

Templeton Policy and Procedures, Updated 03/2025 Section VII. Page 13
Compliant with California Freedom to Read Act

VII. COLLECTION DEVELOPMENT AND MATERIAL SELECTION

1. Overview and Purpose

- The collection meets the broad and diverse interests of the community and respects both the library's autonomy and their specific community needs.
- The public library serves as a center for voluntary inquiry and the dissemination of information and ideas.
- 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.
- The right of the public to receive access to a range of social, political, aesthetic, moral and other ideas and experiences is acknowledged.

2. Collection Scope

The Templeton Library provides a balanced collection of print, non-print, and digital resources across a wide spectrum of subjects, enabling the community to explore diverse points of view on issues of interest. The library is responsive to the demand for contemporary materials of interest and significance. The library's collection development objectives are:

- To provide resources that inform, educate, empower, entertain, and enrich people as individuals, as families, and as a community.
- To include works of enduring value as well as timely material on current issues.
- To provide a balanced collection that represents a variety of viewpoints and opinions.
- To select materials based on community needs, both those expressed and those inferred from user demographics and other evidence of areas of interest.

3. Responsibility for Materials Selection – California Freedom to Read Act

Patrons or community members may share concerns regarding library materials and fill out a request for materials inclusion into the collection. A committee of two TCLA Board members and the Site Administrator will review all concerns and requests. If the committee accepts the request, it will be included in the collection, using Item 6 of The Selection Process, below. If the request is not accepted for inclusion by the committee, the request and the reasoning will be presented at the next TCLA public Board meeting, held on the second Monday of each month. Committee recommendations will be discussed and accepted or rejected on a voice vote with notice to patron or member requesting the material.

4. Freedom to Read, View and Listen

Some patrons of the library may consider some materials to be controversial and/or offensive. Groups or individuals may find library materials that do not support their tastes and views. Selection of materials will not be affected by any such potential disapproval, and the library will not place materials on “closed shelves” or label items to protect the public (other than minors) from their content. No challenged material will be removed solely for the complaint of obscenity or any other category covered by law until a local court of competent jurisdiction has ruled to exclude the material.

5. Community Input

The Templeton Library welcomes and encourages input from the Templeton community concerning the library collection or individual items within.

6. The Selection Process

Materials selection is a discerning and deliberative process. There is no single standard that can be used to evaluate the numerous and varied types of materials included in the library’s collection. However, there are some general criteria that Templeton Library will use to evaluate regardless of format, including:

- The authority, reputation or significance of the author and/or publisher of the work
- Content of the work including objectivity, accuracy and timeliness of the information
- Social significance
- Suitability of the subject format and style for the intended audience
- Clarity, readability and manner of presentation
- Overall value to the collection
- Suitability for library use
- Evaluation by critics and reviewers
- Public demand for the title
- Scarcity of resources on a particular subject, the importance of the subject to the overall collection, and availability elsewhere
- Potential local use
- Cost
- Local emphasis or local authorship
- Compliance with current U.S. Copyright Law
- Other criteria as appropriate

7. Gifts

Gifts of books and other library materials in new or almost new condition are gratefully accepted by the library with the understanding that they are not guaranteed to be added to the

library's collection. The same selection criteria used for the purchase of materials are applied to gifts. The library assumes ownership of all donated materials and reserves the rights to sell or

otherwise dispose of gift materials not added to the collection. The library reserves the right to refuse conditional donations.

Receipts for materials given to the library are limited to acknowledgement of the quantity and format of materials donated. Assignment of value for income tax or other purposes is the responsibility of the donor. The library will not appraise gifts or endorse appraisals obtained by donors.

Monetary gifts may be designated as memorials or given in honor of individuals or special occasions. Subject or title preferences of donors may be honored insofar as possible, but the library reserves the right of final selection. An appropriate acknowledgement may be placed in items acquired with gift funds.

No guarantee is made that gift materials selected for inclusion in the library collection or materials acquired with gift funds will be kept permanently or will continue to be replaced indefinitely.

8. Materials and Resources

The library purchases materials for adults, children and young adults.

• Adult Collection

The library collects and maintains a wide variety of materials to meet the needs of Templeton's adult community. These materials vary by format, use, and intended audience. The adult collection may consist of the following categories, among others:

- Fiction
- Nonfiction
- Large print books
- Book club collections
- Audiobooks
- Movies
- Adult basic literacy and ESL materials
- Music
- Print content
- Templeton history

Reference resources

• Children's Collection

The children's collection provides a broad range of materials to stimulate interest and satisfy curiosity across the spectrum of age, interest and ability. A variety of viewpoints and treatments are sought. The library's collection supplements but is not intended to support any specific educational curriculum.

The children's collection may consist of, among others:

- Picture books
- Beginning readers
- Fiction
- Nonfiction

- Reference resources
- Graphic novels
- Print content
- Music
- Audiobooks
- Movies

■ Young Adult Collection

The young adult collection consists primarily of books that aim to widen the boundaries of an adolescent's thinking, enrich their life and help fulfill emotional and recreational needs. The collection may include materials on public school reading lists. The young adult collection also includes movies, music, audiobooks, graphic novels, comics, and magazines.

- The selection criteria for the young adult collection are consistent with those for children's and adult materials. Quality books written for young adults with controversial themes and treatments are not excluded. Young Adult Collection

9. Selection Criteria

Criteria guiding the development of the Templeton Library collection include:

• ***Multiple Copies***

Multiple copies of items are purchased when there is high demand. Bestselling titles are purchased in multiple copies and formats.

• ***New Formats***

The library will keep a variety of new formats and, when appropriate, will offer new ways of delivering content.

• ***Fiction***

The fiction collection is a major component of the library's collection. Fiction is purchased on the basis of anticipated demand or cardholder request. The collection includes novels of the past and present, notable for literary merit, cultural value and popularity.

• ***Nonfiction***

The library purchases nonfiction on a wide variety of subjects and time periods in an effort to provide in-depth information on a topic. Nonfiction is purchased on the basis

anticipated demand, and/or card-holder request. The collection includes, but is not limited to philosophy and religion, pure and technical sciences, business and economics, the arts, engineering and technology, education and careers, gardening, cooking, animals, history and geography, language and literature, interior design, medicine, music, performing arts, politics, government and law, psychology, recreation and sports, sociology, travel, and biographies.

- ***Reserved (Adult Basic Literacy and English as a Second Language Collection)***
Reserved

- ***Large Print Collection***

The library maintains a large print book collection

- ***Media Collection***

A variety of digital media including movies, music, audiobooks are available

- ***DVDs***

The library purchases new release, educational and documentary films. Films are evaluated as a whole and not on the basis of particular scenes or segments. In some instances, materials may be judged primarily on artistic merit, scholarship, historic record or importance in meeting the informational needs of the community. Items are also purchased in response to substantial demand for a specific title.

Titles are considered for addition to our collection on their merit and are neither purchased nor excluded because of their MPAA rating. Any rating information included on the packaging is left as is.

Some, but not all, titles are acquired with public performance rights. Where they apply, these rights are indicated on the physical item as well as on the item record.