

**WOODLAND PUBLIC LIBRARY**  
**Leake Room**  
**250 First St.**  
**Woodland, California**  
**Wednesday, October 21, 2015**  
**LIBRARY BOARD OF TRUSTEES**  
**CLOSED SESSION AGENDA**  
**3:00PM**

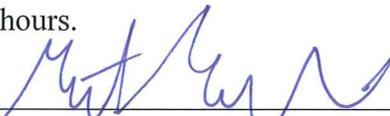
- 1) Call to Order
- 2) Welcome Visitors
- 3) Public Comment
- 4) Closed Session
  - a. Personnel- Employee Evaluation and Labor Negotiations
- 5) Adjournment

**REGULAR MEETING AGENDA**

- 1) Welcome Visitors
- 2) Public Comment
- 3) Review of Agenda
- 4) Election of Officers
- 5) Minutes
  - a) October 7, 2015
- 6) New Business
  - a) FY2014-2015 Annual Report
- 7) Old Business
  - b) Materials Selection Policy-Policy Manual Review
- 8) Reports
  - a) Director
  - b) Board
    1. Individual Board Reports
- 9) Future Agenda Development
  1. Library Board of Trustees By-Laws
  2. Library Board Goals
- 10) Adjournment

Next Meeting: November 4, 2015 4:00 PM 917 Fund

I declare under penalty of perjury that the foregoing Agenda for the regular meeting of the Library Board of Trustees of the City of Woodland scheduled for October 7, 2015 was posted on October 4, 2015 on the Library's front entry and bulletin board, 250 First Street, Woodland, CA, and was available to the public during normal business hours.



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Greta Galindo, Library Services Director

MINUTES, MEETING OF OCTOBER 7, 2015

Board Members: Diane Adams, Gloria Rodriguez, Karen Shepard

A closed session meeting to discuss LSD annual evaluation was held 3:00-4:00 p.m.

The meeting was called to order at 4:05 p.m. by Vice President Gloria Rodriguez

1. Visitors—Consultant Cathy Sanders was welcomed.
2. There was no public comment.
3. The agenda was reviewed and approved.
4. Election of Officers was tabled and postponed until the October 21<sup>st</sup> meeting.
5. Minutes of August 19 and September 16, 2015 were approved.

6. Presentation—

Consultant Cathy Sanford presented the Executive Summary for the Community Learning Lab project. There were 9 total focus groups, most of which were open to the public, 15 stakeholder interviews, and an online survey (extended to August 31). The consultants visited 3 libraries (Sacramento, San Francisco and the Exploratorium). Consultants are tying the Woodland General Plan into their final report. Cathy reported on the findings of the surveys and the equipment budget which was broken down in three categories: Basic, Medium and Large. The report will be finalized by the end of October and sent to the Board of Trustees, Library Services Director and Woodland City Manager.

Greta is meeting with the Woodland Community Development Director on October 15 to discuss the process for bring an architect on board.

7. Old Business

The 917 Library Trust Fund. Greta shared a memo from City attorneys that she had just received. The Board will discuss further at the October 21 meeting.

8. Reports

Director Report

- The Friends of WPL have requested a full accounting of the historical lighting project.
- Very Ready Readers began this week. The Minecraft Club is going well.

- Literacy launched an ESL for families pilot project. There are currently two families participating.
- Gloria will be meeting librarians Carol Davis and Abigail Craig in Guadalajara, Mexico to purchase Spanish language books for the children's collection.

#### Board Report

- Karen reported that the Literacy Council is moving to quarterly meetings.
- Kathy and Karen attended a meeting for the utility box art project and selected an artist who will paint the box adjacent to the Library in a rose theme.
- Greta and Diane attended the Elected Officials breakfast hosted by the Yolo County Office of Education.
- Karen represented the Library at the very successful pet show.

9. Adjournment—the meeting was adjourned at 5:30 p.m.

Respectfully submitted

Diane Adams, WPL Board of Trustees

Next meeting: October 21, 2015. Closed session 3:00-4:00 p.m. Regular meeting 4:00 p.m.

# ANNUAL REPORT

FY2015

## WOODLAND PUBLIC LIBRARY

### FROM THE DIRECTOR

Message from the Director

### LIBRARY BOARD OF TRUSTEES

President

Kathy Harryman

Vice President/

Secretary

Gloria Rodriguez

Diane Adams

Karen Shepard

Edgar Lampkin

### MEASURE J

The passage of Measure J in June 2014 brought about huge changes to the library. We're able to offer 50 % more programming and our doors are open an additional 7 hours a week.

We've been able to add online homework help free to library patrons for students to get live 1-on-1 help in myriad subjects.

The Leake Center has re-opened for public rental use. With increased program offerings, availability has been limited.

### COMMUNITY ENGAGEMENT

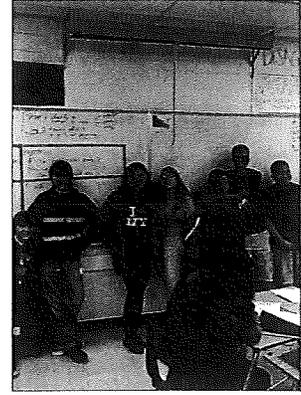
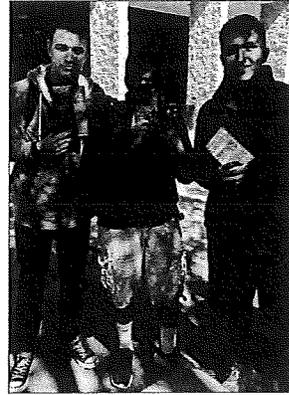
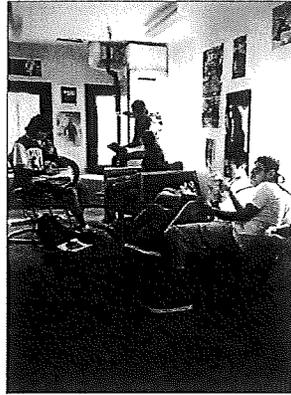
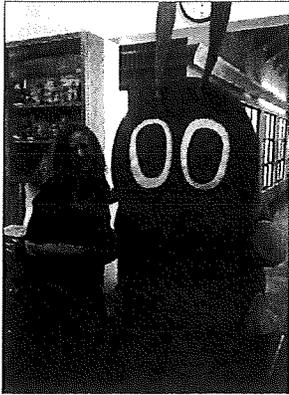
The Woodland Public Library has been very involved in the community in the past year, participating in Food Truck Mania, First Friday Art Walks, the Cesar Chavez Day in Heritage Plaza, Dia de los Niños at Ferns Park, and several events with the Community Services Department (formerly Parks and Rec).

In the past year, the library increased program offerings by 50% and attendance at these programs increased 83%.

Library Staff made contact with every third grade class in the Woodland Joint Unified School District and issued more than 200 library cards to these students.

### LIGHTS!

The lights in the rotunda and the southeast corner of the library have been replaced with historically accurate fixtures. The light in the rotunda has made a significant improvement in the appearance of the library entryway, which has been noticed by many patrons and visitors. The soft, bright light replacing the fluorescent lights makes for a more welcoming and relaxed atmosphere.



## CHILDREN'S LIBRARIAN REPORT

Storytimes, a vital component of early literacy with age-appropriate stories, songs, and activities continued, continued to grow this year and are now being offered 7 times a week in English and in Spanish, for preschoolers, toddlers, and families, and daytime, evenings, and weekends. More than 5,400 children and caregivers attended storytimes over the course of the year.

As a result of our continuing outreach to local elementary schools, 383 library cards were issued, most of them to 3rd graders during class visits.

Our Afterschool Program, three afternoons a week, continued in its second year offering children a chance to play board games, make crafts, and build with Legos. Our programs for elementary-aged children drew more than 4,000 participants, twice as many as the previous year.

We are happy to now have programs for children available four days a week.

In the spring we began working with volunteer UC Davis computer science students to pilot Scratch programming classes targeted

at 4th through 6th graders. The pilot class was a great success and led to adding these new computer-related programs into the library's programming lineup for fall of 2015.

Looking forward, the purchase of 12 computers for use in the new programming classes, starting in the fall of 2015, have opened the door for other programs. There will be two weekly programming classes taught by the UC Davis student volunteers. Each class will have 12 students, with one class offered exclusively for girls, and one for all children, both limited to those in 4th through 6th grade. A Monday Minecraft Club will give 24 students, aged 8-12, the opportunity to play the creative and innovative game Minecraft with each other, in a structured, educational, and collaborative environment. The computers will also be used during the new Homework Help program, where teen and adult volunteers will assist children with homework two afternoons a week on a drop-in basis.

## TEEN LIBRARIAN REPORT

Our official teen-specific programming began in February when the new teen librarian, Rhea Fabricante, organized a Carnegie-to-Carnegie concert. The Woodland Pioneer High School Honor Band went to Carnegie Hall in March and gave an amazing preview show hosted by the Carnegie library in Woodland. The wind moved the event indoors, but it was a smashing success nevertheless. Since then, Rhea has reached a total of 1800 teens through weekly outreach to all the local high schools and middle school, giving out free books, involving teens with crafts, doing book talks, visiting classrooms, and recruiting 25 teens for the library's Teen Advisory Board (TAB). Through special trainings co-facilitated by UC Davis's Early Academic Outreach team, TAB teens learned leadership, event planning, and teamwork skills to successfully organize and support library programs.

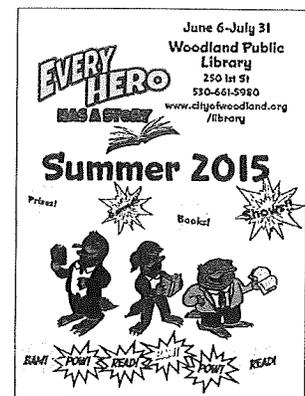
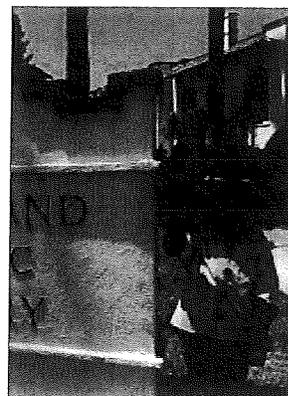
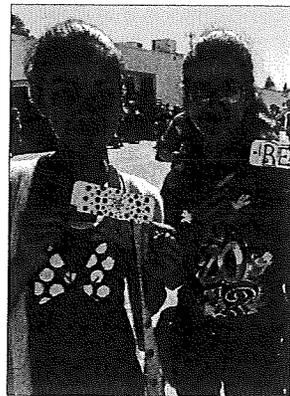
Within two months, TAB applied those skills by planning and promoting the Teen Summer Reading Program, "Unmask Your Inner Hero!" where teens created and completed Superhero Challenges and volunteered at library children's events. The

program ended with a splash and teens that finished the program were rewarded with the opportunity to dunk their Mayor, Tom Stallard, in a water dunk tank!

TAB also helped design and pick out furniture for the brand new teen space in the library. This bright and colorful section of the library features new desks, tables, and comfy chairs that are designated teen use only, ages 12-18, at all times. Teens are excited to have a nice, safe place to study and read in the library.

Over 100 Woodland teens have had the opportunity to participate in weekly library programming. The Secret Society of Teen Readers (S.S.T.R.) meets every Monday, hidden away in the upstairs mezzanine, Teens also meet up for our Teen Hangouts, every Tuesday and Thursday afternoons to play video games, board games, and even bake cupcakes in the Leake Room.

Rhea understands the positive influence librarians can have as role models to teens and takes that role very seriously. She continues to build relationships with teens and educators and has more programs planned for the fall.



## SUMMER READING - EVERY HERO HAS A STORY

The Library's annual Summer Reading Program (SRP) was a great success this year, extending one week longer than last year's program, engaging community members, and growing readers. More than 700 people attended the kickoff party to play games, eat, and register for the program. The event was enhanced by the 25 teen volunteers who made balloon animals, painted faces, and staffed the registration tables and bounce houses.

There was large increase from 2014's

program, with this summer seeing 830 more children registered, 200 more completing the program, 547 more participating, and 4,600 more hours of reading, and 308 more books given out at the conclusion!

In the teen program, 133 teens participated and were awarded 115 books of their own choosing. These teen participants contributed 424 volunteer hours to assist at the kickoff party and eight weekly events.

Throughout the SRP's three

performance events and five participatory events with activity stations for children, 1,221 people attended to participate in hero-themed activities. Library staff worked with local organizations to recognize local heroes and even gave children the opportunity to give back to their community and be local heroes themselves. Some of these heroes were featured in a library exhibit with local heroes' pictures and bios.

## STATISTICS

| <b>Circulation</b>                  | <b>FY 14/15</b> | <b>FY 13/14</b> |
|-------------------------------------|-----------------|-----------------|
| Materials checked out or renewed    | 308,480         | 308,236         |
| Holds filled                        | 59,582          | 60,566          |
| <b>Patron Usage</b>                 | <b>FY 14/15</b> | <b>FY 13/14</b> |
| Number of Library Visitors          | 179,433         | 173,961         |
| Cards added by WPL staff (all ZIPs) | 2,424           | 2,600           |
| Juvenile Library Card Holders       | 8,528           | 8,347           |
| Library Card Holders                | 27,579          | 28,581          |
| <b>Program Attendance</b>           | <b>FY 14/15</b> | <b>FY 13/14</b> |
| Storytimes (ages 0-5)               | 5425            | 5139            |
| Tours/group visits (ages 0-5)       | --              | 36              |
| School Age/Family Programs          | 4453            | 4027            |
| Tours/group visits (ages 6-12)      | 722             | 666             |
| Outreach (ages 6-12)                | 6516            | 456             |
| Outreach (ages 13-18)               | 1574            | --              |
| Programs (ages 13-18)               | 548             | 150             |
| Adult Programming & Outreach        | 1439            | 856             |
| Books for the Homebound Delivered   | 40              | 27              |

# FUTURE PLANS

## GRANTED

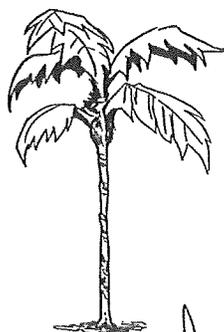
### Library Wellness and BIKEs

Library Staff participated in an intensive 6 month grant-writing training from the California State Library with Yolo County Library staff. In the six one-day workshops, staff learned about branding, writing grants, creating sustainable projects, budgets, and more.

As a result of the training and a lot of hard work, WPL was awarded TWO State Library grants!

Titled "Commit2Fit Wellness," one will host weekly presentations on wellness from well-respected members of the medical community and fitness walks.

The other, in conjunction with the Yolo County Library, provides funding to purchase 2 custom book bikes to bring Books to Inspire Kids Everywhere (BIKE).

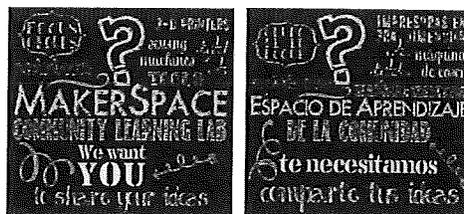


growing readers  
WOODLAND  
PUBLIC LIBRARY  
250 First St. Woodland, CA 95695  
www.cityofwoodland.org/library  
530-661-5980

## MAKERSPACE

### Community Learning Lab

The empty space under the Children's Room affectionately known as The Sculpture Garden is on its way to becoming a MakerSpace, or Community Learning Lab, that will house tools and workstations not available to most households. The community input process lasted several months collecting ideas and opinions through meetings, phone calls, and online and paper surveys. The architects and designers are working with that information to create a space custom tailored to our community's needs and interests.



## STORY GARDEN

### Courtyard Community Garden

The beloved courtyard of the library has begun its transformation into a beautiful garden. We are working with Yolo Farm to Fork to install a garden that will integrate with the new Very Ready Readers early literacy programming. An intern from UC Davis is working with library staff to design, install, and maintain a vegetable garden for kids to learn about healthy eating, plant biology, ecology, and sustainable agriculture.

Children will assist with the planting, watering, weeding, and harvesting after weekly storytimes and during after-school programs. The teen volunteers are also getting involved with more of the heavy lifting to install and maintain the garden.

This pilot project with UC Davis and Yolo Farm to Fork will last one year, during which time they'll create a sustainable plan to continue with the garden program

## TECHNOLOGY

### Growing Tech-Savvy Readers

Woodland Public Library continues its longstanding tradition of forward thinking technology adoption. After the city updated its webpage last year, the library purchased an upgraded subsite to enhance the online services for its patrons. Free online personal homework help, language learning, e-books, ESL lessons, job seeking assistance, and online encyclopedias are all available on the website now and are constantly being updated and improved. Teens also have access to information on our library's new teen website. They are also active on the library's Teen Pinterest page and Instagram account.

Coming in the new year we are also offering Online Career High School through a grant from the State Library. Adults seeking a high school diploma will be able to apply for vocational training concurrent with a high school diploma.

We've also added a Minecraft club and a coding class through UC Davis twice a week for kids 8-12.

### **Community Description**

The Woodland Public Library serves the City of Woodland with a population of over 56,000 residents. The City of Woodland is the official seat of Yolo County, an agricultural community in Northern California. Woodland is home to a variety of communities, including large Hispanic and South Asian populations, families with young children, seniors, and college students. The citizens comprising the community of Woodland reflect varying economic, racial, ethnic, and educational backgrounds.

### **Audience**

It is a priority of the Woodland Public Library to meet the information needs of the community. The library collection supports the interests and needs of people of all ages, from early literacy to children, teens, and adults.

1. Woodland children from birth through age 12 and their adult caregivers will have access to collections which develop their reading readiness and reading skills.
2. Woodland teens will perceive the library as an appealing destination due in part to an inviting collection of germane and relevant books aimed at their age group.
3. Woodland students are supported by a collection which reflects school reading lists, with the provision of multiple copies of titles for maximum use by classes requiring specific reading. In addition, the collection supports the local K-12 curriculum for local schools.
4. Hispanic families will feel welcomed and included through the provision of library materials which meet their needs.
5. Seniors will find the public library a key resource in the provision of material to meet their informational, educational, cultural, and recreational needs delivered through a comprehensive collection of material.

### **Guiding Principles for Selection (Criteria for Acquisition)**

The library makes its collections equally available to every member of the community the library serves. It is the library's mission to build a collection that includes materials and information on a wide range of issues, both current and historical. Budget allocation by collection area is based on public demand, usage statistics, relevance, and available resources. Selectors utilize a variety of criteria when evaluating material, with attention paid to physical space requirements and the library's resources. Items do not need to meet all criteria for inclusion in the collection. All materials, whether purchased or donated, are considered in terms of the criteria listed below.

Criteria include:

- Public demand and anticipated demand, including relevance to the interest and needs of the community. All materials added to the collection, whether purchased, requested, or donated, are considered in terms of the city library's needs and professional standards of evaluation. While there is a great deal of consistency in the overall criteria used to evaluate and select all materials, specific types of **material (criteria???)** require additional evaluation considerations. Criteria that are applicable to all types of materials include diversity; representation of diverse points of view; quality, relevancy, and timeliness/currency; scope; uniqueness; popular appeal; demand; accuracy; logic of presentation; clarity; balance; authority; age appropriateness; consideration of national and international issues and events; publishing trends and societal trends; responsiveness to school age and teen interest and scholastic support and enrichment; reputation or qualifications of the author, creator (or editor?), or publisher; value of the resource in relation to its cost; support of library's mission; quality; storage requirements; and replacement costs. Print materials may call for the application of additional criteria, including quality of illustration, binding, construction, and special features. Evaluation of audio visual media demands consideration of format, durability, and security, while selection of electronic media requires a focus on ease of use, stability and/or longevity of the type, location and/or content, and the availability and quality of technical support.
- Emphasis is placed on print over non-print material and unabridged editions over abridged. Textbooks are not considered for the collection.
- No book and/or library materials shall be excluded because of the race, nationality, gender, sexual orientation, or the political, religious, or social views of the author. Selection of materials does not imply agreement with or approval or endorsement of the content, viewpoint, implication, or expression of the material **(see Parameters of the Collection – repeated...)**
- Censorship of material is viewed as a purely individual matter – while everyone is free to reject for himself or herself such materials which the individual does not approve, he/she cannot exercise this right of censorship to restrict the freedom to read of others. Selection of material will not be restricted by the possibility that these materials may come into the possession of minors. Responsibility for the reading of minors rests with their parents or local guardians. The library does not act in loco parentis.
- Professional library staff makes selections in a manner based upon principle rather than personal opinion, reason rather than prejudice, and judgment rather than censorship. Selection must be inclusive rather than exclusive. Variety and balance of opinion are sought whenever available.

### **Parameters of the Collection**

The collection is the heart as well as the face of the library. Selection, in tandem with weeding, ensures that the library's collection is healthy, vital, and serviceable for the community. The Woodland Public Library selects materials for its collection for audiences of all ages in whatever

format is most appropriate in accordance with professionally accepted guidelines. It should be clearly understood that the library does not imply agreement with or approval or endorsement of the content, viewpoint, implication, or expression of the material.

### **Nonfiction Standards**

Selection of materials addresses both permanent and current interest in all subjects based on the qualities of a work in relation to the needs, interests, and demands of the community. The following general criteria are considered when acquiring each work: authoritativeness of the writer; reputation of the publisher; professional reviews; accuracy of information; impartiality of opinion or clearly stated bias; currency and timeliness of data; adequate scope and depth of coverage; popular demand; availability of similar resources within the community and neighboring libraries; quality of illustrations; physical qualities of the book; and value for price.

### **Fiction Standards**

The fiction collection includes standard and contemporary fiction titles, classic works, novels of enduring value, and genre fiction. Multiple copies of titles in high demand are provided. Selection of fiction is based on the following criteria: popular demand; reputation of author and publisher; professional reviews; relationship to the existing collection and to other titles and authors dealing with the same issues and subject; style of writing; literary merit; foreign authors which reflect minority as well as majority cultures; availability of similar material within the community and other area libraries; quality of illustrations; physical qualities of the book; cost; and whether a title is part of an existing series.

### **Reference (print)**

Reference materials provide timely and accurate information on a wide variety of topics. Due to the manner in which they are used, rarity, or cost, print materials in the reference collection are designated as in-house/library use only items. The principle criteria for selection of reference material reflects patrons information needs and the format in which that information is available. Deciding factors for purchase are predicated on content, currency, and ease of use. Other considerations are: inclusion in basic reference collection guides; positive reviews; reputation of author or publisher; quality of illustrations; physical qualities of the book; general cost; and expense of ongoing provision of material, particularly continuations and serial publications that require frequent updating.

Material which does not fall strictly within the parameters of the reference format however are in high demand by patrons may be included in the reference collection for guaranteed access when circulating material is not available. Examples include self-help legal guides, grant writing manuals, and resume resources. Reference titles may be circulated at the discretion of professional library staff.

## **Reference (electronic)**

In addition to the print reference collection, the library has available electronic databases which serve as part of our overall reference resources. Selection of databases is based on our general criteria (see above) as well as ease of use; timeliness of updates; licensing restrictions; technical support; and hardware and software requirements.

## **Electronic Resources**

The library offers digital versions of nonfiction, fiction, reference, video, spoken word, and images. Criteria applied in each of those sections also apply, as appropriate, to their electronic equivalents.

## **DVDs**

The library provides nonfiction (instructional and educational) and entertainment videos. Criteria utilized for selection include: reviews in standard library reviewing sources; relevance of the subject to the collection; suitability to the interests and skills of patrons; technical quality (clarity of picture and quality of sound); authority of the producer; artistic merit and reputation of the performers; need for nonfiction and documentaries to present accurate and current information; foreign films which reflect minority as well as majority cultures; artistic merit; patron interest; and cost.

## **Spoken Word (audio)**

Fiction and nonfiction (instructional and educational) recorded books that parallel most areas of the general print collection are made available. The library selects only unabridged audio books. Criteria for selection follows the same guidelines as the general print collection with the following additions: authority of producer; artistic merit and reputation of the reader; technical quality (sound quality); and cost.

## **Large Print**

The library selects popular titles of both nonfiction and fiction for the large print collection to meet the needs of visually impaired patrons. Criteria used are the same as those for the general print collection.

## **Foreign Language**

Selection of nonfiction and fiction titles is limited to the Spanish language. Criteria utilized in selecting material mirrors criteria employed for the general collection, with the addition of the following: translations; serious attention to copyright date; construction/physical quality and format of the book.

## **Local Authors**

**Do you want a section on this or is it too specific and covered under the general criteria for nonfiction and fiction selection??**

## **Periodicals**

The library maintains a collection of magazines which are selected according to the following criteria: popularity; cost; community interest (does the periodical have local or regional interest); whether the periodical is included or excluded in standard indexing and abstracting resources; availability of display shelving and storage space. Periodicals are primarily in English, with a small selection of popular Spanish language titles acquired for the collection. Periodicals are maintained in storage for two years.

The periodical collection also includes titles that meet the needs of the professional library staff, all of which are archived from inception of the subscription to act as support for potential challenges by patrons.

## **Newspapers**

The serials collection provides local, state, regional, and national coverage. Titles are selected to represent these areas. Issues are retained for six months prior to removal from the collection. The Woodland Daily Democrat is preserved on microfilm (see below).

## **Microfilm**

Microfilm is used primarily for long-term storage and preservation of The Woodland Daily Democrat. Patrons have access to the microfilm archive of The Woodland Daily Democrat.

## **Government Documents**

The library receives and archives government documents pertaining to city, county, and regional issues. The library retains a small collection of government documents in perpetuity while discarding documents that have a particular expiration date or become obsolete.

## **Internet (external links)**

External links on the library Website are selected according to the general criteria for nonfiction and fiction print material. Links are provided for information purposes only and do not constitute endorsement of or approval by the Woodland Public Library. The library is not responsible for accuracy, legality, or content of selected external sites or subsequent links added to the Website.

## Responsibility for Selection

The Woodland Public Library Board of Trustees delegates to the Library Director the authority and responsibility for selection and management of all print, non-print, and electronic materials, within the framework of this policy. Actual selection and management activities are shared among trained library staff who shall discharge this obligation consistent with this policy and established procedures.

## Resources Utilized for Selection of Material

- Firsthand examination
- Professional selection tools, including professional journals, critical reviews, bibliographies, and professionally recognized awards
- Publishers catalogs, including small press, independent, and academic catalogs, and book distributors lists
- Media (news reports, National Public Radio, CSPAN, newspapers)
- Online resources (Amazon, Barnes & Noble, bookstores)
- Other public libraries new books lists
- Patron requests (encouraged)
- Suggestions from library staff

## Policy on Donated Materials/Gifts continuous

Any material donated or gifted to the Woodland Public Library by an individual or a group will be reviewed by professional library staff in the same manner as material purchased by the library for the collection. All donated items will be released to the library with no guarantee they will be added to the collection. In the case that the donated materials are not added to the collection, or a single copy is added to the collection when two or more donations of the same title are made, the library reserves the right to donate/offer the materials to the Friends of the Library for re-sale. **Materials received in poor condition will not be accepted OR will be discarded or recycled (do you want this added???)** The library is under no obligation to contact the individual or group who donated the material to communicate the status of the donation.

## Policy on Controversial Materials

While the library neither endorses nor opposes any particular item, ideology, or tenets represented in the materials, Woodland Public Library is committed to providing a full range of expression, ideas, and points of view in order to maintain a balanced collection in which all library users may find free access. As a result, controversial materials that meet the selection policy will be added. Consequently, not all materials will appeal to all users, and some materials may actually be offensive to some. This policy is entirely consistent with professional practices, the *Library Bill of Rights* and the *First Amendment to the United States Constitution* – “Congress

shall make no law...abridging the freedom of speech, or of the press..." **Do you want an "in loco parentis" statement here???**

### **Evaluation of Collections**

Review of all library material is a continuous and necessary process to ensure the library maintains an active and dynamic collection for patrons. The use of tools such as circulation reports by collection, collection turnover rates, and withdrawal reports are employed to provide useful data for making collection development and deselection decisions by professional library staff. **How about mentioning in-house use of circulating material??**

### **Weeding/Discarding, Replacement, and Mending**

Weeding is an integral and essential component of library collection management. An active and continuous weeding program is vital for the maintenance of a viable, sustainable, and useful collection. Material is deselected from the collection for the following reasons: out-of-date, obsolete, or inaccurate information; low circulation /insufficient use; items that are worn, damaged, or in poor condition; duplicate copies of titles that are no longer in high demand due to lack of interest; space limitations/considerations.

Criteria for replacement of material withdrawn from the collection includes: popular interest; adequate coverage by subject area; importance in subject area; availability of copies in the library system; cost; obtainability; space considerations.

The decision to repair the item in-house is based on the following criteria: negative impact on circulation due to appearance; feasibility/practicality of binding; cost of binding versus cost of replacing the item.

### **Revision of Collection Development Policy**

The Collection Development Policy will be reviewed, evaluated, and revised periodically to ensure the library collection is meeting the needs of patrons and fulfilling the library's mission.