



SELECTION GUIDELINES

Excerpt from Contra Costa County Collection Development Plan

This section sets out the guidelines that govern the selection of library resources. These guidelines emphasize the importance of local community needs as well as the need to provide a variety of types of resources that meet high standards of quality and usefulness and maintain currency of information.

- In order to develop and maintain collections that meet the needs of a diverse community, the Library provides resources that appeal to all age levels and encompass a variety of formats and subject matter.
- The Library selects resources in accordance with guidelines included in the American Library Association's *Library Bill of Rights*, *Freedom to Read*, and *Freedom to View* statements.
- Resource selection for the Library is based upon the local community needs of its branches. The Library's goal is to meet these various local needs while providing a balanced system collection accessible to all through its public on-line catalog and a policy of open access.
- The Library identifies and responds to changing community demographics, ethnic diversity, and related information needs and expectations.
- While continuing to recognize the importance of print resources, the Library also meets its patrons' information needs by providing access to a variety of technological resources such as electronic databases and the Internet.

- Public demand serves as the primary focus of resource selection decisions, with emphasis on currency of information. The Library measures that demand with a variety of methods that include patron suggestions for purchase, circulation statistics, community surveys, and demographic analysis. Whenever possible, the Library attempts to anticipate unmet needs that may not have been identified through the above methods.
- The Library welcomes suggestions and comments about the collection received from the community.
- The Library always attempts to meet high standards of quality and usefulness while providing as wide a variety of title selections in appropriate formats as possible. A title is not excluded from the collection solely because it represents a particular aspect of life, because of frankness of expression, or because it is controversial.
- It is important that the Library maintain a fresh and useful collection. The incorporation of new resources, formats, and technologies is essential as old ones become obsolete or unused. Resources that are no longer accurate or used are removed from the collection. Formats that have become obsolete are no longer acquired.