San Anselmo Library Collection Development Policies

The San Anselmo Public Library (the Library) Confidentiality of Customer Information Policy supports the Library’s mission to cultivate community and advance equity by welcoming all people to experience the shared joys of literacy and learning. The Library strives to provide inclusive experiences for all individuals, regardless of race, religion, creed, color, ancestry, national origin, sex, sexual orientation, gender identity or expression, age, physical or mental disability, military or veteran status, citizenship, or housing status. Any behavior that reduces or interferes with others’ equitable access to library materials, services, and spaces - including acts of racism or hate speech - will not be tolerated.

Criteria for Materials Selection

The San Anselmo Public Library uses judgment, experience, and expertise in the application of the following Criteria for Materials Selection. Decisions are made as objectively as possible. All materials, whether purchased or donated, are considered in terms of the following criteria:

- Popular interest
- Critical assessments in a variety of professional journals and attention in media
- Contemporary significance or permanent value
- Current, accurate, and authentic
- 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
- 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

Librarians use a variety of tools to aid in the selection of materials, including professional review journals, popular print and broadcast media, bookstores, publishers’ catalogs, and patron and staff recommendations. The following publications are consulted in the selection of materials, but selection is not limited to these: Booklist, Hornbook, Library Journal, Kirkus, New York Times Book Review, San Francisco Chronicle Book Review and School Library Journal.
**Deselection and Collection Maintenance**

Deselection of materials from the circulating collection is a vital part of successful collection maintenance. Continuous evaluation is necessary, and materials are regularly removed to maintain a current, accurate, and appealing collection and to facilitate ease of use.

- An item may be deselected for several reasons, including but not limited to:
  - Information is out of date
  - Item is worn or damaged
  - Item no longer responds to current needs or interests
  - Materials in the format are no longer supported by publishers or platforms
  - Lack of available shelf space
  - Insufficient use

- Replacement of materials withdrawn is not automatic. The decision to replace is influenced by:
  - Availability of copies in Marin County
  - Popular interest
  - Adequacy of coverage in the subject area
  - Significance in the subject area
  - Cost and availability

**Requests for Reconsideration**

Persons raising an objection to a book or other materials in the library will be asked to fill out our “Request for Reconsideration of Library Materials” form, which includes citing specifics from the material in question and providing a written explanation to their objections. Staff receiving the complaint will refer it to the Selecting Librarian, who will evaluate the material and make a recommendation to the Town Librarian. If requested by the patron, the Town Librarian will send a written response.
Request for Reconsideration of Library Materials Form

Title: ____________________________________________________________

Author/Artist Name: _______________________________________________

Publisher: _____________________________ Edition: ______ Year: _____ Format: ______

Your name: _______________________________________________________

Phone number/Email: ______________________________________________

Do you want a written Response? Yes ______ No ______

If yes, please provide email or physical address. _________________________

Do you represent:
Yourself: ________ An organization (name): _____________________________

Other (name): _____________________________________________________

If more space is needed in your answers, please use the back of this page.

1. What do you object to in this title? Please be specific. List pages and paragraphs, if applicable.
   ________________________________________________________________
   ________________________________________________________________
   ________________________________________________________________

2. Did you read/watch/listen to the entire title? If not, what percentage of the title did you finish?
   ________________________________________________________________

3. What do you believe is the purpose or theme of this title?
   ________________________________________________________________

4. What age group do you think this title would appeal to? ______________

5. Have you read reviews of this title? If yes, please list these sources.
   ________________________________________________________________

6. What would you like the Library to do about this title?
   ________________________________________________________________

7. Do you have a title to recommend instead?
   ________________________________________________________________

Signature ___________________________ Date __________________
Materials by Local Authors

Every attempt is made to acquire titles by local San Anselmo and Marin authors that have been issued by mainstream publishers. Self-published titles by local authors are not added to the library’s collection unless there is a compelling reason to do so, such as valuable local content or local interest. Materials by self-published local authors may be added to our Local Author Collection, which can be found in the Historical Museum. If you would like the librarians to consider your work, please submit a Local Author Submission Form (found on page five of this document) to the Reference Desk.

Librarians follow the criteria below when considering items for the Local Author Collection:

- The author or illustrator is a resident or former resident of San Anselmo or Marin County.
- The item meets the basic criteria of our Collection Development Policy.
- The library may add donated items to the Local Author Collection but does not purchase titles for the Local Author Collection.
  - Please note: the library cannot accept donations of e-books or e-audiobooks.

Suggestions for Purchase

The San Anselmo Public Library welcomes input from the community concerning the library collection. A suggestion for purchase procedure enables San Anselmo Public Library patrons to request specific items or subjects for purchase. All suggestions for purchase are subject to the same selection criteria as other materials and are not automatically added to the collection. You may suggestion a title for purchase with the librarian at the Reference Desk or online through our catalog (note: you will have to sign in with your library card number and password).
Local Author Submission Form:
Please complete the following when submitting your work to the San Anselmo Public Library for consideration:

**Book, CD, or DVD title:**

______________________________________________________________

______________________________________________________________

**Author/Artist Name:**

______________________________________________________________

**Address:**

______________________________________________________________

**Phone number:**

______________________________________________________________

**E-mail:**

______________________________________________________________

Where has your work been reviewed? List the title of the publication, page number and date of review or attach a copy of the review.

______________________________________________________________

______________________________________________________________

Give us a brief description of why you think patrons of the San Anselmo Public Library would be interested in borrowing your submission.

______________________________________________________________

______________________________________________________________

The library donates all items left for review to the Friends of the San Anselmo Library. If you do not wish to donate your item, please let us know.

_____ Donate my item(s)

_____ I will pick up my item(s)

Date received ________________