



Administrative Policy

Title: Collection Development and Management				
Administered By: Community Services Department (Library Division)				
Policy No.	Issue Date	Revision Date	Department Head Approved	City Manager Approved
06200.004	05/26/99	09/23/25	Signed by:  B790995CBF72414...	DocuSigned by:  8CB6AE0895944B4...

ARTICLE I - PURPOSE

Section 1.1 General Purpose

The purpose of this policy is to provide guidance, within budgetary and space limitations, for the selection and evaluation of materials for the Corona Public Library that anticipate and respond to the needs of the community.

Section 1.2 Superseded Policies

This policy supersedes and replaces the following policies, which are hereby eliminated in their entirety and are of no further force and effect:

- Policy 06200.001 (Library Operations Policies) administered by the Library & Recreation Services Department (Library).

ARTICLE II - DEFINITIONS AND SCOPE

Section 2.1 Definitions

For purposes of this policy, the following definitions shall apply:

- A. Collection Development. The term “collection development” shall mean the process of systematically building the library’s collection to meet the needs of the community it serves.
- B. Collection Management. The term “collection management” shall mean the ongoing process of maintaining the library’s collection, reviewing existing items to determine their ongoing value to the collection.
- C. Deselection. The term “deselection” shall mean the removal of an item from the library’s collection.
- D. Director. The term “Director” shall mean the Community Services Director or his or her designee.
- E. Selection. The term “selection” shall mean the determination to add an item to the library’s collection. Selecting an item does not mean that item will stay permanently in the library’s collection.

Section 2.2 General Scope

Unless otherwise stipulated herein, this policy applies to all employees of the Community Services Department Library Division and all users of the Corona Public Library. All such employees and users shall comply with the provisions outlined in this policy. It is the responsibility of all supervision to ensure that the provisions outlined in this policy are enforced for those employees under their authority.

Section 2.3 Exemptions from Scope

NONE

ARTICLE III – COLLECTION DEVELOPMENT

Section 3.1 Philosophy of Selection

In support of its mission "to preserve and encourage the free expression of ideas essential to an informed citizenry," the Corona Public Library fully endorses the principles documented in the “Library Bill of Rights”, “Freedom to Read” and “Freedom to View” statements of the *American Library Association*. Further, California State Law, AB1825, passing in 2024, requires the following statements to be included in public library collection development policies:

1. The collection meets the broad and diverse interests of the community and respects

- both the library's autonomy and their specific community needs.
2. The public library serves as a center for voluntary inquiry and the dissemination of information and ideas.
 3. Library materials should be provided for the interest, information, and enlightenment of all people, and should present diverse points of view in the collection as a whole.
 4. The right of the public to receive access to a range of social, political, aesthetic, moral, and other ideas and experiences is acknowledged.

Section 3.2 Responsibility for Selection

Library material selection is vested in the Director and such members of the professional staff who are qualified by reason of education and training. Selectors are generally librarians, who have at least a Master's Degree in Library and Information Science, as well as a bachelor's degree.

Section 3.3 Scope of the Collection

The Corona Public Library collects materials, in a variety of popular formats, which support its function as a major information source for the demanding needs of a suburban population. The collection also serves the popular and recreational needs of the public, and reflects the racial, ethnic, and cultural diversity of the community.

Customer use is the most powerful influence on the Library's collection. Circulation, customer purchase requests, and hold levels are all closely monitored, triggering the purchase of new items utilizing data from the Integrated Library System and Evidence-Based Collection software. In addition to customer demand, selections are made to provide depth and diversity of viewpoints to the existing collection. The Corona Public Library collects materials pertaining to Corona history and other issues influencing the development of Corona.

Inherent in the collection development philosophy is an appreciation for each customer of the Corona Public Library. The Library provides materials to support each individual's journey and does not place a value on one customer's needs or preferences over another's. The Library upholds the right of the individual to access information, even though the content may be controversial, unorthodox, or unacceptable to others.

Materials for children and teenagers are intended to broaden their vision, support recreational reading, encourage and facilitate reading skills, supplement their educational needs, stimulate and widen their interests, lead to recognition and appreciation of literature and reflect the diversity of the community. The reading and viewing activity of children is ultimately the responsibility of parents, who guide and oversee their own children's development. The Corona Public Library does not intrude on that relationship.

Section 3.4 Scope of the Online Collections

The online collection represents the diverse viewpoints and interests of the entire community the Library serves. This collection includes citation and full-text databases; downloadable and streaming media; and instructional programs.

Section 3.5 Scope of the Heritage Room Collection

Both print and non-print materials about Corona and issues influencing the development of Corona are housed in the Heritage Room collection. The library attempts to be as inclusive as possible in obtaining materials pertaining to the history, economic, social, and cultural life of Corona. The library does not actively collect manuscripts, collections of papers, memorabilia, or three-dimensional materials, although it does selectively accept gifts of this nature, particularly when the material relates to the City of Corona.

Section 3.6 International Collection

The library aims to serve all residents of Corona, and currently has limited funding for non-English materials. To satisfy speakers of other languages, the library depends on gifts to assist library staff in acquiring materials in languages other than English or Spanish. The Chinese and Korean collections are examples of materials acquired solely with the help of these local communities. The same criteria apply to the acquisition of non-English language materials as to the rest of the library.

Section 3.7 Mobile Collection

This collection is designed to appeal to a broad audience. With that in mind, they include classic titles, current publications, and those popular based on data. Items available in the mobile collection may not necessarily be available in the Library's main collection. The purpose of this collection is to support and encourage a love of reading and learning

Section 3.8 Library of Things

The Library of Things offers non-traditional items for patrons to check out. The goal of this collection is to present the community with opportunities for lifelong learning and personal enrichment, provide leisure activities and experiences, and offer resources for patrons to explore topics. Sample items for this collection may include mental health kits, book club kits, early learning kits, board games and State Park passes.

Section 3.9 Patron Curated

The library strongly encourages input from the community concerning the collection. A suggestion for purchase procedure enables Corona citizens to request that a particular item or subject be purchased by the library. All suggestions for purchase are subject to the same selection criteria as other materials and are not automatically added to the collection. It is the library's intent that suggestions for purchase be used to help the library in developing collections which serve the interests and needs of the community. Patrons

are also an important part of the selection process: Library users may suggest material at the public service desks by telephone, by email, or via the library's website, or via their Library account.

Additionally, the library will offer patron driven selection via the Zip Books program. Patrons may suggest books to be purchased within a criteria set by the library staff. The Zip Program delivers the book directly to the patron. When these books are returned, they may be added to the collection upon return.

Section 3.10 Computers and Hotspots

To bridge the digital divide, the library will offer computers/tablets/Chromebooks for checkout by library card holders. In addition, the library will provide hotspots for patrons who do not have access to the internet.

Section 3.11 General Selection Criteria

The following general criteria guide materials selection for the Corona Public Library. All items selected will meet several of the general criteria.

- A. Current and anticipated needs and interests of the public.
- B. Accuracy of content.
- C. Timeliness of information.
- D. Author's, artist's, or publisher's qualifications and/or reputation.
- E. Critical assessments
- F. Local significance of the author or subject
- G. Treatment of subject to age of intended audience
- H. Suitability of format for Library circulation and use
- I. Relationship to existing materials in collection
- J. Relationship to materials in other area libraries
- K. Price, availability, and Library materials budget
- L. Data from Evidence-Based Collection software

Section 3.12 Request for Reconsideration

Persons from the Corona community wishing to recommend the removal of a particular item in the library collection may submit a Request for Reconsideration of Library Materials form, which will be reviewed by the Director and the staff in relation to the library's mission statement and the selection criteria set forth in this policy. After evaluating journal reviews and other materials submitted by the patron and the staff, the Director will go over these materials with the patron. It is important to understand that concerns call into question selection decisions that have been made according to policy. The process of registering complaints is designed to make sure the selection was appropriate and results in informing the patron about the philosophy and criteria used.

Patrons whose concerns are not satisfied by staff are invited to present their request to the Director. If the patron is not satisfied with the response, they are invited to have their request for reconsideration added to a Library Board of Trustee agenda for discussion. The Library Board of Trustee decision is final.

ARTICLE IV – COLLECTION MANAGEMENT

Section 4.1 Philosophy of Collection Management

The Library's collection is a living, changing entity. As items are added, others are reviewed for their ongoing value and sometimes withdrawn from the collection. Great care is taken to retain or replace items that have enduring value to the community.

Decisions are influenced by patterns of use, the capacity to house and the holdings of other libraries that may specialize in a given subject matter. Staff reviews the collection regularly to maintain its vitality and usefulness to the community.

Section 4.2 Responsibility for Collection Management

The final authority for the Library collection rests with the Library Board of Trustees. Implementation of collection development policy and management of the collection is assigned to Library staff. The Corona Public Library disposes of materials that have been withdrawn according to the criteria for deselection outlined below. The Friends serves as an instrument for the Library, reselling and redistributing Library materials that are withdrawn from the collection or donated to the Library and designated by the Library for resale.

Section 4.3 Deselection Criteria

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

- A. Obsolescence: subject matter or format is no longer timely, accurate, or relevant
- B. Damage or poor condition
- C. Space limitations
- D. Insufficient use

Section 4.4 Replacement of Deselected Items

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

- A. Popular interest
- B. Adequacy of coverage in the subject area
- C. Significance in subject area
- D. Cost and availability

Collection Development and Management

Administered by Community Services Department (Library Division)

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PRIOR VERSIONS

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