

GLENDALE PUBLIC LIBRARY COLLECTION DEVELOPMENT STATEMENT

INTRODUCTION

Glendale is a dynamic city located in the rapidly growing northwest part of the Phoenix metropolitan area. The city is known for its excellent educational and medical institutions, beautiful neighborhoods, and diversified economic base. While the metro area's population has almost quadrupled since 1960, Glendale's growth rate has been three times faster. The city's population grew 48 percent during the 1990's. Today, Glendale has a population of more than 235,000.

The Glendale Public Library System is composed of three facilities: the Main Library, the Velma Teague Branch in downtown Glendale, and the Foothills Branch in north Glendale. A fourth branch is slated to open in west Glendale in 2009. Satellite collections are located at the Glendale Adult Center, the West Valley YWCA, the Glendale Community Center, and the Glendale Adult Day Health Care Center.

MISSION STATEMENT

The Glendale Public Library is a service-oriented organization, whose primary responsibility is to provide free and equal access without prejudice or discrimination to each man, woman, and child in the community. Residents receive courteous and professional services that:

- Make available the materials (in multiple languages), programs and services necessary to meet their recreational needs
- Provide the most current technology and information services needed to answer their questions
- Assist everyone to continue to grow and learn throughout their lives
- Enable people to gain a better understanding of their own cultural heritage and the cultural heritage of others
- Offer space for community interaction
- Provide information that helps in the development of careers, non-profits and businesses

GOALS

To select and purchase materials within our financial ability which meet the following goals:

- Glendale residents will receive the information they want about popular culture, social trends, as well as materials that provide satisfying spare-time experiences
- Glendale residents will receive the information and answers to questions they need on a broad array of topics related to work, school and personal life
- Glendale residents will have access to the information they need for self-directed personal growth and development opportunities

- Glendale residents will enjoy opportunities to gain an understanding of their own cultural heritage and the cultural heritage of others
- Glendale residents will have space to meet and interact with others in the community, and to discuss current issues
- Glendale residents will have the information they need to develop their careers or business pursuits

To meet these goals, Glendale Public Library is guided by the American Library Association's *Freedom to Read Statement*.

RESPONSIBILITY FOR SELECTION OF MATERIALS

The responsibility for selection of materials lies with the professional staff of the Library. The general public and all staff members are welcome to recommend materials for selection.

The Library recognizes that materials selected for the collection may be controversial and that any given item may offend any individual. Selections will be made, not on the basis of anticipated approval or disapproval, but solely on the merits of the work in relation to building the collections, and to serving the needs of library users in accordance with the library's stated goals. Parents and/or legal guardians are responsible for monitoring their children's access to materials. Selection of materials for adults will be based on professional judgment and discretion, and will not be influenced by the possibility that some materials may be unsuitable for children.

RECONSIDERATION OF LIBRARY MATERIALS

The usage and enjoyment of library materials by users is a matter of individual choice. Responsibility for monitoring the usage of materials by children and adolescents rests with their parents and/or legal guardians. The Glendale Public Library supports freedom and endorses the *Freedom to Read* (American Library Association) intellectual statement. While a person may reject materials for him/herself and for his/her children, he/she cannot exercise censorship to restrict access to the materials by others.

Citizens wishing reconsideration of library materials must complete, in its entirety, the *Statement of Concern About Library Resources*. Only signed statements will be considered. The form is available at the Reference and Youth Information Desks, and at the Circulation Desks of all libraries in Glendale Public Library System. Library staff responsible for selection of materials will consider each request. The appropriate Library Manager will send a letter to the complainant stating the library's position concerning reconsideration of the materials. If the complainant is unsatisfied with the Library's response, and wishes to pursue the issue, a committee of three staff members will evaluate the material by applying objective criteria to determine if the material supports the Library's stated goals. Evaluators will submit their recommendation to the Library Director who will make a final decision concerning the material. The Director will notify the patron who submitted the *Statement of Concern* of the decision.

GENERAL CRITERIA FOR SELECTION

The Library acquires materials of both permanent and current interest in all subjects, based upon the merits of a work in relation to the needs, interests and demands of the community. Each item is evaluated as a whole, and not on the basis of a particular section. While a single standard cannot be applied to each work, the following general criteria are used in selecting materials for purchase:

- Relationship and importance to the collection
- Significance of subject matter
- Timeliness and/or popularity of a subject, title and/or author
- Particular credentials of author
- Local interest (subject, author, or publisher)
- Availability of materials on the subject, including the provision of alternative viewpoints
- Imprint
- Purchase price
- Accessibility to materials elsewhere in region. Holdings of other libraries within the community are considered in developing the library's collections. Materials, particularly those of a highly technical nature, may be borrowed from area libraries via interlibrary loan.
- Suitability of format to library purposes
- Technical characteristics, e.g., quality of paper, typography, binding, margins
- Scarcity of information in subject area

Each of these criteria may not, and need not, be used to evaluate each item, but they are applied as general guidelines for consideration of all materials.

ROLES OF THE GLENDALE PUBLIC LIBRARY SYSTEM

- **Current Topics and Titles**

The Glendale Public Library will provide materials and programs aimed at satisfying the public's desire for information on current topics, titles and spare-time experiences. To ensure that customer requests are met quickly, the Library will offer a current collection with adequate copies to meet demand. Various languages and formats will be offered, if available and in demand. Expert guidance from knowledgeable staff will be offered to our customers.

- **General Information**

The Glendale Public Library will provide information and answers to questions received on a broad array of topics related to work, school and personal life. Skillful staff will determine customers' wants and needs, and direct them to relevant print, non-print and/or electronic resources.

- **Life-Long Learning**

The Glendale Public Library will offer residents access to the information they need for self-directed personal growth and development opportunities. The Library will provide and maintain extensive collections of circulating materials on a wide variety of subjects in which our library community has an interest.

- **Cultural Awareness**

The Glendale Public Library will offer opportunities for all residents to gain an understanding of their own cultural heritage and the cultural heritage of others. The Library will provide a collection of materials and resources in various formats, and will offer programs and displays that portray the cultural heritage of our community.

- **Commons**

The Glendale Public Library will provide public space for meetings, community activities and other services. The Library will work closely with other agencies and organizations to provide coordinated social, cultural and recreational services.

- **Business and Career Information**

The Glendale Public Library will provide information and other resources that are related to business, career information, entrepreneurship, personal finances and obtaining employment.

FOREIGN LANGUAGE MATERIALS

Every attempt will be made to buy materials in languages representative of our community. Current census data will be used to determine which ethnic groups are included in Glendale's population, and their size and distribution.

LOCAL HISTORY

The general aim of the Library with regard to local history materials is to attain a fair degree of inclusiveness. It is the general policy of the Library to acquire, as far as practicable, one copy for reference use of all printed items, both fiction and nonfiction, contributing to the knowledge of local history. Its aim, however, is considerably broader in scope than strictly historical. Emphasis is also given to the acquisition of those materials which will contribute to knowledge of the community's social, civic, religious, economic and cultural life, both past and present.

Books by local authors will be considered as carefully as all other books. They will not automatically be added to the collection unless they meet the criteria for selection as set by the Library.

WEEDING

The Glendale Public Library System recognizes the need to continuously evaluate its collections in response to the changing nature and needs of its community, through the weeding (i.e., removal from the collection), replacement, and duplication of its titles. The library's collection is intended to be an active, useful collection. There is not enough physical space to maintain items which have not been used or are out-of-date. The Library is also not an archival library, and will not keep archival materials, except in the area of local history.

Weeding is a necessary adjunct of selection because it systematically eliminates unnecessary items, outdated or superseded materials, titles which are no longer of interest or in demand, unnecessary duplicates, and worn or mutilated copies.

NEW TECHNOLOGIES

Recognizing that the technological age is initiating a revolution in information access and distribution, Glendale Public Library will acquire various resource materials in various formats. The acquisition activity is aggressive, but cautious. Cost and physical space are determining factors in the decision-making process.

The long-range plan calls for incorporating new technologies, as they become available, with an equitable distribution in all of Glendale's libraries.

GIFTS

The Library encourages and accepts gifts of materials with the understanding that gifts will be added to the collection only if they meet the same standards required of purchased materials. Gift materials not meeting those standards, such as those that are outdated, duplicate existing materials, or are in an unsuitable format, may be given to other organizations, sold, or recycled. It is the prerogative of the Library to accept or reject any gift. The Library will not accept gifts with stipulated conditions as to their deposit or location.

Gift items will be integrated into the regular library collection in normal sequence, made available to all library patrons, and otherwise handled as any other material belonging to the library. The library system is not obligated to retain back issues of gift periodical subscriptions that are of limited interest or that are not indexed in any standard source. Whenever a gift is no longer needed, it will be disposed of in the same manner as purchased materials.

The library does not appraise gift materials for income tax purposes.