



AGENDA
Library Board of Trustees
Thursday, September 10, 2015
2:00 p.m.
Library Board Room

CALL TO ORDER

Roll Call: Trustee Elmer Cameron, Trustee Ron Guiles, Trustee Mirek Gorny, Trustee Gary Knight, Trustee Mayra Salazar

ORAL COMMUNICATIONS

The public may address the Board of Trustees on any item which is not on the agenda at this time, provided the item is within the subject matter jurisdiction of the Library Board of Trustees. (Refer to the last page for instructions.)

APPROVAL OF MINUTES

1. Approval of minutes from the Library Board of Trustees Meeting on August 6, 2015.

CURRENT BUSINESS

2. Recent Library Materials Reconsideration Requests
3. Update on the Library Expansion Project

OTHER REPORTS

4. Director of Library and Community Services

Special Programs and Library Events

Date & Time	Location	Event
September 12 12:00 p.m.	Turrentine Room	<i>Burritos and Book Club – for Teens</i>
September 15 6:00 p.m.	Turrentine Room	<i>Be Money Smart @ Escondido Public Library: Steps to Start a Business</i>
September 22 6:00 p.m.	Turrentine Room	<i>H₂O(h) No! Drought Solutions</i>
September 25 & 25 All Day	Friends Book Shop	<i>Half-Price Book Sale</i>
October 8 6:00 p.m.	Turrentine Room	<i>Be Money Smart @ Escondido Public Library: Identity Theft – What to Look For</i>



AGENDA
Library Board of Trustees
Thursday, September 10, 2015
2:00 p.m.
Library Board Room

ADJOURN

UPCOMING MEETING SCHEDULE

Library Board of Trustees Meetings are scheduled the second Thursday of the month in the Library Board Room. Meetings begin at 2:00 PM.

<i>Day</i>	<i>Date</i>	<i>Time</i>	<i>Location</i>
Thursday	October 8, 2015	2:00 p.m.	Library Board Room
Thursday	November 12, 2015	2:00 p.m.	Library Board Room
Thursday	December 10, 2015	2:00 p.m.	Library Board Room

ADDRESS THE LIBRARY BOARD OF TRUSTEES

Please complete a *Speaker Form* and hand it to the Library Division Coordinator. Submit the *Speaker Form* prior to Oral Communications or the discussion of an agenda item, including items on the Consent Calendar. Comments are generally limited to 3 minutes. Note: Depending on the number of requests, comments may be reduced to less than 3 minutes per speaker.

Oral Communication: The public may address the Board of Trustees on any item which is not on the agenda during Oral Communications, provided the item is within the subject matter jurisdiction of the Library Board of Trustees. Speakers are limited to only one opportunity to address the Board under Oral Communications. State law prohibits the Library Board from discussing or taking action on such items, but the matter may be referred to the Director of Library and Community Services/staff or scheduled on a subsequent agenda.

Agenda Item: The public may address the Library Board of Trustees on any agenda item, including items on the consent calendar.

Handouts: Handouts for the Library Board of Trustees should be given to the Library Division Coordinator.

To address the Board, when called, please STATE YOUR NAME FOR THE RECORD.



AGENDA

**Library Board of Trustees
Thursday, September 10, 2015
2:00 p.m.
Library Board Room**

AGENDA, STAFF REPORTS, AND BACK-UP MATERIALS ARE AVAILABLE:

- Online at <https://www.escondido.org/LBT-agendas.aspx>
- Additional online posting at library.escondido.org/library-board-of-trustees.aspx
- In the City Clerk's Office at City Hall.
- In Escondido Public Library (239 South Kalmia Street) during regular business hours.

AVAILABILITY OF SUPPLEMENTAL MATERIALS AFTER AGENDA POSTING:

Any supplemental writings or documents provided to the Library Board of Trustees regarding any item on this agenda will be made available for public inspection in the City Clerk's Office located at 201 North Broadway during normal business hours, or in the Library Board Room while the meeting is in session.

Please Turn Off All Cell Phones While The Meeting Is In Session

ESCONDIDO PUBLIC LIBRARY HOURS

Monday & Tuesday	10:00 AM – 8:00 PM
Wednesday, Thursday & Friday	10:00 AM – 6:00 PM
Saturday	10:00 AM – 5:00 PM

**Escondido Public Library Board of Trustees
SPECIAL MEETING MINUTES
Thursday, August 6, 2015, 2:00 p.m.
Library Board Room**

CALL TO ORDER: Trustee Mirek Gorny called the meeting to order at 2:10 p.m.

Members Present: Elmer Cameron, Mirek Gorny, Ron Guiles, Mayra Salazar

Members Absent: Gary Knight

Staff Present: Loretta McKinney, Director of Library & Community Services, Cynthia Smith, Deputy City Librarian, Diane Halverson, City Clerk, and Michael Thorne, Minutes Clerk

WRITTEN/ORAL COMMUNICATIONS: None.

SWEARING IN OF TRUSTEE: Diane Halverson, City Clerk, administered the Oath of Office for Trustee Ron Guiles, term to expire March 31, 2017.

APPROVAL OF MINUTES:

1. **Approval of Minutes from the Library Board of Trustees Meeting on June 11, 2015.**

MOTION: Moved by Trustee Cameron and seconded by Trustee Gorny. Ayes: Trustee Cameron, Trustee Gorny, Trustee Guiles, Trustee Salazar. Noes: None. Absent: Trustee Knight. Motion carried.

CURRENT BUSINESS

1. **Review and Adoption of Revised Library Board of Trustees Bylaws**

Loretta McKinney, Director of Library and Community Services, and Cynthia Smith, Deputy City Librarian, reviewed Library Board of Trustees Bylaws and identified needed changes based on the language in the CA Education Code. These changes have been approved by the City Attorney's Office. Director McKinney, and Deputy Librarian Smith, presented the changes made to the bylaws for approval as follows:

- a. Many wording and grammar fixes throughout the document;
- b. Section 4.3 - included "subcommittees" "taskforce" and "ad hoc" to open and noticed meetings;
- c. Section 5.2 - removed wording that allowed the Board to dictate duties of Librarian as that is handled by the City Manager;
- d. Section 5.6 - An Annual Report is provided to the State and the Legislative body. A quarterly statistical report is provided to the Board of Trustees;
- e. Section 6.1- included language that identifies process of how monies, and gifts are deposited in CIP fund;

Trustee Cameron questioned if there were written Library policies that were available for reference. Director McKinney indicated that policies are posted on the Library's website

and maintained at the information desk. Discussion ensued regarding the fact that all Library services are free. Charges are considered the customers' choices (i.e. damaging a book or renting a room). Trustee Cameron questioned if the time of the meeting must be in the bylaws. Director McKinney responded that the Board may change meeting times, and then would adopt into the bylaws. Trustee Cameron questioned if the election of officers must be in March. Director McKinney stated that the current wording provides for structure. Trustee Cameron requested an explanation of the process for putting an item on the Library Board of Trustees Agenda. Director McKinney stated that the President of the Board reviews agenda items, but cannot deny items requested by Trustees.

MOTION: Moved by Trustee Cameron and seconded by Trustee Guiles. Ayes: Trustee Cameron, Trustee Gorny, Trustee Guiles, Trustee Salazar. Noes: None. Absent: Trustee Knight. Motion carried.

2. **Update on the Library Expansion Project** – Director McKinney shared that the goal was to have an update to City Council on August 12, 2015; however, the update has been postponed to August 19. The update will provide funding options for City Council consideration. Trustee Cameron encouraged all trustees to attend the City Council meeting. Director McKinney provided an overview of progress: A conceptual design was presented to City Council in October, 2013, and the City Council approved the design in concept. A formal taskforce was formed. In 2014, staff requested City Council authorize \$257,000 be added to existing project funds for design development. City Council directed staff not to use the monies until the project was ready. The Library Foundation continues to collect funds, identify donors, and promote awareness. Library support groups attended two workshops and a Support Group Steering Committee was created. The Support Group Steering Committee meets one – two times per month to review progress. The Foundation hired a marketing firm to create informational brochures. Director McKinney is reviewing financing strategies to present to City Council.

OTHER REPORTS

3. **Director of Library and Community Services** – Director McKinney informed the Board that the City has notified Escondido Veterans Services, which has an office located in the Pioneer Room, to vacate by August 31, 2015. The Pioneer Room will now return to its original intent and be dedicated as the City's archive and true history center. The Library is increasing Internet capabilities and purchasing firewall equipment with a combination of funding from the California State Library Broadband grant and allocated Library Trust Funds. Staff will ask Council to accept grant funds on August 26, 2015.
4. **Deputy City Librarian** – Deputy Librarian Smith provided a recap of the successful 2015 Summer Reading program. 40 summer reading programs were offered by the Escondido Public Library in 2015 for adults, teens, and children over a 6 week period. 2,000 community members enrolled, primarily children and teens. Adult registration increased 64%. The Friends of the Library generously provided monies to fund these programs. The Friends of the Library approved funds for the 2015-16 2nd Saturday Concert Series, which will begin in October; Program planning takes place over the summer for programs that run from September through May; the Summer Reading Program planning for 2016 will take place in December. Deputy Librarian Smith also noted hiring progress: the new Digital Services Librarian is Cynthia Lewis; interviews are also being held for two new librarians; staff will be reviewing resumes for an archivist position. Deputy Librarian Smith provided information on two cases of reconsideration,

a formal process that occurs when someone from the public express concerns about a book or library materials. A committee evaluates the concern and makes a recommendation to the Director of Library and Community Services. Both reconsiderations resulted in final decisions to maintain books in the Library; one decision was to move the identified book from the Teen section to the Adult section.

5. **Upcoming Events** - Mirek Gorny outlined upcoming events.

Adjourned: 3:58 p.m.

Respectfully submitted

Mayra Salazar, Board Secretary

Michael Thorne, Minutes Clerk



LIBRARY BOARD OF TRUSTEES

Agenda Item No. 2
Date: September 10, 2015

TO: Library Board of Trustees
FROM: Loretta McKinney, Director of Library and Community Services
SUBJECT: Recent Library Materials Reconsideration Requests

Recommendation:

Receive information

Background:

On occasion, a community member may raise an objection to an item in the library's collection. When this occurs, the complaint might be resolved informally within the *Collection Development Policy*. If it cannot be resolved informally, a formal procedure, according to the *Reconsideration Policy*, is followed to consider the opinion of the community member.

Recently, there were two separate instances where community members submitted a *Statement of Concern about Library Materials*. One case went through the formal Reconsideration process and the other case was resolved informally.

In the case where a resident objected to the book, *Our Declaration: A Reading of the Declaration of Independence in Defense of Equality* by Danielle Allen, the Reconsideration Committee met to review the concern. Committee members included two Library administrators, three supervising librarians, the collection development librarian, and Library Trustee Mirek Gorny.

The patron was invited to present her concerns in person at the beginning of the first Committee meeting. The Committee then reviewed the book and considered:

- The Request for Reconsideration Statement of Concern.
- The title's acquisition and circulation history, relative to Escondido Public Library's collection.
- Professional reviews, awards, and media attention.
- American Library Association *Library Bill of Rights*.
- American Library Association *Freedom to Read Statement*.
- Input from the Collection Development Librarian regarding selection criteria and materials in the collection on the subject.

Central to the Committee's evaluation that followed was the need to make a recommendation to retain the book in the adult collection or remove it from the collection entirely. After careful consideration, the committee unanimously agreed to recommend that the book remain in place in the collection, based upon the following rationale:

Recent Library Materials Reconsideration Requests

- The Escondido Public Library's collection represents diverse viewpoints and expressions, in line with the Library's *Collection Development Policy* and supported by the *ALA Library Bill of Rights* and the *ALA Freedom to Read Statement*. Suppressing or limiting access to this book contradicts the Library's policy and support of these ideals.
- Retaining this book in the collection provides a contemporary viewpoint that complements the collection, which includes numerous books on the subject of the Declaration of Independence.
- *Our Declaration: A Reading of the Declaration of Independence in Defense of Equality* by Danielle Allen received positive reviews and media exposure in *Library Journal*, *Kirkus Reviews*, *the Washington Post*, *the New York Times Book Review*, and *the New York Review of Books*. It received media attention when it was first published and has also received several awards.
- The author is a nationally known and a well-regarded scholar on this topic.
- Other local libraries such as Carlsbad City Library, San Diego Public Library, and local universities include this book in their collections, and it exists in the collections of 909 libraries in the United States - 72 of which are in California.
- The book has an audience in Escondido's community. It was published in June 2014 and was added to the Library's collection as a New Book in December 2014. Since then, it has been checked out three times. This is a good track record over a six-month period for a non-fiction book on a specific topic.

Loretta McKinney, Director of Library and Community Services, considered the patron's concerns and the Reconsideration Committee's research and concurred with the recommendation to keep the *Declaration of Independence in Defense of Equality* in the Library's collection. In addition Director McKinney agreed to add *Founding Fathers Almanac*, recommended by the patron, to the Library's circulating collection as it was deemed to fit within the criteria of the Collection Development Policy. Director McKinney sent a letter to the patron, notifying her of the decision.

In the next case, a community member submitted a *Statement of Concern About Library Resources* regarding the book, *There's Wild, Then There's You* by M. Leighton. The concern was that the book, which was classified in the Teen collection, is about adult relationships and situations unsuitable for teens. The patron requested that the book be moved into the adult collection. In the course of the preliminary investigation, it was discovered that the book was originally selected for the Adult collection but inadvertently cataloged in the Teen collection. This error was immediately corrected.

Deputy City Librarian Smith contacted the patron and notified him that his concern brought the book to our professional staff attention and it was subsequently moved. Since this was the resolution that he originally wanted, the patron was satisfied with the outcome. The patron said that he was pleased that Escondido Public Library has a formal process for both patrons and staff to follow.

Recent Library Materials Reconsideration Requests

Reconsideration requests happen from time to time, and when they do, librarians follow the policy faithfully. The process can involve the Board of Trustees and these recent instances serve to remind us that the policy is in place and working effectively.



LIBRARY BOARD OF TRUSTEES

Agenda Item No. 3

Date: September 10, 2015

TO: Library Board of Trustees
FROM: Loretta McKinney, Director of Library and Community Services
SUBJECT: Library Expansion Project Update

Recommendation:

Receive information

Background:

On Wednesday, August 19, 2015, Loretta McKinney, Director of Library and Community Services, Graham Mitchell, Assistant City Manager, and Cynthia Smith, Deputy City Librarian, presented a staff report to City Council on the Library Expansion Project. The results of the presentation were positive. City Council provided direction to staff to explore government obligation bonds, including the hiring of consultants to provide strategic planning and polling, while exploring joint development partnership opportunities.

City staff has begun initial work and must complete the assignments by December 2015 in order to return to City Council with the findings by early January 2016. If the reports are favorable, City Council may pursue a bond measure. The November 2016 election would be the earliest opportunity for a bond measure to appear on the ballot. Passage of a bond measure requires a 2/3 (67%) majority vote for approval.



ESCONDIDO PUBLIC LIBRARY POLICY

RECONSIDERATION OF LIBRARY MATERIALS

Recognizing the importance of intellectual freedom, the Escondido Public Library Board of Trustees fully supports the American Library Association's *Library Bill of Rights* and the Association's *Freedom to Read* and *Freedom to View Statements* and has adopted them as official library policy.

Reading is a private activity, and individuals must examine materials as to suitability for their own purposes and make their own decisions to read or not to read particular items.

As part of its mission to provide ready access to the wide diversity of ideas and information, the library strives to collect materials that provide a variety of viewpoints on issues and subjects. It recognizes that some of these may be controversial and that any given item may offend some members of the community. Selection of materials is not made on the basis of anticipated approval or disapproval, but on the basis of the principles and guidelines stated in the *Collection Development Policy*. Likewise, the library will not eliminate items purchased under due consideration solely because they displease a particular individual or group.

Library materials will not be marked or identified to show approval or disapproval of their contents, and no library materials will be sequestered, except to protect it from physical damage or theft.

Responsibility for the reading of children rests with their parents or legal guardians. Selection of library materials will not be inhibited by the possibility that books may come into the possession of children, and only parents may restrict access for their own children.

The Escondido Public Library welcomes suggestions for purchase and will research and consider any such suggestion.

Any resident may raise an objection to an item in the library's collection. If a complaint cannot be resolved informally, after the complainant has talked with a librarian and has seen the *Collection Development Policy*, the following procedure will be used to consider the opinions of those persons in the community who are not directly involved in the selection process.

1. The library's division heads and administrators will keep on hand and make available the form, *Statement of Concern about Library Materials*, and will assist the complainant to fill it out, if requested. All formal objections to library materials must be made on this form.
2. The form shall be signed by the complainant and filed with the Library Administration.
3. Within two business days of receiving the form, the City Librarian shall file it with the Reconsideration Committee for reevaluation of the material in question. The Committee shall recommend disposition to the City Librarian within three weeks.
4. The challenged material will not be restricted during the reconsideration process.
5. The Reconsideration Committee shall be made up of three of the Library's division heads, a Library administrator, and a Library trustee.
6. The Committee will have an initial meeting to:
 - Distribute copies of the completed *Statement of Concern About Library Materials* form to committee members.
 - Distribute copies of the challenged material, as available.
 - Give the complainant an opportunity to talk about and expand on the form.
 - Give the staff member who selected the item an opportunity to respond to the form/request.
 - Distribute reviews of the item published in the professional media.
7. The Committee will make its recommendation and draft a response for the City Librarian, who will review it and send it to the complainant.
8. If not satisfied with the decision, the complainant may appeal to the Escondido Public Library Board of Trustees, which has final authority for library policy and materials.

	<p style="text-align: center;"> City of Escondido Escondido Public Library 239 S. Kalmia Street Escondido, CA 92025 http://library.escondido.org 760-839-4601 </p>
---	--

STATEMENT OF CONCERN ABOUT LIBRARY RESOURCES

Complete this form and return it to the Escondido Public Library Administration Office.

(Please Print)

Your Name _____ Date _____

Address _____

City _____ Zip Code _____ Phone _____

E-mail _____

Resource on which you are commenting:

Book: _____ Magazine _____ Audio-Visual Resource _____ Other _____

Title: _____

Author/Producer: _____

1. What brought this title to your attention?

2. What so you object to in this work? *Please be specific.*

3. **Did you read, view or listen to the entire work?**

If no, please list pages or scenes you read or viewed:

4. **What age group would you recommend as appropriate for this work?**

5. **What do you consider good about the work?**

6. **What work would you recommend in place of this work or what action would you recommend?**

I affirm I have read the *Escondido Public Library Collection Development Policy*, located on the Library's website <http://library.escondido.org>

Patron Signature

Date



ESCONDIDO PUBLIC LIBRARY POLICY

COLLECTION DEVELOPMENT

Mission Statement

The Escondido Public Library's mission is to enrich, empower, and educate our community through universal access to quality resources, services, and programs.

Escondido Public Library's Guiding Principles Are To:

- **Create Readers**
Introduce children and adults to the joys and rewards of reading and using the public library and meet their need to perform essential daily tasks.
- **Build Successful Enterprises**
Provide tools and knowledge that business owners and managers need to develop and maintain strong, viable organizations.
- **Connect With Others**
Provide a place and a forum for people to communicate and interact with others in the pursuit of knowledge and ideas.
- **Promote Cultural Awareness**
Celebrate our community's diverse cultures and provide a bridge to a dynamic future.
- **Satisfy Curiosity and Learn**
Fulfill residents' appetite for information about popular cultural and social trends, and their desire for satisfying recreational experiences and life-long learning.
- **Make Informed Decisions**
Meet the need for information and answers to questions on a broad array of topics related to work, school, personal life, business, and consumer needs.
- **Create Information Literacy**
Address the need for skills related to finding, evaluating, and using print, media, and computer information effectively.
- **Discover Our Heritage**
Address the desire of residents to know and better understand personal and community heritage.

Purpose of Escondido Public Library's Collection Development Policy

This Collection Development Policy is intended to guide, given budgetary and space limitations, the selection and evaluation of materials and resources that anticipate and meet the needs of Escondido's community. This policy directly relates collection development to the Library's mission

statement and guiding principles, and it defines the scope and standards of the various collections. This policy also establishes roles and responsibilities for materials selection and defines a process for addressing patron questions and concerns.

As the community changes, the Library reassesses and adapts its collections to reflect new and differing areas of interest and concern, technology, and information formats.

Community

The City of Escondido, founded in 1888, is a vibrant and growing community with a population of over 147,000 inhabitants. The community is characterized by a large number of organizations, civic engagement, a growing business base, and a tradition of interest in art and culture. Individuals in the community reflect varying economic, racial, ethnic, and educational backgrounds.

Familiarity with the community and its changing demographics is essential to selecting materials for the Library. Knowledge of the community enables the Library to better serve its users by developing collections that reflect the changing interests and composition of the City of Escondido and its sphere of influence.

Philosophy of Selection

In support of its mission, the Escondido Public Library fully endorses the principles documented in the *Library Bill of Rights*, the *Freedom to Read and Freedom to View statements* of the American Library Association. These three documents can be accessed online through the following links:

<http://www.ala.org/ala/issuesadvocacy/intfreedom/librarybill/index.cfm>

and

<http://www.ala.org/offices/oif/statementspols/ftstatement/freedomreadstatement>.

<http://www.ala.org/offices/oif/statementspols/ftvstatement/freedomviewstatement>

The Library upholds the right of the individual to secure information even though the content may be controversial, unorthodox, or unacceptable to others. Materials available in the Library present a diversity of viewpoints enabling citizens to make the informed choices necessary in a democracy.

Scope of the Collection

The primary responsibility of the Escondido Public Library is to serve the citizens of Escondido by providing a broad choice of materials to meet their informational, educational, cultural, and recreational needs. Materials are selected to aid individuals, groups, and organizations in attaining practical solutions to daily problems and to enrich the quality of life for all community members.

Budget and space limitations, as well as local needs, preclude the Library from duplicating the specialized and comprehensive collections that exist elsewhere in the greater San Diego area. Access to these collections may be provided through cooperative networking, interlibrary loan, and direct referral.

As a municipal library, the Escondido Public Library places major emphasis on providing information. It offers a strong reference collection of print, nonprint, and internet-based resources that support an extensive reference service. A broad choice of circulating print and nonprint materials are selected to accommodate the diversity of tastes, reading levels, languages, and interests of users of all ages. The Library's Pioneer Room provides an archive of materials relating to the City of Escondido's history.

Responsibility for Selection

The authority and responsibility for the selection of Library materials rests ultimately with the City Librarian. Under the City Librarian's direction, selection is delegated to the professional Library staff. Staff members and the general public are encouraged to recommend materials for consideration.

Selection Criteria

All materials, whether purchased or donated, are considered in terms of the criteria listed below. An item need not meet all of these standards in order to be added to the collection.

- Popular interest
- Contemporary significance or permanent value
- Currency of information
- Representation of diverse points of view
- Relationship to existing materials in collection
- Readability or ability to sustain interest
- Appropriateness of subject to the age of the intended audience
- Reputation of the author, publisher, producer, or illustrator
- Creative, literary, or technical quality
- Accuracy and authentication
- Critical assessments in a variety of professional journals and attention in media
- Format and ease of use
- Circulation as monitored through the Library's automated system
- Cost and availability
- Relationship to materials in other area libraries
- Local emphasis

Recommendations for Purchase

The Library strongly encourages input from the community concerning the collection. A suggestion procedure enables Library patrons to request that a particular item 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. Purchase requests help the Library develop collections which serve the interests and needs of the community. Suggestions can be made online through the Library's website or by submitting a *Purchase Request* form, available at public service desks.

Request for Reconsideration

Library patrons who recommend the review of appropriateness or removal of a particular item in the Library collection may submit a *Statement of Concern About Library Resources* form. The form will be reviewed by the City Librarian and staff in relation to the Library's mission statement and the selection criteria in this collection development policy. An evaluation of review materials submitted by the patron and staff will be made in accordance with the *Reconsideration of Library Materials Policy*. A response will be made by the City Librarian within 21 days of receiving the formal objection.

Gifts

The Escondido Public Library accepts gifts for the Library's collection that fall within needed subject categories as determined by the City Librarian and the staff. Gift additions must meet the same selection criteria as purchased materials and are subject to the following limitations.

- The Library retains unconditional ownership of the gift.
- The Library makes the final decision on the use or other disposition of the gift.
- The Library reserves the right to decide the conditions of display, housing, and access to the materials.

Monetary gifts to the collection are always welcome and may be designated as memorials.

- Donations of money designated for the periodical collection are accepted in lieu of actual subscriptions. These contributions can offset the high cost of periodical subscriptions and maintain their continuity from year to year.
- Donors may suggest subjects or titles to be acquired with their donation, but the Library reserves the right of final decision.

Duplication of Material

Multiple copies of materials are purchased in response to user demand as evidenced by the number of reserves, anticipated popularity, repeated requests, and monitoring of the collection. For popular fiction and nonfiction titles, the Library tries to maintain a ratio of one copy for every five reserves placed.

The Collection

- **Adults**

Fiction – The Library's adult collection includes a wide variety of contemporary works of fiction representing diverse genres, international works of fiction, classics, and important novels of the past. The Library makes every effort to acquire fiction which is representative of the cultural and ethnic community that it serves and to satisfy the diversity of interests and recreational needs of its users.

Nonfiction – The Library aims to acquire materials which provide a core of basic knowledge. In addition, the Library selects, makes accessible, and promotes the use of materials that:

- Address contemporary issues
- Provide self-help information
- Nourish intellectual, aesthetic, creative, and spiritual growth
- Facilitate continuing education
- Enhance job-related knowledge and skills
- Increase knowledge of affairs of the community, the country, and the world
- Support business, cultural, recreational, and civic interests in the community
- Present different viewpoints on issues

- **Art Work** – The Escondido Public Library possesses a small non-circulating collection of paintings and art prints which may be on display throughout the Library. The library does not actively collect or solicit art work. However, donations may be accepted in accordance with the Library's *Acquisition and Display of Art in the Library Policy*.
- **Escondido History (Pioneer Room Archive)** – The Library places a high priority on acquiring information and resources for researchers about Escondido, past and present. As a local archive, the Pioneer Room is a non-circulating reference collection of material that primarily reflects the City's history, heritage, and cultural development.

The Escondido collection, housed in the Pioneer Room archive, consists of print and

nonprint materials. The book collection contains available historical and descriptive works about Escondido and Escondidoans.

The archive acquires current and past city-issued documents and materials that may be augmented with reports, agendas, newsletters, and minutes from City Council acquired for public review.

The archive maintains a collection of Escondido newspapers on microform, supported by a topical file of news clippings and scrapbooks. The Library acquires current newspapers and periodicals about Escondido, a representative selection of magazines published in Escondido, and many newsletters and other publications issued by local organizations. It may also collect maps, pamphlets, sheet music, and selected ephemera of local significance.

Non-print materials include Escondido-related films, videos, sound recordings, slides, art works, and posters. Escondido photographs may be added to the collection when donated.

The archive selectively accepts gifts of manuscripts, collections of papers, memorabilia, or three-dimensional materials, particularly when the material relates to Escondido's founding families, the City of Escondido, and its official functions.

- **Foreign Language Materials** – The Library is committed to developing and maintaining a Spanish and foreign language collection that addresses the needs of a diverse population.

The Library maintains an extensive collection of Spanish language materials aimed at meeting the recreational and informational needs of the local Spanish-speaking community. Resources include books, magazines, newspapers, and other media formats for children and adults.

Additional languages that have limited collections in both fiction and nonfiction books include Japanese, Chinese, Korean, and Vietnamese. The Library also maintains a few classic titles in French and German.

- **Genealogy** – The genealogy collection is a self-service reference collection made available for users at various stages of researching family history. It has been primarily developed through donations with ongoing contributions by the Escondido Genealogical Society. The Pioneer Room purchases basic how-to-do-it resources, standard reference items and indices, and handbooks on family research for various ethnic groups. Other materials, such as family histories and regional guides, are acquired as gifts.
- **Government Documents** – The Library collects documents from the City of Escondido and local Environmental Impact Reports (EIR). City documents are generally retained for five years in the Library's reference collection. Documents are reviewed and, if deemed historically significant, transferred to the Pioneer Room archive.

EIRs may be of ephemeral and/or peripheral interest to the Escondido community. Weeding and retention of EIRs is done on an individual basis, as is the decision to catalog a report. The decision to add an item to the catalog is based upon whether a publication is in final version or draft format and whether it is of more than a passing interest to patrons.

- **Large Print** – The large print book collection meets the needs of an increasing number of patrons who are not able to comfortably read books in standard-sized print. The major emphasis of the collection is popular fiction, including mysteries and westerns, along with high interest nonfiction such as biographies and health-related materials.
- **Literacy Materials** – The literacy collection provides written material in a variety of formats to support the Library's adult literacy services program. Materials used for adult tutoring and workbooks comprise a large portion of the collection and provide strong support for instruction. Other materials, both fiction and nonfiction, are selected for high interest/developing reading levels and emphasize practical subjects of interest to adults.
- **Local Authors** – The Library welcomes the addition of titles that are written by local authors and these are maintained as a special collection. Whether purchased or donated, these titles are evaluated based on the established collection development guidelines.
- **Media** – The Library maintains a media collection in a variety of different formats including, but not limited to, videos, audio, electronic games, and digital multimedia. This collection is comprised of works of film, music, theater, television, and documentaries representing a wide range of genres including classics as well as important contemporary and foreign works. It also includes nonfiction materials, local archival photos, and Library-created digital content.

Audio books covering popular fiction, nonfiction, classics, and language instruction are also an important part of the collection.

The Library must continually assess new technology information formats, particularly in audio and visual electronic media, and evaluate the capabilities and enhancements offered in conjunction with existing formats. It is essential for staff to monitor technological developments so that wise and cost-effective collection decisions are made for the local community. When deciding whether to replace or augment existing formats with new media, the following factors are considered:

- User demand and popular trends
 - Anticipated improvements in information storage and retrieval
 - Quality of the product
 - Ease of use
 - Equipment requirements
 - Space limitations
 - Cost
 - Staff involvement for processing, maintenance, and training
- **Online Research Resources (Databases)** – Online research resources (often referred to as databases) extend the collection by providing timely and versatile access to information. Many of the databases contain specialized information not found in the Library's print collection or unavailable in print format. Some databases duplicate print sources which are carefully evaluated for retention with consideration to cost, frequency of use, and ease of access to Library users.
 - **Paperbacks** – The Library maintains an uncataloged paperback collection to provide recreational reading in popular areas of interest. The collection duplicates many cataloged books including best sellers, classics, and works of perennially popular authors. All items in

this collection are selected from donated paperbacks.

- **Periodical Collection** – The Library's newspaper and magazine collection provides current and retrospective information aimed at meeting the research and recreational reading needs of the community. The collection also contains periodicals that serve the professional reading needs of the Library staff. Periodicals supplement the book collection by providing up-to-date information, covering current topics not yet available in books, and presenting a less in-depth treatment of a subject than is usually found in books.

The periodical collection consists of a diverse publications in fields which are of interest to the community. It includes Spanish language publications as well as basic and popular reading magazines.

Journals which are highly technical or scholarly are generally not included in the print collection. Online databases supplement the print collection offering a wide variety of searchable publications with articles in abstract and full-text format. Online database resources may include journals and periodicals that include more technical or detailed articles.

In addition to magazines, the collection includes newspapers published locally and significant national newspapers.

Back issues of magazines circulate. Current and back issues of many titles are available in the Library online magazine database.

- **Professional Reference Collection** – The Library maintains a reference collection for professional development. The collection is comprised of books and professional journals selected to cover a broad range of library issues, trends, and news. This collection is for internal staff use and does not circulate for public use.
- **Reference Collection** – The Library maintains a reference collection which is used to answer questions and to serve the informational needs of Library users. Reference sources are characterized by their ability to provide information and to summarize, condense, or give a comprehensive overview of a variety of topics. These materials are noncirculating in order to be readily available to all patrons. Selection criteria of particular importance for reference sources are: accuracy, arrangement, ease-of-use, uniqueness of information, authority, documentation, and indexing.
- **Textbooks** – The Library does not purchase textbooks but attempts to acquire current copies used in public schools through donations or directly from the school districts. Access to a selection of textbooks for middle and high school students is available in the Teen reference section and for elementary school students in the Children's reference section. These textbooks do not circulate. The collection is limited to EUSD and EUHSD with some additional textbooks available online through a link on the Library's website.

Adult textbooks are occasionally acquired when needed to provide broad or introductory coverage in various subject areas.

- **Youth Collection** – The Library maintains two collections, one for children ages birth – 6th grade and one for teens in grades 7-12. These collections provide materials to encourage lifelong reading habits for newborns, preschoolers, students in grades K-12, parents, and

adults working with children. The collections provide fiction and nonfiction materials in a variety of formats to satisfy and stimulate their informational, educational, cultural, and recreational needs. Materials are selected with regard to the stages of emotional and intellectual maturity of youth using professional review media and other selection tools.

Items in the children's collection for youth ages birth – 6th grade are designated "Juvenile" and reflect a strong emphasis on picture books, easy readers, fiction, and nonfiction.

A collection for teens has been established to satisfy the needs of patrons in grades 7-12. It is a transitional assemblage for readers moving from the children's to the adult collection. These are primarily high-interest, high-circulating browsing items and are designated "Teen".

A resource collection for story times and programs is developed for staff use. Materials include books with finger plays, songs, crafts, library skills, pop-up books, flannel board stories, as well as duplicate copies of picture books. This noncirculating collection is housed in the Children's Office. Resources in this collection are cataloged and may be made available upon request for use within the Library.

Materials in the youth collections supplement resources in school libraries but are not focused to support all aspects of school curricula or homework assignments.

Parents, legal guardians, and care-givers are solely responsible for reviewing, limiting, or supervising their child or teen's access to Library materials.

Collection Development on the Web

Through its website, the Escondido Public Library directs users to informational resources on the internet that complement, enhance, and sometimes parallel resources housed in the Library collection.

- **Scope and Breadth** – A limited number of links are made to internet sites based on the informational needs of the community, areas of emphasis in the collection, and local areas of interest. A particular emphasis is made on selecting sites created by governmental, educational, and non-profit entities. Links may also be made to sites created by for-profit organizations when they meet selection criteria and informational needs.
- **Selection Criteria** - Criteria for selecting sites include authority, coverage, accuracy and relevance, quality of information, organization, currency, and ease of use. Links to sites are made selectively based on the scope of the Library's website and will be deleted or removed when they are outdated or superseded by newly identified sites.

Collection Maintenance

Maintenance of the Library's collection through constant re-evaluation by the Library staff ensures its usefulness and relevancy to the community. This evaluation depends heavily on the staff's professional expertise in assessing the needs of the community and the content of the collection. Those materials determined to no longer be of value are withdrawn from the collection.

Withdrawing Library Materials

Library materials are withdrawn (often referred to as "weeded") for one or more of the following reasons:

- Availability of information in other places or formats

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

Replacement

Replacement of withdrawn materials is not automatic. It is the responsibility of the Library staff to assess the need for replacing material that is damaged, withdrawn, or otherwise lost from the collection. The decision to replace is influenced by:

- Availability of copies through other libraries
- Popular interest
- Adequacy of coverage in the subject area
- Significance in subject area
- Cost and availability to purchase

Revision of Policy

This Collection Development Policy will be periodically evaluated by staff and revised as time and circumstances require. The Collection Development Policy must be approved by the Library Board of Trustees in order to be adopted.