classic Paperbacks
CONSUM – Consumer
GOVDOC – Federal, State, or Local Government Documents

HOLIDY – Holiday Collection
JPAPER – Juvenile Paperbacks
OVRSZE – Oversize Books
PAPER – Adult Paperbacks
PARENT – Parents' Collection
STOCIRC – Storage – (Used for materials not housed in public areas)
STORAG – Storage – (Used for reference materials not housed in public areas)
YAPAPR – Young Adult Paperbacks

Special Use Locations

Special Use locations are used by specific community libraries for special collections or to designate collections in special rooms.

AFAM- African American Collection at Hercules Library
BLDWIN – Baldwin Room at Pleasant Hill Library
FILIPN – Materials about Philippines and Filipino culture at Hercules and Pinole Libraries
GEN – Genealogy Collection at Pleasant Hill Library
GREEN – "Green Zone" collections of materials about the physical environment (at Antioch, Oakley, Orinda, Pittsburg, Pleasant Hill Libraries)
KSLC – Katherine Sundquist Learning Center at Ygnacio Valley Library
RTD – Rotunda at Pleasant Hill Library
RESERV – Academic support materials for Diablo Valley College students at Dougherty Station Library
SRJAZZ – Jazz Collection at San Ramon Library
VAULT – Rare Book or Local History Collection at Pleasant Hill Library

Appendix O: Ebooks

Changing Conditions in Accessing Content

Public libraries are at the cusp of a radical transformation in the way customers expect to borrow reading materials. Patron demand for popular eBook titles has risen greatly with the emergence of affordable, next-generation eBook readers and tablet devices, along with strong marketing campaigns by publishers, traditional booksellers and online industry giants such as Amazon, and the improvement in cross-platform compatible eBook formats.

This transformation has been recognized by the professional and popular media. A survey commissioned by *Library Journal* and *School Library Journal* for the 2010 event, "E-Books: Libraries at the Tipping Point," found that in the coming year "84% of public libraries expected eBook circulation to increase, with overall circulation up 36%." Contra Costa County Library is among those institutions whose patrons are responding to the trend in accessing content electronically with a 33% increase in eBook circulation from 2009 to 2010. During 2010 and 2011, hundreds of Contra Costa County Library patrons were forced to wait many months in hold queues to access the eBook titles they wanted. Patron demand for new e-book content has outpaced the Library's ability, under current budgetary practices, to support the purchase of new e-book content at a level matching growing demand. This clear patron demand represents an opportunity to better meet the content needs of the public.

Collection Principles for eBooks

In considering how to manage public monies to best serve the demands of library customers for both traditional media and new the Library recognizes the need to develop a new approach to collection development. The Library subscribes to the following principles:

- Vendor licensing agreements, in regard to the Library's ownership of materials, should match community expectations for materials purchased with public monies. Library ownership should generally be explicit and obvious.
- The Library will show preference for ownership over bundled collections, except for nonfiction materials, which age quickly: business, travel, science, technology, and medical titles. Bundled collections, which include the automatic removal of superseded titles, are preferred.
- Vendor collection development tools will be utilized to support efficiency in the areas of budgeting, selecting and evaluating materials.
- The Library will favor eBooks that have the highest levels of device compatibility.
- Development of a single integrated platform serves the needs of customers over a fragmented set of platforms each of which serves the needs of a different vendor.

Background on the Library's eBook Collections

Over the past fifteen years, Contra Costa County Library has invested heavily in electronic resources mainly for the purpose of supporting student and personal research. Most of the Library's Electronic Resources budget paid for subscription databases consisting of articles

derived from reference works, magazines, newspapers and encyclopedias. During this period, the Library introduced a reference eBook collection that included mainly time-sensitive or quick look-up titles that the Collection Development Committee identified as supplemental to the Library's print collection, supported the reference needs for community library staff, and offered 24/7 accessibility through the Library website.

The Committee's perspective on the function of eBooks began to shift when the Library introduced a collection of popular downloadable eBooks and eAudiobooks in 2004. Patron usage of the new service was healthy. Nevertheless, staff regularly fielded complaints about the incompatibility in format delivery with certain operating systems and popular devices. The development of the EPUB format for eBooks and the availability of audiobooks in the MP3 format have reduced negative patron experiences with popular downloadable titles and, as a result, demand for library-provided eBooks continues to grow.

The Library's current budget for eBooks does not allow the Library to satisfy demand in a way that reflects practices followed for print titles. The Library's Collection Development and Strategic Plans both emphasize the importance supporting daily reading for all age groups.

Future of Library eBook Collections

For the future model of eBook collection development, the Library will look towards those vendors who can transform the current model that limits access to content based on type of computer or device. The trade publication, *Library Journal*, recently stated that "users will start demanding more access to content—including library materials—in ways that are actually convenient to them…publishers and librarians can and need finally to get to work hammering out one or more models that give readers flexibility."

Other restrictions and barriers within the current eBook vendor market that the Library would like to eliminate are:

- Waiting periods for digital loans. The restriction of one copy per user does not make sense for digital materials. This restriction is generally the result of publisher demands on vendors
- Proprietary platforms that require users to navigate through different websites, log-ins and layers to find and obtain a title.
- Substantial annual platform subscription fees that restrict the ability for the Library to invest in the eBooks themselves
- Digital Rights Management software that makes it difficult for library users to download library eBooks, leads to user frustration, and make it hard for libraries to compete with commercial alternatives.
- Limited lending models that establish arbitrary loan limits which do not match ongoing Library practices.
- Separate purchases of titles according to formats. Lack of standard formats that work on any device.
- Relying on content provided from a single vendor.

Conclusion

While the Collection Development Committee is not looking at supplanting print materials with eBooks in the near future, the Committee recognizes that the market for media delivery is undergoing rapid change. It is the Library's goal to purchase all popular reading content (books, eBooks, etc…) with funds dedicated to the purchase of materials. Constraints from publishers, including licenses that restrict usage, ongoing platform costs and restrictions, and the lack of clear contractual language regarding ownership of materials negatively affect the Library's ability to utilize a large percentage of the materials budget for eBooks, but **these issues do not trump the need to satisfy patron demand for such materials.**

Contra Costa County Library staff will continue to monitor the growth of eBook usage and seek methods of working with vendors that help to simplify and clarify such constraints regarding eBook collections across vendors and platforms. With the knowledge gained from prior collection experience and using the principles outlined in this appendix as a guide, the Contra Costa County Library will continue to provide eBook access to library customers as an element of fulfilling the Library's core mission of providing reading materials for community members.