



Coalinga Huron Library District Collection Development Policy

Mission Statement

The Coalinga Huron Library District (CHLD) provides equal opportunity access to information, quality books, multimedia materials, programs and online resources to meet the needs of its diverse community for lifelong learning, cultural enrichment and intellectual stimulation. CHLD fulfills its mission by maintaining a knowledgeable, well-trained staff and pursues the following core objectives; community & wellness, development and support of economic and human development; safety & environment; and recreation & problem solving.

Purpose of Collection Development Policy

The collection development policy is intended to provide guidance, with budgetary and space limitations, for the selection and evaluation of library materials, which anticipate and meet the needs of the Coalinga Huron Library District (CHLD) communities of Coalinga and Huron. CHLD serves a diverse population possessing an unlimited range of interests, CHLD has limited means and must make choices to serve all interests to the best of its ability. CHLD partners with other libraries through the San Joaquin Valley Library System to expand its capacity to make information and materials available to patrons.

As the community changes, CHLD must reassess and adapt its collection to reflect new and differing areas of interest and concern. The collection development policy will be periodically evaluated and revised to provide guidance for implementing changes to the collection. The Library Bill of Rights and the Freedom to Read Statement, adopted by the American Library Association (ALA) are the basis for the policy. <https://www.ala.org>

Final responsibility for materials selection lies with the library director who delegates to staff selectors the authority to make selections of various collections. CHLD seeks to meet the needs of the community, recognizing that some materials may be controversial. It is the responsibility of the individual library users to choose library materials that suit the best interests of community patrons.

In support of its mission, CHLD endorses and has adopted the following statements used as guidelines for the development of the library collections: American Library Association's "Library Bill of Rights," "Freedom to Read," and "Freedom to View." Further, California State Law, AB 1852 passed in 2024, requires the following statements to be included in public library collection development policies

1. The collection meets the broad and diverse interests of the community and respects both the library's autonomy and their specific community needs.

2. The public library serves as a center for voluntary inquiry and the dissemination of information and ideas. 3. Library materials should be provided for the interest, information, and enlightenment of all people, and should present diverse points of view in the collection overall. 4. The right of the public to receive access to a range of social, political, political, aesthetic, moral, and other ideas and experiences is acknowledged.

The Community

The communities of Coalinga and Huron are in the central San Joaquin Valley, one of the most diversified agricultural areas of California. Agriculture is the number one industry, with a light manufacturing industry balancing the economy.

Collection Priorities and Objectives

The primary collection priorities support the CHLD mission and the various roles it serves in the community including:

- To provide popular and factual materials, reference tools and materials that assist in lifelong learning. Materials will be purchased in multiple formats and continue to reflect the diversity of the community served.
- To defend CHLD's commitment to the protection of every person's freedom to read, establish a balanced collection that reflects aspects of society and not to avoid acquiring materials that some may find controversial.
- To continue CHLD tradition of meeting new demands with thoughtful innovations that respectfully build upon achievements.

Responsibility for Selections

The authority and responsibility for the selection of library materials rests ultimately with the library director. Under her/his direction, selection is delegated to the professional library staff. All staff members and the public are encouraged to recommend materials for consideration.

Basic Selection Principles

Selectors use their training, knowledge and expertise, along with following standard criteria to select materials. All materials, whether purchased or donated, are considered in terms of the criteria below; however, an item need not meet every standard to be added to the collection.

- Relevance to current and anticipated community needs
- Popular interest
- Contemporary significance or permanent value
- Currency of information
- Accuracy
- Local emphasis
- Readability or ability to sustain interest
- Treatment of subject to age of intended audience
- Reputation of author, publisher, producer or illustrator
- Creative, literacy or technical quality
- Critical assessment in a variety of journals
- Format and ease of use

- Circulation as monitored through the automated system
- Cost and availability
- Relationship with existing materials in collection
- Relationship to materials in other area libraries

Selectors decide how many copies to purchase based on anticipated demand, the interests of library users, physical space available and total cost of materials. CHLD recognizes users who have differing abilities and backgrounds and provide materials on varying levels of difficulty and scholarship. CHLD does not attempt to be an historical repository of all materials that have contributed to the development of various fields of interest. CHLD does not serve as an archive for the cities of Coalinga or Huron or any organization. It maintains a selective, not exhaustive, collection of materials which document local history. Some of those materials are featured in the library's special collections.

Intellectual Freedom

As CHLD meets its mission, it is expected some of the materials acquired will be controversial, not suiting everyone's taste, interest or code of ethics. CHLD does not select its materials based on anticipated approval or disapproval. It considers the merits of the works and the need for the material in the collection. Users are free to choose what they like from the collection and not to restrict the freedom of other patrons to read whatever they choose. Selection of materials for adults is not inhibited by the possibility that such materials are accessible to children. The responsibility for children's use of library resources rests with their parents or legal guardians, who guide their children according to their own family values.

CHLD selectors make a concerted effort to present various points of view on controversial subjects and to have a balanced collection. An item included in the collection does not mean CHLD endorses any theory or statement contained within the item. CHLD may include proselytizing works representing political, economic, moral, religious, or other vested positions when they meet the selection criteria and the needs of the collection. CHLD does not remove, restrict, or withdraw materials solely because an individual group regards them as discriminatory or inflammatory. CHLD neither labels materials to indicate approval or disapproval of the content philosophy of the author, nor does it expurgate any materials in the collection. Access to materials is restricted only to ensure materials are available to all, reference materials may be designated as such to ensure a copy is always available.

Suggestions for Purchase

CHLD strongly encourages library collection input from the Coalinga and Huron communities. A Suggestion for Purchase procedure enables Coalinga and Huron citizens to request that a particular item or subject be purchased by the library. All suggestions for purchase are subject to the same selection criteria as other materials and are not automatically added to the collection. It is CHLD's intent that suggestions for purchase be used to assist in developing collections to serve the interests and needs of the community.

Requests for Reconsideration

Coalinga and Huron community members may recommend the removal of a particular item in the library collection by submitting a Request for Reconsideration of Library Materials. The library director and staff in relation to the library's Mission Statement, and selection criteria of the Collection Development Policy review the form. After evaluating journal reviews and other materials submitted by the patron and the staff, a response will be made by the library director within 30 days.

Gifts

CHLD welcomes gifts of materials, with the understanding that the same standards of selection are applied to gifts as to materials purchased for the collection. Gifts are accepted without commitment as to their final disposition and with the understanding that they may not necessarily be added to the collection. The library may choose not to accept some gifts. All gifts that are not added into the collection will be given to the Friends of Coalinga Huron Library District for book sales. Perspective donors should contact the library to discuss appropriate donations and procedures before delivery gifts to the facility. A general guideline is that materials should be less than three years old and in good condition. The library will give a receipt, which may be used for income tax purposes. The library does not assign value to the materials donated. It is the donor's responsibility to determine the value of the donated materials.

Monetary gifts to the collection are welcome and may be designated as memorials. Donations of money designated for periodicals and newspaper collections are accepted in lieu of actual subscriptions. These contributions offset the high cost of periodical subscriptions and maintain the continuity of subscriptions from year to year. Donors of the funds may suggest subjects or titles to be acquired with their donation; however, the library reserves the right of final decision.

The Adult Collection:

Fiction: The library's collection includes a wide variety of collections of contemporary works of fiction representing all genres, international works of fiction, classics, and significant historical novels. CHLD makes every effort to acquire works of fiction that are representative of the cultural and ethnic community served. CHLD strives to satisfy the diverse interests and recreational needs of its users.

Non-Fiction: CHLD aims at acquiring materials that provide a core of basic knowledge. In addition, the library selects, makes accessible and promotes the use of materials which:

- Address contemporary issues
- Provide self-help information

- Facilitate continuing education
- Enhance job-related knowledge skills
- Increase knowledge of affairs of the community, the country and the world
- Support business, cultural, recreational and civic interests in the community
- Nourish intellectual, aesthetic, creative and spiritual growth
- Present different viewpoints on social issues.

Reference Collection: CHLS maintains a reference collection used to answer questions and serve the informational needs of library users. Reference sources are characterized by their ability to provide information and to summarize, condense, or give a comprehensive overview of a topic. Reference materials remain in the library to be readily available to all citizens. Selection criteria of particular importance for reference sources include accuracy, arrangement, ease-of-use, uniqueness of information, authority, documentation and indexing. Reference sources are consulted for specific items of information rather than to be read consecutively and include bibliographies, indexes, directories, dictionaries, catalogs, yearbooks and annuals, statistical compendia, atlases and gazetteers, biographical dictionaries and almanacs, online databases. Reference sources that describe, condense, and summarize information include encyclopedias, histories, handbooks, abstracts, and special reports with difficult to find information.

The reference collection at the library contains standard works in areas of general reference, the humanities, social sciences, physical and biological sciences, and technology, history, and area studies. It maintains in-depth collections in business and economics; art and information, rare books, related to Coalinga, Huron and California.

Children's Collection: CHLD encourages lifelong reading habits, the children's collection provides materials in a variety of formats to satisfy and stimulate the informational, educational and cultural needs of children from infancy through grade eight. The materials are selected regarding the stages of emotional and intellectual maturity of children. The collection also provides adults with materials that relate to the well-being of children, enrich preschool and school curriculums, and aid in the study of children's literature. In addition, the library maintains materials in Spanish.

The Young Adult Collection: CHLD's collection supports lifelong reading habits of patrons ages 13-18 years of age. This is a transitional collection for the reader moving from the children's collection to the adult collection. The types of materials are selected significantly because of the social and intellectual maturity required to read them. Materials collected include fiction and paperbacks, with a selection of topical non-fiction and hardcover books. While materials of overall good literary quality are included in this collection, popular titles and themes of contemporary interest to the target age groups are stressed.

Electronic Databases: Online databases are a part of the CHLD collection and provide timely and versatile access to information in electronic format. Library

staff use various databases to enhance and supplement reference service. Many of the databases contain specialized information beyond the scope of the library's print collection and others have information that does not exist in print format. Some databases duplicate print sources, which are carefully evaluated for retention with consideration to cost, frequency of use and ease of access to library users. All databases are supplied through our membership contract with the San Joaquin Valley Library System (SJVLS). SJVLS's reference committee reviews and evaluates all electronic databases.

Foreign Language Materials: Spanish - The library maintains a Spanish collection aimed at meeting the informational and recreational needs of the Coalinga & Huron communities. Resources include books, magazines, DVDs, and sound recordings for adults, young adults and children.

Learning a Second Language: CHLD also includes materials which aid in learning a second language. These resources include books such as audio materials, grammar and dictionaries and visual materials for learning the languages most frequently studied in the community.

Genealogy: The genealogy collection is a self-service reference collection, aimed at users in the initial stages of researching family history. The genealogy collection consists of books, periodicals and census microfilm. The library purchases basic how-to resources, standard reference items and indexes, and handbooks on family research for various ethnic groups. Other materials, such as family histories and regional guides are acquired as gifts.

Large Print: The large print book collection meets the needs of visually impaired patrons. The major thrust of the collection is popular fiction, including mysteries and westerns, along with high interest in non-fiction, such as biographies and health-related materials.

Materials for Public Review: In support of major city projects, CHLD receives information from the cities of Coalinga and Huron so the public can review the information. The collection covers topics under study by city or citizen task forces or committees and is gathered on a temporary basis and made available at the library for the duration of the project. CHLD provides citizens with information on local issues, actions, services and programs, for example city-produced reports, agendas, and minutes of local agencies, boards and commissions. Some of these materials, depending on their long-term informational value, become a permanent part of the CHLD collection.

New Media: The library must continually assess new electronic media and evaluate the capabilities offered and enhancements over existing formats. When deciding whether to replace or augment existing formats with new media, the following factors are considered: anticipated improvements in information storage and retrieval user demand quality of the product ease of use equipment requirements; cost; staff requirements for processing, maintenance, and training.

It is essential for staff to monitor technological developments, so that wise and cost-effective collection decisions are made for CHLD.

Periodical Collection: CHLD's newspaper and magazine collection provides current and retrospective information aimed at meeting the research and recreational reading needs of the community. The collection also contains periodicals that serve the professional reading needs of the library staff. Periodicals supplement CHLD's book collection by providing up-to-date information, covering current events not yet available in books, and presenting a less in-depth treatment of a subject than usually found in books. The periodical collection consists of a diversity of publications, which are of interest to the community. It includes basic and popular reading magazines, a wide selection of business, trade, and local publications. To provide optimal access to information for those conducting research, an emphasis is placed on selecting titles that are included in standard periodical indexes. Highly technical and scholarly journals are generally not included in the collection but can be accessed via CHLD/SJVLS online databases. The collection includes newspapers published locally, as well as from major geographical areas of interest to the community.

Sound Recordings: Books on CD: The recorded book collection contains recordings of fiction and non-fiction books, including abridged and unabridged. Books recordings emphasize popular demand items and concentrate on current fiction.

Music CD: The music collection consists of works by major classical and contemporary composers, as well as popular music including, Country, Classical, Rock & Pop, R&B, World, Jazz, Latin, Alternative, and Contemporary. Music collected for children includes folk and nursery songs, and holiday music.

Textbooks: CHLD respects the responsibility of schools and universities to provide access to required textbooks for students and does not purchase textbooks. Occasionally, textbooks in excellent condition acquired through donations that provide broad or introductory coverage in various subject areas may be added to the general collection.

Visual Media: CHLD's visual media is collected under the same general guidelines as other library materials. The collection includes educational, recreational, Oscar/other award-winning films, new movie releases, and instructional information in DVD format. **DVDs:** CHLD continues to enhance this collection to meet the demand of patron's requests for material, format and diverse title/subject selections.

Collection Development of the Web: The CHLD's website directs users to informational resources on the Internet that complement, enhance or parallel resources housed in the library collection. As new resources become available via the Internet, similar reference resources in the library's print reference collection will be evaluated for retention, taking into consideration access, cost, ease of use and other selection criteria.

Selection Criteria: Links are made on the CHLD website based on informational needs of the Coalinga and Huron communities, with emphasis on collection and local areas of interest. CHLD's website leads to other fully developed and specialized subject sites that aim at comprehensive topical coverage and does not attempt to parallel them comprehensively. Emphasis is made on selecting sites created by governmental, educational, and non-profit organizations, sites created by for-profit organizations are occasionally included if they meet selection criteria and informational needs. Criteria for selecting sites include authority, coverage, accuracy, relevance, quality of information, organization, and relation to informational requests from library users. Links to sites are deleted or removed when they are outdated or superseded by newly identified sites.

Collection Development Definitions

The following definitions of collection intensity have been developed to provide guidelines for acquisitions and evaluation of subject areas within the collection. They are used in analyzing the collection by Dewey Decimal number and/or material type, so that subject strengths and collection emphasis are clearly delineated.

Basic Collection: Acquire the bestsellers and popular materials based on demand or anticipated demand. Select basic works, which serve to introduce and define a subject. Develop a highly selective collection that is weeded continuously based on use.

Working Collection: Acquire popular, current materials and significant works/classics. Maintain a retrospective collection to reflect standard titles. Develop a minimum depth, broad scope collection, weed based on significance of title and changing use.

Resource Collection: Acquire popular and significant work, purchase extensively for coverage of the best and most important resources in a subject area. Develop a collection that provides broad, current, in-depth and retrospective coverage, weed based on significance of title, usage, and maintain existing collection strengths.

Research Collection: Acquire all available current and retrospective works for comprehensive coverage of field. Retain all titles and holdings with an emphasis on reservation.

CHLD materials are dispersed in every genre and format for all age groups. The library district's goal is to provide a comprehensive quality of diverse materials, not necessarily quantity.

Collection Maintenance

Maintenance of the library's collection through constant re-evaluation by library staff ensures its usefulness and relevance to the community. This evaluation depends heavily on the staff's professional expertise in assessing the needs of the community and the content of the collection. Library materials determined to no longer be of value are withdrawn from the collection. CHLD's collection is

reviewed in sections throughout the year to ensure that the entire collection has been evaluated at least once a year.

Discarding Library Materials

CHLD follow the CREW Method in weeding library materials. Items are discarded for one or mor of the following reasons:

- Out-dated subject matter
- Damaged/poor condition
- Insufficient use

CHLD staff carefully evaluate the last copy of any library material in the collection with care in terms of its value to the community, with consideration of the following: local interest; publisher; producer; illustrator; significance; quality and uniqueness of the information.

Replacement and Binding: Replacement of withdrawn materials is not automatic. Decisions to replace library materials are based on availability of copies in the collection; popular interest; adequacy of coverage in the subject area; significance in the subject area; cost and availability. The decision to bind, repair, library materials is considered carefully based on the adverse impact on circulation, feasibility of binding and cost of binding vs replacement cost.

Revision of Policy

CHLD's Collection Development Policy will be periodically evaluated and revised as circumstances require. Updated, 2026.

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