

City of Roseville – Parks, Recreation & Libraries

Department Policies & Procedures

APPROVED:



Jill Geller, Director

Number: 11.1.1

Effective Date: 09/14/2016

Revised Date: 10/15/2025

Last Reviewed Date: 10/15/2025

Subject: Library Collection Development

Purpose

The City of Roseville, Parks, Recreation & Libraries (PRL) has established a policy to provide guidelines for the selection and acquisition of all Roseville Public Library (Library) materials. Additionally, the policy provides a vehicle for the continuous evaluation of the Library's collection as a whole.

Policy

It is the responsibility of the City Librarian, or designee, to oversee collection development at the library. Within budgetary and space limitations, the collection will serve to enhance the cultural, literary, recreational and educational pursuits of library users and the needs of the community as a whole.

The Library does not select materials that are intended for an academic or a professional audience; rather, the aim is to select materials that represent a variety of interests and viewpoints both broadly and generally. Materials are selected to provide a collection which is diverse, inclusive and relevant to enrich the quality of life for community members. Library collections represent diverse points of view and may include materials that some members of the public consider to be controversial in nature. Individual items which may be controversial or offensive to some customers or staff may be selected if their inclusion contributes to the range of viewpoints in the collection as a whole, and the effectiveness of the Library's capacity to serve its community.

Selection Criteria: The following criteria are used to evaluate and select items for the collection. An item need not meet all of these criteria to be selected.

- Current and anticipated needs and interests of the public
- Evaluations in review media
- Accuracy and timeliness of content
- Author's, artist's or publisher's qualifications and/or reputation
- Contribution to the diversity or breadth of collections
- Presentation of unique or controversial points of view
- Receipt of, or nominations for, major awards or prizes
- Physical quality of material
- Budgetary constraints and availability of material for purchase

Suggestions for Purchase: The Library welcomes and encourages input from the community concerning the collection. A suggestion for purchase procedure enables community members 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. 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. Any suggested materials purchased are for the Library collection; the individual making the suggestion does not have a greater claim to the material than any other customer.

Gifts: Monetary gifts are accepted. The Library accepts gifts of materials for the collection that fall within needed subject categories, as determined by the selectors. 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 of the gift
- The Library reserves the right to decide the conditions of display, housing and access to the materials
- Gifted materials will not be returned. The Library makes every effort to reuse or recycle gifted materials not added to the collection
- The Library reserves the right to refuse gifts that do not meet the established criteria

Local Author Collection: The purpose of this collection is to allow for the inclusion of local authors' works in the Library's collection. A local author is a community member of Roseville or an area or community which abuts the border of Roseville. Materials donated to the Library by local authors will be considered under this specific collection development policy. The Library's inclusion or rejection of donated material in the collection does not imply agreement or disagreement with any idea in those materials.

Maintenance of the Library Collection: The collection is reviewed periodically to ensure quality and integrity.

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

- Subject matter is no longer timely, accurate, or relevant
- Damage or poor condition
- Space limitations/duplicate resources
- Insufficient use

Discarded items are offered to the Friends of the Roseville Public Library for their book sales or gifted to other nonprofit organizations to distribute as needed. The Library makes every effort to reuse or recycle discarded items. Discarded items will not be held for or given to individuals.

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

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

Books that are out of print will not be replaced. The Library does not purchase used books.

Digital Services: The Library subscribes to many digital services and databases wherein the specific content and materials available to patrons are not chosen individually by selectors, but rather the database or delivery platform has been selected because the Library has determined the service to be of value to the community.

Local History Collection: The Library's Local History Collection is a permanent, non-circulating collection of documents, photographs, media, maps, and artifacts relevant to the history of Roseville. It acquires, preserves, exhibits, and provides access to the documentary and material culture of Roseville and surrounding areas.

Collection Display: Library collection displays are used to highlight new materials, inform the public about the variety of subjects, genres, and formats offered, and to stimulate interest in the library collections, services, and resources. The selection of materials for display will reflect the community's interests, needs, and diversity, ensuring representation of a variety of viewpoints.

Censorship/Copyright Agreements: The inclusion of any item in the Library's collection or display does not constitute an endorsement by the Library of the item's contents. The Library endorses and upholds the principles documented in the American Library Association's Library Bill of Rights, Freedom to Read Statement, Freedom to View Statement, Code of Ethics, and Core Values of Librarianship Statement. Further, California State Law, AB 1825 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

Any community member may request that an item be relocated or removed from the collection by filling out the "Request for Reconsideration" form and submitting it to the Library for review.

Reconsideration Procedure: The following procedure will be employed when a formal request for reconsideration of library materials, resources or display is made by a Roseville resident. For the duration of this process the material or resource in question will remain in circulation in the library collection.

- The concerned resident who wishes to make a request for reconsideration will be provided with the Roseville Public Library Collection Development Policy

- Residents requesting reconsideration are required to complete and submit the Request for Reconsideration form to Library staff
- The librarian assigned to collection development will review the completed Request for Reconsideration form and the material or resource in question and evaluate whether the selection of the material follows the criteria stated in the collection development policy
- The librarian assigned to collection development will make a determination and provide the individual who requested the reconsideration with a written response outlining the decision reached
- If the individual is not satisfied with the decision made by the librarian assigned to collection development, a written appeal may be submitted within 10 business days to the City Librarian, who will review the appeal
- The decision of the City Librarian is final

References

[Roseville Public Library Request for Reconsideration Form](#)

[California Freedom to Read Act](#)

[American Library Association Library Bill of Rights](#)

[American Library Association Freedom to Read/ Freedom to View statement](#)

[American Library Association Code of Ethics](#)

[American Library Association Core Values of Librarianship Statement](#)