



SOUTH SAN FRANCISCO PUBLIC LIBRARY MATERIALS SELECTION, DESELECTION, AND ACCESS POLICY

The mission of the South San Francisco Public Library is to provide the best possible combination of library materials and services to meet the informational, educational, and recreational needs of our multicultural community. To support this mission, library materials are selected and organized to provide maximum accessibility to anticipate and meet the diversified and complex needs of our users and to encourage non-users to use our services

All acquisitions, whether purchased or donated, are considered in terms of timeliness, reputation of the author, importance to the collection, cost, availability of the same or similar material elsewhere in the geographical area, popular interest or demand, physical condition, inclusion in standard bibliographies or indexes and published or staff reviews. Consideration shall be given to changing social values, technological advantages, and cultural differences as well as the reading and language preferences of the community.

The Library affirms the public's right to have access to all library materials. Therefore, no restrictions are placed on what anyone may read, see, view, or hear in the collection. The Library Board of Trustees endorses the American Library Association's [Library Bill of Rights](#), the [Freedom to Read Statement](#), and the [Freedom to View Statement](#). The public, regardless of age, has free access to all library materials. Some materials are "in library use/reference" only and cannot be checked out.

Responsibility for what is used, viewed, or borrowed from the Library's collection by minor children rests with their parents or legal guardians. Selection of adult materials is not restricted by the possibility that these materials may be accessible to minors.

Gifts of materials and money to purchase materials are greatly appreciated, however, gifts of books and other items are accepted with the understanding they may be used or disposed of as determined by the Library in partnership with the Friends of the Library. (See also library donations guidelines)

Weeding or deselection of library materials is an essential component of library collection management. Materials are regularly removed from the collection that are outdated, in poor condition, duplicate copies no longer in demand, part of an incomplete set, or were once popular materials that are no longer used. Space, the cost of replacement, and the appearance of the collection are also factors in these decisions. Deselected library materials may be offered for sale by the Friends of the Library to raise funds to support library programs. Materials not purchased by the public or those that are unusable are recycled or donated to community and nonprofit organizations.

Adopted by the Board of Library Trustees: July 23, 1991

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