

SOUTH SAN FRANCISCO PUBLIC LIBRARY COLLECTION DEVELOPMENT AND ACCESS POLICY

Purpose

The mission of the South San Francisco Public Library is to provide the best possible combination of library materials and services to meet the broad and diverse informational, educational, and recreational needs of our multicultural community. To support this mission, library materials, physical and electronic, are selected and organized to provide maximum accessibility and to encourage use of the library.

This collection development and access policy guides the process by which library materials are selected and deselected. It is designed to ensure that the collection meets the broad and diverse interests of the community and respects both the library's autonomy and their specific community needs.

This policy is informed by and compliant with California State Assembly Bill 1825 of 2024, otherwise known as the California Freedom to Read Act.

Access

The South San Francisco Public Library serves as a center for voluntary inquiry and the dissemination of information and ideas. It is the right of the public to receive access to a range of social, political, aesthetic, moral, and other ideas and experiences.

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 Library affirms the public's right to access all library materials that express a diversity of ideas, subjects, viewpoints, and more. 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](#). All members of the public, regardless of age, have free access to all library materials. Materials will not be excluded because they may cause concern to some individuals. They will not be excluded solely because they contain political, religious, or moral views that may be controversial, nor because of language or images.

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. The Library does not act in the place of a parent or guardian in the supervision of children and their use of Library materials.

Selection of Library Materials

All acquisitions, whether purchased or donated, are considered in terms of the following criteria: timeliness, reputation of the author, importance to the collection, cost, format,

availability of the same or similar material elsewhere in the geographical area, popular interest or demand, physical condition, space needs, 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 a significant portion of community residents. The Library is committed to providing access to materials for all ages that reflect South San Francisco's cultural and ethnic diversity. Inclusion of a wide array of points of view and personal narratives guides the Library's selection of materials and such selection is performed with a commitment to equity and inclusion.

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 [library donations guidelines](#)). The Library welcomes purchase suggestions from community members and may choose to purchase or suggest interlibrary loan services depending upon budget limitations, availability, format, timeliness, collection and space needs, reviews, and competing community demands. Suggestions for titles should be submitted through the ["Suggest a Title" webpage](#) on the Peninsula Library System website and should be sent to the patron's "Home Library" for review.

Self-published materials are subject to the same guidelines set in the selection criteria. Self-published materials will only be purchased from existing library vendors, including Baker & Taylor, Brodart, Amazon, or other established book vendors.

Reconsideration of Library Materials

Community members may share any concerns regarding library materials and/or may request that library materials be reconsidered for inclusion in the library's collection. To do so, patrons may come to the Main or Grand Avenue Libraries to obtain and complete a Request for Reconsideration form. Completed forms will be reviewed by the Library Director or Assistant Library Director who will provide a response.

The Library's response to reconsideration requests will be guided by the elements of this policy.

Deselection of Library Materials

Weeding or deselection of library materials is an essential component of library collection management. Materials are regularly removed from the collection including outdated items, materials in poor condition, duplicate copies no longer in demand, parts of incomplete sets, or materials that were once popular, but which are no longer used. Space, the cost of replacement, and the collection's appearance 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 Library Board of Trustees: January 28, 2025