



LIBRARY SERVICES

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**CITY OF MOUNTAIN VIEW LIBRARY  
MATERIALS SELECTION POLICY**

**Library Mission**

The Library is for everyone—a free resource helping the community connect, create, and learn. To support this mission, the Library affirms and encourages the freedom to read, the enjoyment of lifelong learning, and open access to ideas. The goal of the Library is to make readily available the information and materials most wanted by its users and to inspire nonusers to partake of Library services.

**Objectives**

- The Library selects materials appropriate for public libraries in a variety of formats to make them available for the interest, information, and enlightenment of all the people of its community.
- The Library seeks to represent a diversity of expression and points of view in its collection in order to provide people with the foundation for making informed decisions and formulating personal opinions.
- The Library provides access to larger, more specialized collections and topics through a resource sharing called Link+, a cooperative among many California public and academic libraries.

**Selection Criteria**

The Library Services Director is responsible for the selection and maintenance of materials, and delegates Librarians to serve as selectors for assigned areas of the collection. The selectors choose materials for the collection based on the following guidelines:

- Proven or potential interest.
- Current and accurate subjects and titles.

- Availability and cost.
- The amount of similar material already in the collection.
- The extent to which the material may be available elsewhere.
- The suitability of the physical format and the availability of space.

#### *Formats*

The Library purchases materials in a variety of formats, both physical and digital. The inclusion of specific formats is dependent on the needs of the community, the availability of materials, the cost to purchase and maintain, and the status of the format as an industry standard.

#### *Multiple Copies*

The Library purchases multiple copies of items that have highly anticipated popularity or proven demand. The number of copies purchased depends on the demand for each title.

#### *Fiction*

The fiction collection consists of popular materials for recreational reading from numerous genres, including mystery, science fiction, short stories, and more. This collection also includes titles from classic American and world literature.

#### *Nonfiction*

The nonfiction collection is intended to meet the learning and informational needs of the community. The collection is categorized by subject area using the Dewey Decimal System. Items in this collection are selected to provide people with the foundation for making informed decisions and formulating personal opinions. Due to budget and space restraints, the Library is not able to purchase materials that are highly specialized in nature, including textbooks and other scholarly or technical materials.

#### *Foreign Language*

The Library purchases foreign language materials to meet the needs of various demographic groups within the community.

### *History Center*

The History Center collection includes books, maps, photographs, manuscripts, audio-visual materials, and other artifacts pertaining to Mountain View's heritage. Due to the unique nature of the History Center collection, these items do not follow the same guidelines for selection and withdrawal. These materials can only be used in the History Center and cannot be removed or checked out.

### *Friends of the Library Collection*

The Friends of the Library collection consists of new print titles and media that are in high demand. Additional copies are purchased using money donated by the Friends of the Mountain View Library. This collection is a browsing collection and cannot be searched through the online catalog or placed on hold. They are available on a first-come, first-served basis.

### *Purchase Suggestions*

The Library encourages individuals to suggest items for purchase at any time. These suggestions shall be reviewed by the appropriate Library staff using the selection criteria in this policy.

## **Intellectual Freedom and Access to Library Materials**

The Library and the Library Board of Trustees endorses the [Library Bill of Rights](#) as adopted by the American Library Association as guiding principles for the selection and placement of materials in the Library.

The presence of controversial materials in the collection shall not constitute an endorsement of the ideas contained therein.

Items are not excluded from the Library because of the personal characteristics of the author such as race; nationality; social, political, or religious views; sexuality; or age. Items are not excluded from the collection because they may contain language and/or illustrations offensive to some persons. Works being considered are to be viewed as a whole, not in isolated parts.

The Library is aware that individuals may question the selection of a specific item and welcomes any expression of opinion.

The Library is not responsible for the material chosen and read by minors. Acquisition of adult material shall not be restricted by the possibility that these materials may come

into the possession of minors. Professional staff is available to offer suggestions to minors in choosing Library material. The Library shall not be expected to act *in loco parentis*.

### **Gifts and Donations**

Gifts of materials to enrich the Library collection are welcome. This selection policy applies to all such materials. The Library reserves the right to accept or refuse material and conditions placed upon gifts of materials by donors. Most gifts are donated to the Friends of the Library and sold at their book sales. Funds raised from these sales are used to support ongoing Library collections and services.

### **Collection Maintenance**

Collection maintenance requires routine attention to assess whether the collection is serving the needs of the community. Selection and withdrawal of materials are essential, ongoing components of collection maintenance. Materials are considered for withdrawal based on criteria that may include: accuracy, currency, usage, space limitations, superseded editions, format, physical condition, number of copies, and relevance to the community. Decisions regarding the selection and withdrawal of materials are made by professional staff.

Adopted by the Library Board of Trustees: February 22, 1988

Endorsed by the City Council: March 29, 1988

Revised: September 15, 2014

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