

Lompoc Public Library System

Collection Development Policy

The Lompoc Public Library System selects, organizes, and makes available materials to engage, empower, and enrich our users as stated in the library mission statement. The Library, and its collection, is adaptive to the interests of our community and reflects multiple points of view.

The Library's primary obligation is to provide the materials most frequently requested by our residents and so patron use is the most powerful influence on the Library's collection: much of the Library's use is from new and popular adult fiction books, children's materials, DVDs, and downloadable/streaming media such as eBooks, audiobooks, movies, and music.

Items in the Library collection will be organized and maintained to make it easy for patrons to find the materials they need. Materials will not be restricted, altered, or labeled because of controversy with the author or the subject matter. Parents and legal guardians, not the Library, have the responsibility to guide and direct the reading, listening, viewing, and internet browsing choices of their minor children.

Selection

Professional librarian staff select all materials to be added to the collection. The final responsibility for materials selection and retention resides with the Library Director. Materials donated by the public must meet the same selection criteria as purchased materials to be considered for inclusion in the collection.

Materials are selected from reviews in professional journals and subject knowledge and expertise of Library staff. All staff members and the public are welcome to recommend materials to be considered for purchase.

Scope of the Lompoc Library

The Lompoc Library services the entire Lompoc Valley and serves as a resource for the Village Library and the Charlotte's Web Mobile Children's Library. A broad collection of circulating print and non-print materials is selected to accommodate the diversity of tastes, reading levels, languages, and interests of users of all ages. The Lompoc Library also provides a local history collection of materials relating to the Lompoc Valley, local author's shelves, and access to various government documents.

Scope of the Village Library

The Village Library serves Vandenberg Village. Budget and space limits the collection to materials of high interest to its patrons: it does not duplicate the in-depth sources or special collections of the Lompoc Library. The interests and needs of the actual and potential users of

the Village Library are continually evaluated so that it has a collection reflecting the community it serves.

Scope of the Charlotte's Web Mobile Children's Library

The Charlotte's Web Mobile Children's Library serves families and children through the Lompoc Valley. The bookmobile's mission of encouraging children to read guides the selection of materials, while budget and space limit the collection to the highest interest materials. The interests and needs of children and families are continually evaluated to assure the collection reflects the community it serves.

General Selection Criteria

- Community interest
- Current demand
- Critical reception/award winning
- Timeliness and significance of subject
- Local interest (author or subject)
- Authoritativeness (reputation or qualifications of author, artist, publisher, or producer)
- Suitability in style and subject for the intended audience
- Format available and quality of production (binding, margins, quality of paper)
- Date of publication
- Budget, cost, and space considerations
- Literary merit

The Library purchases:

- Books
- Local newspapers
- Large print
- Books on CD
- DVDs/Blu-Rays
- Read Along materials
- eBooks/digital magazines
- Downloadable audio books
- Streaming media
- Spanish language materials

Materials not considered for the collection include but not limited to:

- Textbooks and curriculum-related works
- Scholarly and technical materials that are carried by academic or special libraries
- Puzzle or workbooks that encourage filling in blanks

- Items that will not withstand regular library use

Local History Collection (California Case)

The Library actively collects works relating to the local history of Lompoc and the county of Santa Barbara. Depending on the availability of the title, some of these materials may be circulating while others are limited to use inside the building and are shelved in the California Case. Local history items in poor condition may be relocated to the basement where they will be made available by patron request.

New Format Criteria

The Library must continually assess new formats and evaluate the capabilities and enhancements that we offer over existing formats. When deciding whether to replace or augment existing formats, we consider:

- Ease of use of the product
- User demand
- Cost of the new format
- Equipment requirements
- Enhancement over the current format equivalent in terms of speed, flexibility, accessibility, or availability
- Anticipated improvements in information storage and retrieval
- Staff and space requirements

Local Author Collection

The Lompoc Library provides shelving for books written by local writers. Local authors are encouraged to share their work with the community by donating it to the Library under the following conditions:

- Authors must be Santa Barbara County residents, or the books must take place in Santa Barbara County, and must be appropriate for a popular collection
- Loose leaf or spiral bound books will not be accepted for the collection
- Materials that are donated become the property of the Library and as such cannot be returned to the donor
- Items will receive a “Local Author” spine label and be shelved in the Local Author Collection
- Donated materials may be removed from the collection if they do not circulate regularly or become damaged, as per the Collection Maintenance Plan.

Library of Things

As the Library continues to grow it may add and circulate items that do not fit into the traditionally established shelving model. These items include but are not limited to: State Park Day Passes, virtual reality equipment, Chromebooks, book kits, discovery packs, or energy

savings kits. Items are selected for this collection based on community interest and the Library's ability to maintain, store, and lend them. Use of individual items may require a liability waiver or be restricted to adult use.

Collection Maintenance Plan

Library staff regularly evaluate and assess materials and space needs for each library collection and follow best practices for deselecting materials. This ensures its usefulness and relevance to the community. Materials determined to be damaged or no longer of value are withdrawn from the collection.

Discarding Library Materials

Library materials are discarded for one or more of the following reasons:

- Obsolescence: subject matter is no longer timely, accurate, or relevant
- Damage or poor condition
- Space limitations
- Insufficient use

Replacements

Replacement of materials withdrawn is not automatic. The decision to replace is influenced by:

- Availability of copies in the system
- Popular interest
- Adequacy of coverage in the subject area
- Significance in subject area
- Cost and availability

Professional Collection

To keep current with trends in library services, new programming ideas, and professional development, the Lompoc Library will maintain a non-circulating collection of titles for staff. Titles will be purchased to be read by staff at any level.

Book Challenges

Library users occasionally question titles that have been selected for the collection. Persons challenging the inclusion of a book, DVD, or other item in the library collection may complete a "Statement of Concern" form. Upon receipt of a completed form, the Library Director will review the item for inclusion in the collection in light of the Library mission statement, the selection criteria of the Collection Development Policy, the Library Bill of Rights, and the American Library Association guidelines on intellectual freedom. The item in question will remain in circulation until a decision has been made. An individual title can be challenged only once every five years. The person filling out the "Statement of Concern" form must reside in the Library's service area.

Statement of Concern about Library Material

All comments submitted will be brought to the attention of the Library Director.

Patron: Please include contact information should staff have additional questions.

Name _____ Street _____

City _____ Zip _____ Phone _____

If you are representing an organization, please specify:

Material on which you are commenting:

Book DVD Other (specify) _____

Title _____

Author or Producer _____

What specific concern do you have with this material?

Please be specific and cite pages if possible. You may use the back of this form or attach additional sheets if necessary.

Did you read, see, listen or otherwise use the material in its entirety? _____
If not, what parts?