



COVINA PUBLIC LIBRARY

COLLECTION DEVELOPMENT POLICY

MISSION – PURPOSE – PHILOSOPHY

The Covina Public Library's mission is to welcome, connect, and provide equal access to informational, educational, and recreational materials to the entire community and to meet the Library's ever-changing needs via innovative technology.

The Covina Public Library serves as a center for voluntary inquiry and the dissemination of information and ideas. The collection meets the broad and diverse interests of the community and respects both the library's autonomy and their specific community needs.

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. To that end, the Library does not discriminate nor exclude materials based on race, nationality, religion, gender identify, sexual orientation, or political or social views of the author or of the materials' content.

Inclusion of materials in the collection does not imply agreement with nor endorsement of content. It only acknowledges the right of the public to receive access to a range of social, political, aesthetic, moral, and other ideas and experiences.

The Library will not monitor the public's choice of materials, including those made by minors. Parents/guardians who prefer their children not have access to certain types of materials should advise their children accordingly.

The Covina Public Library fully supports, and is an advocate for, the Library Bill of Rights, the California Freedom to Read Act, and the Freedom to Read Statement of the American Library Association. It further upholds the right of any individual to secure information, even if the content may be controversial, unorthodox, or unacceptable in view of others (excluding *Law-Abiding Censorship Practices* defined by the United States Supreme Court and also deemed inappropriate by Library policies, including pornography, obscenity, defamation, etc.)

OBJECTIVE

The Covina Public Library's Collection Development Policy is intended to provide Library staff with guidance regarding the evaluation, selection and deselection of books, materials and donations. The written policy also informs the public of how selection/deselection decisions are made and provides a process by which collection materials may be reconsidered.

SELECTION CRITERIA

Selection criteria includes, but is not limited to the following:

- Public interest, popularity, needs, or demand
- Current and relevant content
- Social or contemporary significance
- Local emphasis or interest
- Permanent or enduring value
- Appropriate format (usability, suitability, durability)
- Comprehensiveness in breadth and scope
- Circulation rates (anticipated or statistical)
- Cost, availability, budget, and space
- Relationship to materials in existing collection
- Relationship to materials as compared to surrounding libraries
- Merit, awards or critical acclaim
- Positive published or authoritative reviews
- Qualifications of author, producer or publisher
- Publication date

The following formats are neither purchased nor accepted as donations:

- Textbooks
- Teachers' manuals
- Scholarly materials and technical materials
- Pornographic material
- Materials that the United States Supreme Court has ruled to be unprotected by the First Amendment, which may include obscenity, child pornography, defamatory speech, false advertising, true threats, and fighting words.

COLLECTION MAINTENANCE (WEEDING/WITHDRAWING MATERIALS)

The purpose of maintaining the collection is to ensure materials are in good condition, attractive to borrowers, and relevant. Just as materials are added to the collection based on the methods outlined in the *Selection Criteria* section, the collection must also be maintained via review and determination of materials in need of updating, replacement, or weeding. The following factors are considered when weeding materials:

- Poor physical condition through wear and damage
- Obsolete or dated information
- Non-relevant to the needs and interest of the community
- Newer or replacement editions available
- Space limitations
- Low circulation
- Availability of materials through other libraries or institutions
- Number of copies in collection

SUGGESTIONS/REQUESTS FOR ADDITIONS TO COLLECTION

Suggestions and/or requests to add materials to the collection may be made in writing to the Library management staff by indicating specific title(s) or subject area(s). Suggestions and requests will be reviewed according to *Selection Criteria* guidelines. There will be no guarantee that suggested or requested items will be added to the collection.

REQUESTS FOR RECONSIDERATION

The Covina Public Library selects collection materials using the criteria established in this policy and does not deny borrowers access to materials. The collection is organized/catalogued according to age groups (children's, teens, adults) in order to provide materials in a consistent, accurate manner, and to comply with legal censorship policies.

Requests for the removal of Library materials may be made by Covina residents using the Request for Reconsideration form available at the Library's service desk. A Librarian will provide the form upon request along with a copy of this Collection Development Policy.

All requests will be reviewed by the Library Supervisor or Manager, and the requesting resident will be informed of the determination within ten (10) working days. The determination may be appealed in writing to the Director of Parks & Recreation and Library Services within ten (10) working days from the date of notification. The Director will make a determination within ten (10) working days and notify the resident. The Director's decision will be final with no further opportunity for appeal.

This Collection Development Policy is subject to revision, which may occur without notice. Final approval of this policy will be made by the Covina Public Library Board of Trustees.

Approved by the Covina Public Library Board of Trustees on October 15, 2025.