



TORRANCE PUBLIC LIBRARY

Collection Development Policy

Library Commission Approved: 10/11/2021

PURPOSE

The purpose of the Torrance Public Library Collection Development Policy is to guide the staff in their decision-making and inform the public of the principles on which the library bases materials selection and collection maintenance decisions.

COLLECTION DEVELOPMENT PHILOSOPHY

The Torrance Public Library provides equitable access to an assortment of circulating print, non-print, and electronic materials that are selected to support an independent, literate, and informed community and satisfy a variety of tastes, reading levels, languages, and interests. The Torrance Public Library celebrates diversity and aims to connect and strengthen our community through knowledge, growth, and inclusion.

Intellectual Freedom

The Torrance Public Library supports the principles documented in the Library Bill of Rights, Diverse Collections, Freedom to Read and Freedom to View statements of the American Library Association. These four documents can be accessed online through the following links:

<https://www.ala.org/advocacy/intfreedom/librarybill>

<https://www.ala.org/advocacy/intfreedom/librarybill/interpretations/diversecollections>

<https://www.ala.org/advocacy/intfreedom/freedomreadstatement>

<https://www.ala.org/advocacy/intfreedom/freedomviewstatement>

The Torrance Public Library upholds the right of the individual to access information even though the content may be controversial, unorthodox, or unacceptable to others. Library materials stimulate and widen interests, inform, broaden perspectives, support recreational reading, lead to an appreciation of literature, and reflect the world's diversity, enabling citizens to make the informed choices necessary in a democracy. Race, nationality, religion, gender, sexual orientation, and political/social views do not serve as criteria for excluding materials.

Exposure of content to minors rests with their parents or legal guardians. Selection of library materials will not be inhibited by the possibility that they may come into the possession of minors. Parents or legal guardians are responsible for restricting access to materials and content.

SCOPE

The Library collections include information in multiple formats and represent the diverse viewpoints and interests of the Torrance Community. Library staff continually evaluate the collection and patron needs to ensure relevance, accessibility and alignment with the policy.

SELECTION AND MANAGEMENT OF THE COLLECTION

Responsibility

Under the general supervision of the City Librarian, librarians and collection development staff are responsible for identifying and selecting/deselecting materials for acquisition and withdrawal. All stakeholders are encouraged to recommend materials to be added to the collection. All recommendations are evaluated using the same criteria as general purchases.

Selection Criteria

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

- Cost
- Popular interest
- Space availability
- Currency of information, material, or format
- Contemporary significance or permanent value
- Contribution to the diversity and scope of the collection
- Circulation as monitored through the automated system
- Local significance of the author, subject or creator of the work
- Availability through resource sharing, such as Interlibrary loan, or other local libraries
- Critical assessments in a variety of professional journals, with awards, merits and attention in media

Library of Things

The Torrance Public Library may provide access to tools, technology, and other objects, extending the Library's existing community resource sharing approach to other items.

Additional Selection Criteria for Library of Things

- Ease of use
- Sustainability
- Liability concerns
- Staff resources and ongoing maintenance

Digital Collections

The Torrance Public Library Digital Collection includes databases, eBooks, and other downloadable and streaming content. The Digital Collection is updated as new formats and products become available. These services are continuously evaluated based on usage and costs.

Websites and Online Content

Through its website, the Torrance Public Library directs users to informational resources on the Internet that complement, enhance, and, in some cases, parallel other resources in the library collection.

Links may be made available to internet sites based on the informational needs of the community, areas of emphasis in the collection, and local areas of interest. The focus shall be on selecting sites created by governmental, educational, and non-profit entities free of registration or charge.

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.

As new resources become available via the Internet, similar print resources in the collection will be evaluated for retention.

Purchase Suggestions

The Torrance Public Library strongly encourages input from the community concerning the collection. The Suggestion for Purchase Form enables Library patrons to request that a particular item be purchased for the collection. All suggestions for purchase are subject to the same selection criteria as other materials and are not automatically obtained. Purchase requests help the Library develop collections which serve the interests and needs of the community. Patrons may make suggestions online through the [Suggestion for Purchase Form](#) or directly with staff.

Donated Materials and Gifts

Materials donated to the library are received with the understanding that they are subject to the same selection, evaluation and disposal criteria as purchased materials. All donations must be in good condition and free of odor, mold or other damage. Donations are evaluated by the Friends of the Torrance Library for their disposition. When appropriate, donations may be added to the library collection.

Monetary gifts are welcome and may be designated as memorials.

Deselection

The Library's collection is a living, changing entity. As items are added, others are reviewed for their ongoing value and 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 of each location and the availability of the item via Interlibrary Loan or other local area libraries. Staff review the collection regularly to maintain its vitality and usefulness to the community.

The sale or reallocation of withdrawn items will be carried out in the manner most advantageous to the Torrance Public Library.

Withdrawal of Library Materials

The following criteria are used in selecting materials for withdrawal. An item need not meet all the criteria to be withdrawn from the collection.

- Space availability
- Currency of format
- Damage or poor condition
- Number of copies in the collection
- Accuracy and timeliness, supersession
- Availability at other libraries and online
- Relevance to the needs and interests of the community
- Current demand and frequency of use as monitored through the automated system

RECONSIDERATION OF LIBRARY MATERIALS

Request for Reconsideration

The library strives to collect materials that provide a diverse variety of viewpoints on issues and subjects. It recognizes that some of these may be controversial and have the potential to offend.

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 might displease a particular individual or group.

Library patrons wishing to recommend removing a particular item in the Library collection may submit a **Request for Reconsideration Form** online or directly with staff. The City Librarian or designee and staff will review the materials in relation to the Library's Collection Development Policy. The City Librarian will respond to the request within 30 days of receiving the form.