



## Collection Development Policy

The Burlingame Public Library was founded as a municipal public library in 1908. Beginning with a few thousand books, the Library now has over 203,000 items in two library buildings. The service area of the Burlingame Public Library is the city of Burlingame and 2/3 of the of the population of the Town of Hillsborough. The total service population is approximately 38,000. This policy was approved by the Burlingame Library Board of Trustees in July 2023.

### I. Library Values, Vision, and Mission Statement

We value:

- Encouraging inclusion and welcoming diversity
- Fostering literacy and life-long learning
- Making access to accurate information easy and free
- Building community
- Delivering excellent customer service by an expert staff
- Nurturing innovation
- Guarding confidentiality and privacy
- Providing an equitable workplace with opportunity for growth
- Preserving intellectual freedom

#### **Our Vision:**

A community where everyone has the opportunity to explore their full potential

#### **Our Mission:**

We provide free and equitable access to knowledge, inspiration, and cultural enrichment in a welcoming environment

## **II. Main Library and Easton Branch**

The main library serves as the central service point for most of the city and Hillsborough. The main occupies a 50,000 square foot building with a maximum collection size of approximately 225,000 volumes. The Easton Branch Library is a 3,000 square foot facility, with approximately 18,000 items in the collection. Easton was renovated in 2004 as a popular materials library, with an emphasis on serving children.

## **III. Purpose of the Collection Development Policy**

This policy forms the guidelines for which library staff selects, acquires, and maintains library materials. Selection staff evaluates existing collections for current and community interest. The library seeks to support the values, vision, mission and needs of the community it serves.

## **IV. Collection Development Core Objectives**

- The Burlingame Public Library and its collection of books and materials:
  - Provides materials and information in a timely manner to meet customer's interests and needs, anticipating and responding to changing situations.
  - Meets the broad and diverse interests of the community and respects both the Library's autonomy and the community's needs.
  - Serves as a center for voluntary inquiry and the dissemination of information and ideas.
  - Furnish materials for lifelong learning, and work with parents, educators, and students to strengthen community partnerships that help children achieve success in educational goals.
  - Acknowledging customers rights to receive access to a range of social, political, aesthetic, moral, and other ideas and experiences.
  - Provide materials and programs for the interest, information, and enlightenment of all people, and should present diverse viewpoints of view in the collection as a whole.

## **V. Selection Criteria**

Among the criteria selectors use for inclusion of materials in the library collections are:

- Popular interest
- Critical reviews, accuracy, literary merit
- Local or national significance
- Importance of the subject matter to the community

- Enduring value
- Clear presentation and readability for the intended audience
- Need for materials reflecting all sides of issues
- Author's reputation and significance as a writer
- Reputation of publisher
- Price, budget, space considerations
- Availability of material elsewhere
- Format
- Quality of the physical format

NOTE: To be selected, materials should meet some, but not necessarily all, of the above criteria.

## **VI. Materials Selection Responsibility**

Selection of materials rests ultimately with the City Librarian. The City Librarian oversees the selection process and fund allocation. The professional staff is responsible for areas of the actual selection, maintenance and currency of the collection. Library materials are ordered centrally at the main library, to coordinate and streamline the order process. Ordering is done electronically to streamline the order process and give the selectors more tools to provide greater timeliness and efficiency of ordering. eBooks are also ordered online and the responsibility for selection is shared by all PLS libraries.

## **VII. Current Trends in Selection of Materials**

The major collection-finding tool is the Peninsula Library System database integrated library system, which is a shared service database of all holdings of the 9 library jurisdictions in the Peninsula Library System. The system also shares expenses in subscriptions for selected electronic databases to streamline the finding of information on the Internet.

Professional librarians are skilled in accessing information in books, media, and electronically.

## **VIII. Selection Tools**

Librarians use a wide variety of selection tools including the traditional professional journals such as Library Journal, Kirkus Review and Publisher's Weekly. Librarians and library staff are encouraged to review local and national bestseller lists, read widely in magazines and newspapers. This helps selectors keep in tune with our community.

## **IX. Material Formats**

Materials are purchased in a variety of formats, which are appropriate for library use.

- Books / Printed Materials

By far the largest portion of our libraries square footage is currently devoted to books and the printed word. Both hardback and paperback books are purchased. Quality paperbacks are cataloged and added to the collection. Mass-market paperbacks are purchased or arrive as gifts and are added to a non-cataloged collection.

- Media

The library collects media in a variety of formats. The current media types include audio-book CD's; music CD's; DVD's. Media formats change often, so librarians remain aware of trends in media publishing formats and popularity. Several staff members who specialize in this area select materials, but all selectors are encouraged to give input on the process, particularly in the area of audio books.

- Electronic Resources

Due to the often-high price tag of electronic resources, the cost of expensive electronic resources is shared in partnership with other Peninsula Library System libraries. This helps with obtaining the best price for the databases ordered and helps all of the libraries promote the materials to our communities. Staff do not purchase an electronic database when the information in it can be found more readily and more economically in a print source or on the Internet. The necessity of training staff and public is a major consideration in the selection of electronic resources. Related issues include:

- Ease of use
- Type of searching provided
- Subject matter
- Back files for subscription databases
- Timeliness of information
- Open-source availability
- Patron use

## **X. Language of Materials**

Although the library service area consists primarily of English-speaking residents, there is a significant number of the population who speak:

- Chinese
- Japanese
- Korean
- Spanish
- Russian

The Library has cataloged (searchable) materials in a variety of languages. When the Library is unable to fully catalog an item because of a lack of cataloging librarians who speak other languages, we may choose to add the item as a non-cataloged item, which can be found while browsing in the library but will not show up in the online catalog. The Library has non-English language materials in both the adult and children's collections.

## **XI. Selection of Materials- Fiction**

- Fiction Guidelines: The Library collects current popular fiction and genres such as romance, mystery, science fiction, and fantasy, etc. Titles selected should be well reviewed in major sources such as Publisher's Weekly, Library Journal, Kirkus Reviews, and Booklist. Marginal purchases should be avoided but will be considered based on potential usage across the Peninsula Library System. The library is seeking to create a diverse collection that balances popular titles that meet community demand and a breadth of titles that meet long term needs.
- Multiple copies: Multiple copies of titles by a bestselling author might include from 2 -5 copies and should be monitored on a monthly basis by the fiction selectors as well as the non-fiction selectors. Author interviews, online, in local newspapers, or on television, and speakers at local lecture series are good authors to consider for additional copies in the collection.
- Fiction "Classics": Fiction classics from the last two centuries should be represented in multiple copies in the collection as needed. Many of these are suggested reading for high school and college students and clean, well-produced editions of Twain, Hemingway, Toni Morrison, Tim O'Brien, Barbara Kingsolver, etc. should always be available.

## **XII. Selection of Materials- Non-Fiction**

- Non-Fiction Guidelines.

The Library collects current, popular non-fiction in a wide variety of subject areas to provide a well-rounded collection. Books and other material should meet the standard of wide-ranging interest to our community, including social, cultural, informational, and recreational needs. Collection purchases should be aimed at potential use and quality of materials. Materials should be available for student use, lifelong learning, children beginning to read, support of school curriculums, and appreciation of literature. Balance should be obtained as much as possible in political, religious, and other areas of the collection where there are many sides to an issue.

- Non-Fiction Academic to Popular Approach

A more popular collection policy emphasis is replacing Burlingame's former emphasis on a more academic approach to collections. The public library serves the general reader as its first priority. College students, writers and others in the academic world should certainly be considered when selecting materials for the collection, but we are not specifically purchasing materials for an academic setting. There are other local resources for these users.

We purchase popular items, which will be used in both the short term and the long term by library users. For example, multiple copies of best sellers should be purchased, but multiple copies of Emily Dickinson's poetry should also be available.

Multiple copies of popular travel guides (one of the highest circulating areas) should be available to the user.

- Monthly Management Reports

Popular areas, as seen on our Monthly Management reports help staff decide whether to purchase multiple copies in high interest areas: civil service exam books, gardening, cooking, computers, travel, and large print.

- Multiple copies of Bestsellers

If multiple copies of best sellers are purchased in the non-fiction areas, care will need to be taken by the selector to weed the multiples down to a manageable number before they are relocated to the main stacks.

- What constitutes a Bestseller?

As with fiction, selectors should use the bestseller lists in newspapers, magazines and on the PLS web page for local holds. This is a good indication of what is being read and requested.

"Hold" lists should be checked weekly against holds in the online system. Care should be taken to be aware of authors who are appearing locally, have a regular television show, or other public relations, which could make the books more popular with readers. The demand portion of Baker and Taylor's TS360 can be a valuable guide for gauging demand for BPL.

- Formula for Holds

In general, BPL has purchased a second copy at the point where we have 7 holds on a title. This may continue at the selector's discretion for highly popular items.

- Guidelines for Reference Books.

Reference materials in all formats should be purchased to support the mission of the library to assist users in finding information. In some cases, information is best sought in printed sources; in other cases information is better presented on the Internet or in an online database to which the library subscribes. Staff will attempt to balance the collection formats for usefulness, accessibility, and cost control. Less reference materials are being printed these days, since information may change frequently and are more easily updated online.

- Guidelines for Standing Orders.

Standing Orders with a vendor for every edition or every other edition of a title when published is a handy means of acquiring materials we know we wish to have on an on-going basis. However, the Standing Order List should be reviewed at least bi-annually to monitor usefulness of materials and cost. In the past, many standing orders have risen dramatically in cost over time, when there are actually other titles, which have taken their place, which are less expensive.

- Guidelines for Periodical Collections

As of FY 24/25, the Library holds approximately 270 subscriptions to magazines and periodicals. Following the Renovation of 2015, a number of decisions were made to reduce the number of titles received, reduce the retention of back runs, and increase an awareness of the accessibility of information in e-magazines. Print magazines selected for the library collection should:

1. Enhance the library's print collections given the limitations of the magazine publishing industry
2. Enhance electronic magazine collection
3. Be of a popular nature
4. Circulate well to our users.

### XIII.      **Gifts to the Library**

Library users are welcome to donate to the library books and media in good condition, with the understanding that all gifts become the property of the library with no donor restrictions. **Once given, no gift material can be returned to the donor.**

All items must comply with some basic criteria: no mold, no damp books, etc. There is a specific policy for donations of books to the library.

Textbooks are generally not added to the collection. Staff reviews titles donated and if a selector wishes to add items to the collection they will initiate the action with Technical Services staff to do so. Books, which are not added to the collection, are given to the Foundation for their on-

going sales. The library does not have the expertise to appraise books for tax purposes. However, a receipt may be given to the donor stating the number of items given and she/he may assign a value to the items for tax purposes. Gift materials will be added to the collection only when they meet the same criteria and standards as for purchased materials. In no case will a gift be added to the collection solely because it is a gift.

#### **XIV. Request for Reconsideration**

Material in the collection will be reconsidered upon completion of a "Request for Reconsideration" form (see attached). The form will be considered by a committee of staff librarians, and they will make a recommendation to the Library Board of Trustees. The Board of Trustees defends the principles of Freedom to Read and to view and declares that whenever censorship is involved no materials shall be removed from the library except by a unanimous vote of the Board of Trustees. Once an item has been considered for removal and it remains in the collection, it cannot be reconsidered for another 3 years.

#### **XV. De-Selection and Maintenance of the Collection**

The Burlingame Public Library's collection has been built to reflect the needs of the community we serve over time. Since our public is using materials in new ways with many resources available online, our analysis of the use of the collection has changed.

De-selecting, or weeding, is an integral part of collection development. Weeding studies have shown that circulation increases with weeding because users are better able to find materials they are seeking, and because the collection looks more inviting and appealing. Weeding keeps the collection current, vital and useful for the community and makes room for newer materials.

Briefly, items, which are weeded, are:

- Outdated, misleading, inaccurate
- In poor physical condition (moldy, shabby, torn, yellowed, etc.)
- No longer being used
- Duplicate copies that are no longer in demand

Weeded materials in reasonable condition are sold in the on-going Library Foundation book sales. We regret that we are unable to save items for our users to purchase.

Items which do not meet the above criteria may still be kept if they are historical or of local interest. The Special Collections room contains a number of unique items, which are either a valuable example of the bookmaker's art or of local historical interest.



## **XVI. Recycling of Library Discards**

In an effort to honor the environment and make the best use of the taxpayer's investment in the library, the Library recycles discarded library materials in a variety of ways.

- Discards may be sold in the Burlingame Library Foundation book sales, which raises funds for new collections and programs.
- Discards may be sold by the Foundation on eBay, Amazon, or other online systems to raise funds for on-going library operations.
- Discards, which do not meet the above criteria, may be physically recycled through local organizations such as St. Vincent De Paul or other organizations that are able to use these materials rather than going to landfill.
- After exhausting all other sales sources some books may be recycled in accordance with the City of Burlingame's solid waste program.

## **Collection Development Policy: Children and Teens Materials**

The following policy relates to the collection development for library materials for younger readers. It is a permanent part of the library's collection development policy. (Revised July 2023)

### **I. Children's and Teen Collections**

Burlingame Public Library encourages children, teens, and families to become life-long readers and library users. This love of books and learning helps develop reading ability and imagination, informs about the world, and entertains. The collections are developed primarily for the intended audience of children and teens. As in all literature, any given item may be controversial to someone, and it is the parent or guardian who has responsibility for the library use and reading choice of minors. Selection criteria for juvenile and young adult materials are the same as for all other library materials and include popular interest, positive critical reviews, and importance of the subject matter to the community, as well as other considerations detailed in Section V of this policy. Staff particularly note that the collections are built with equity in mind to be sure that all viewpoints are represented. Our diverse collection will include content by and about many cultures, races, genders, and abilities allowing for a wide variety of experiences and stories to be represented. Selection tools include such professional journals as *Kirkus Reviews*, *Booklist*, *School Library Journal*, *Bulletin of the Center for Children's Books*, *the Horn Book*, and *VOYA* as well as a wide variety of current diversity and equity resources highlighted by Association of

Library Service to Children (ALSC) such as, but not limited to *We Need Diverse Books* or *Diverse BookFinder* for example.

## **II. Children's Materials**

The Children's collections serve children from birth through approximately fifth grade and early middle school, as well as their parents, caregivers and teachers. The library provides fiction and non-fiction books and other media at all reading, viewing and listening levels, for recreational use, general information and for homework and curriculum support. Priority is given to materials of current interest to children. Those works that contain information that is dated, or misleading will be reviewed.

## **III. Children's Collections for Different Age Groups**

- **JP** --Picture Books. These are usually written and illustrated for the young child, and generally designed for adults to read to children. While the text and pictures complement each other, these books are primarily pictures.
- **JBR** -- Beginning to Read. This collection is intended for children learning to read on their own, and characterized by controlled vocabulary, large print, limited words per page and a limited number of pages. (Grades K-2)
- **JY**-Beginning Chapter Books. This collection includes short fiction that is not primarily pictures, usually has chapters, with simple vocabulary and a limited number of pages. (Gr. 1-3)
- **J-Fiction**. This collection serves children from approximately late third grade through early middle school and includes all genres such as realistic fiction, mystery, science fiction, and fantasy. These books are usually more than one hundred pages in length, in chapters, and with few illustrations. There is also a small large-type juvenile fiction collection filed within the J-Fiction collection area.
- Juvenile Graphic Novels: This collection may include fiction and non-fiction and is intended to provide entertainment and information for readers using primarily images, with text and dialog working together to propel the narrative.
- Juvenile Non-fiction. This collection includes material intended to cover information needs of preschool through early middle school students. The subject matter, vocabulary, and format are age-appropriate to enhance the understanding of the reader.
- International Languages – This collection includes both print and audiovisual materials in Spanish. Also included are print materials for children in Japanese, Chinese, Korean, French and Italian.
- Browsing collections: These non-cataloged collections include board books for toddlers, paperback fiction for all ages as well as a small non-cataloged non-fiction collection.

- Books on CD. Primarily fiction for children from kindergarten through early middle school. There is also a small collection of children's non-fiction and picture books with CD.
- DVD's. Primarily feature films for children of all ages, although age- appropriateness varies widely between preschool and older children. There is also a small collection of children's non-fiction DVDs and Spanish feature films for children.
- Children's Music – This collection's format is compact discs and contains film soundtracks, folk music, children's artists, pop music, and world music. It is selected specifically for children under the age of 13.

#### **IV. Teen Materials**

The Teen collection is a transitional one, developed for readers between the Children's and Adult collections. It serves youth in middle school, approximately seventh and eighth grades, and high school and is developed with teen readers in mind.

The Teen collection is a popular collection including fiction in print and audio as well as a small, cataloged non-fiction section for teens. It also includes graphic novels and manga written for a teen audience. There is a small collection of Spanish fiction. As teen popular interests are rapidly changing, this collection is ephemeral so is updated and weeded frequently.

Most material in this collection is popular fiction written for and marketed to youth in the 12 to 18- year-old age group. Teen fiction usually features teen characters and current subject matter specifically of interest to teens. That subject matter may include more mature and controversial topics. Because adolescence is a time of emerging independence and transition to adulthood, teens are interested in exploring controversial developmental and social issues. The literature in this collection will include a wide range of age-appropriateness, as the experience and maturation level of a 12-year-old entering middle school may be quite different from that of an 18-year-old high school senior.

It is the responsibility of parents to assist their teen children with the selection of appropriate materials. All children mature at different rates, and material selected by one child may not be appropriate for another, even another child of the same age.

# BURLINGAME

## PUBLIC LIBRARY

### Citizen Request for Reconsideration of Library Materials

#### Contact Information

Name:

*Last*

*First*

Address:

*Street Address*

*Unit #*

*City*

*State*

*ZIP Code*

Home Phone:

Email

Is this complaint representing yourself? Yes or No

If no, Name of  
Organization  
representing:

#### Material Information

Title:

Author:

Publisher:

Pub.  
date:

Circle one:

**Book/eBook**

**Magazine/periodical**

**CD**

**DVD**

Objection Questionnaire (please use back side if needed)

1. To what in the material do you object? [please be specific/cite page #]

2. What do you feel might be the result of being exposed to this material?

3. Is there anything good about the material, in your opinion?

4. Did you read/listen/view the entire work? If no, what parts of it?

5. What do you believe is the theme of this material?

6. Are you aware of the judgement of this work by any literary critics?

7. Other comments about this item?

Signature: \_\_\_\_\_

**Timeline for Request for Reconsideration Procedure:**

1. Please return this form fully filled out to either the Main or Easton Branch attention City Librarian. Or email it to [bplref@burlingame.org](mailto:bplref@burlingame.org)
2. Once the form has been received it will be reviewed and discussed by a committee of a minimum of three Librarians including the Selecting Librarian. They will then make a recommendation to either keep or remove the material(s) to the Library Board of Trustees.
3. The Library Board of Trustees will then review the material(s) and consider the recommendation from Library Staff. A formal vote will be taken to either keep or remove the material in this meeting. A unanimous vote is needed to remove an item. You will be sent a letter informing you of their decision or you may attend the meeting in person.
4. Once an item has been considered for removal and it remains in the collection, it cannot be reconsidered for another 3 years.

\*Please note: Because the Library Board of Trustees meet monthly on the 3<sup>rd</sup> Tuesday of the month this process may take anywhere from 30 to 60 days depending on staff workload and when it falls on the calendar.