



AGENDA

March 25, 2019

LIBRARY BOARD MEETING

6:30 p.m.

Downtown Library
225 Taylor Street
Roseville, California
www.roseville.ca.us

THE CITY OF ROSEVILLE WELCOMES YOUR PARTICIPATION

If an agenda item is open to public comment, such public comment shall be addressed to the chair of the meeting.

Public Comment - Speakers have three minutes under Public Comment to speak on issues that are not listed on the agenda and are within the City's jurisdiction. The Brown Act does not permit any action or discussion on items not listed on the agenda.

Consent Calendar - If applicable, the Consent Calendar consists of routine items that may be approved by one motion. Any person can remove an item from the Consent Calendar to be discussed separately.

Agenda Items - Speakers have five minutes to address items that are listed on the agenda.

Americans with Disabilities Act - Notify the City Clerk or Secretary at least 72 hours in advance if special assistance is required to participate in a meeting including the need of auxiliary aids or services.

Audio/Visual Presentations - If making a presentation regarding an agenda item, audio/visual materials must be submitted to the City Clerk or Secretary at least 72 hours in advance.

Roseville City Clerk 311 Vernon Street, Roseville, CA 916-774-5200 TDD 916-774-5220

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **PLEDGE OF ALLEGIANCE**
4. **PUBLIC COMMENTS**
5. **MINUTES**

5.1. Approval of Minutes

Approval of 1/28/2019 Library Board Meeting Minutes

6. REQUESTS/PRESENTATIONS

6.1. Collection Development

7. BOARD MEMBER / COMMISSIONER / STAFF REPORT

7.1. Library Report

8. ADJOURNMENT



LIBRARY BOARD COMMUNICATION

Title: Approval of Minutes

Contact:

Meeting Date: 3/25/2019

Item #: 5.1.

ATTACHMENTS:

Description

Draft January 28, 2019 Meeting Minutes



MINUTES
January 28, 2019
LIBRARY BOARD MEETING
6:30 p.m.
Maidu Library
1530 Maidu Drive
Roseville, California
www.roseville.ca.us

1. CALL TO ORDER

Chair Wick called the January 28, 2019 meeting to order by Wick at 6:35 p.m.

2. ROLL CALL

Present: Wick, Seminer, Fisk, Pangilinan

Absent: Rao, Perez

3. PLEDGE OF ALLEGIANCE

Jacia Pangilinan led all in the Pledge of Allegiance

4. PUBLIC COMMENTS

Robert Sanchez from RCNOA Board explained his involvement in Invest Health that involves the library in its outreach.

5. MINUTES

5.1. Approval of Minutes

Approval of 11/26/2018 Library Board Meeting Minutes

Meeting minutes from November 26, 2018 were approved with clarification of punctuation and presence of Ernest Perez for last 5 minutes of meeting.

6. REQUESTS/PRESENTATIONS

6.1. Election of Officers

Wick moved that Laxmi Rao serve as Chair and Patricia Wick serve as Vice Chair due to experience on the board.

6.2. Third Grade Initiative

Sara Schlehofer, Acting Library Supervisor, presented the Library's Third Grade

Initiative. Working with the 17 principals in the Roseville City School District, the library is reaching out to third graders with special on-site school presentations and library cards that will be handed out on the spot. Third graders come into the public library with their parents to activate their cards. Third graders are being targeted because of the critical need to have students proficiently reading by third grade so that they can move from learning to read to reading to learn. Reading proficiently and reading outside of school are a key indicator of future educational success.

7. BOARD MEMBER / COMMISSIONER / STAFF REPORT

7.1. Library Report

Natasha Martin gave an overview of the library for new and old board members.

- Circulation and visit statistics shared.
- Annual budget process has begun for FY20.
- Library and Museum currently have 5 unfilled fulltime positions opened. Part-time librarian requirement has begun.
- Measure B target is being handled separately from budget since revenues do not begin to be collected until April 2019.
- Parks, Recreation and Libraries reorganization is currently underway with 17 fulltime vacancies in the department. Reorganization draft plan to be presented at March Library Board meeting.
- Friends of the Roseville Library have contributed \$47,000 to budget this year. \$30,000 for materials and \$17,000 for programs.

8. ADJOURNMENT

Motion by Maria Fisk, seconded by Andrea Seminer, to adjourn at 7:19 p.m.



LIBRARY BOARD COMMUNICATION

Title: Collection Development
Contact: Karen Holt, kholt@roseville.ca.us, 916-746-1231

Meeting Date: 3/25/2019
Item #: 6.1.

ATTACHMENTS:

Description

Collection Development Overview March 2019

Collection Development Policy



Collection Development

Library Board Meeting, March 25, 2019

Karen Holt

Ethics & Balanced Collection



City of Roseville / Government / Departments & Divisions / Library / About Us

About Us



Locations & hours



Policies



Room rentals



Get to Know Us

It's not a secret!

The library is transparent regarding how and what we choose to purchase.

Anyone can read our policies (including Collection Development) on the “About Us” link on the library homepage.

Ethics & Balanced Collection

- Bestsellers/Highly Requested Titles
- Highly Rated/Reviewed Titles
- Customer/Curriculum Needs
- Customer Suggestions for Purchase
- Various Viewpoints/Arguments

What makes a collection balanced?

Censorship

- That “dirty word” Censorship

ALA Library Bill of Rights, Right to Read and Right to View

- Materials selection is an inclusive process while censorship is exclusive.
- Request for Reconsideration
- Challenges at Roseville Libraries

BANNING BOOKS

**SPEAK
OUT!**

SILENCES STORIES

Types of Library Items

- Print Books, magazines, newspapers
- Audiobooks on CD, Music CDs
- DVDs
- Digital ebooks, eaudiobooks, emagazines, enewspaper (NYTimes)
- Online databases
 - ABC Mouse (in-library use only)
 - Kids InfoBits
 - Learning Express/Job & Career Accelerator
 - Novelist Plus & Novelist K-8
 - Morningstar Investment Center
 - Legal Information Reference Center
 - Chilton's Online
 - USA Learns

Research & Homework Help

Learn something new.

Find helpful library resources and links to vetted outside sources to learn a new skill, complete a research project and get the help you need. These tools are handpicked by librarians who want to see you succeed.



All



Automotive



Book Lists



Business/Finance



Computers/Tech



Digital Library



Genealogy/Local
History



Homework Help



Jobs & Careers



Language
Learning/ESL



Legal/Government



Online Learning



Research



Test Preparation

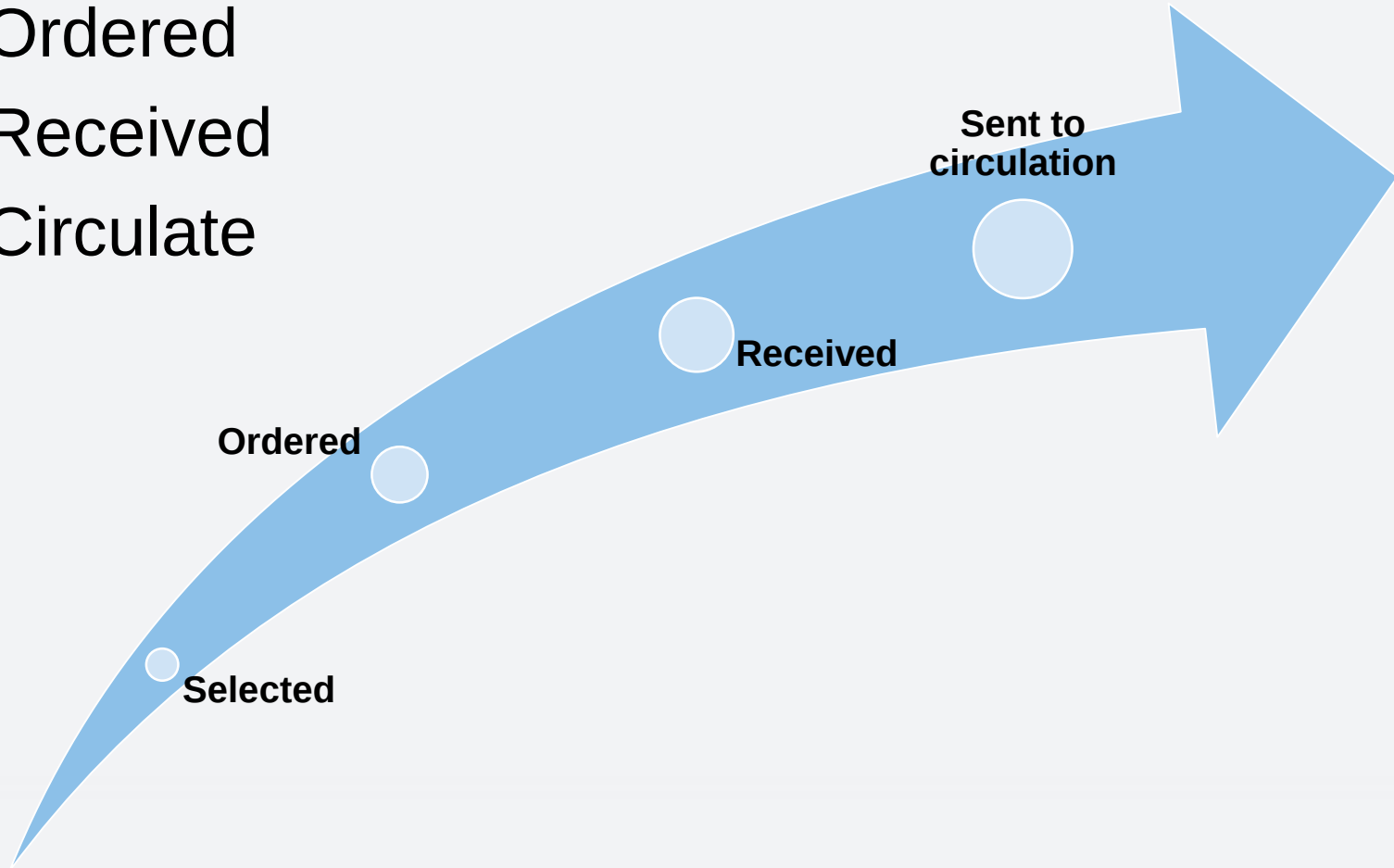


Veterans Resources

Online tools

Lifecycle of a Library Item

- Selection
- Ordered
- Received
- Circulate



Library Review, Weed, Replace/Update

1. Save space
2. Save time
3. Make collection more appealing
4. Enhance the library's reputation
5. Have constant feedback on collection strength & weakness
6. Keep up with collection needs
7. Weeding or “deselection” is part of our policy!

Future Ideas



- Expand collection in popular areas
- Target holds ratios
- Replace outdated materials
- Introduce streaming and other new products

**City of Roseville - Parks, Recreation & Libraries Department
Department Policies & Procedures**

APPROVED:



Dion Louthan, Director

Number: 10.1.1

Effective Date: September 14, 2016

Subject: Collection Development

Purpose

The purpose of the Collection Development Policy is to provide guidelines for the selection and acquisition of all Roseville Public Library (Library) materials. Additionally, the policy provides a vehicle for the continuous evaluation of the Library's collection as a whole.

Ultimate responsibility for collection development rests with the City Librarian. The City Librarian delegates the authority for selection to the Collection Development Librarians and designated professional staff (Selectors) who make individual selection decisions.

Policy

The Library serves the Roseville community and its outlying areas by providing a broad choice of materials to meet their customers' informational, educational, cultural and recreational needs. Materials are selected to enrich the quality of life for all community members. The Library does not select materials that are too in-depth on any one subject; rather, the aim is to select materials that represent a variety of interests and viewpoints on a broad level.

The Library maintains a "floating" collection—materials, with the exception of periodicals, are shelved at the location where they are checked in. The philosophy of this method is "One system, one collection." The branches all own and share the collection. The Library prefers to purchase books in electronic, hardback, or library binding format; however, purchases of paperback copies are made when there is a high demand for a particular title. Titles that are only available in mass market format are generally not selected because they are quickly worn and/or damaged. The range of materials available to patrons is not limited to the holdings of the Roseville Public Library. Please refer to Interlibrary Loan for titles not in the Roseville Library's catalog.

Selection Criteria: The following criteria are used to evaluate and select items for the collection. An item need not meet all of these criteria to be selected.

- Current and anticipated needs and interests of the public
- Evaluations in review media
- Accuracy and timeliness of content

- Author's, artist's, or publisher's qualifications and/or reputation
- Contribution to diversity or breadth of collections
- Presentation of unique or controversial points of view
- Receipt of or nominations for major awards or prizes
- Physical quality of material
- Budgetary constraints

Suggestions for Purchase: The Library encourages input from the community concerning the collection. A suggestion for purchase procedure enables community members to request that a particular item 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 the Library's intent that suggestions for purchase be used to help the Library in developing collections which serve the interests and needs of the community. Customers can make a suggestion online by logging in to their account and selecting "My Purchase Suggestions," or by visiting the library in person for assistance.

Gifts: The Library accepts gifts for the collection that fall within needed subject categories, as determined by the Selectors. Gift additions must meet the same selection criteria as purchased materials and are subject to the following limitations:

- The Library retains unconditional ownership of the gift.
- The Library makes the final decision on the use of the gift.
- The Library reserves the right to decide the conditions of display, housing and access to the materials.

Monetary gifts to the collection are welcome.

Deselection of Library Materials: The collection is reviewed and weeded periodically to ensure quality and integrity. Once an item is identified for discard, the decision to replace it with an identical or similar item will be made by the Selectors.

Library materials are discarded for one or more of the following reasons:

- Subject matter is no longer timely, accurate, or relevant
- Damage or poor condition
- Space limitations/duplicate resources
- Insufficient use

Discarded items are offered to the Friends of the Roseville Public Library for their book sales or gifted to other nonprofit organizations to distribute as needed. Discarded items will not be held for or given to individuals.

Replacements & Mending: Replacement of materials withdrawn is not automatic. The decision to replace is influenced by:

- Availability of copies in the system
- Popular interest
- Adequacy of coverage in the subject area
- Significance in subject area
- Cost and availability

Books that are out of print will not be replaced. The library does not purchase used books.

Censorship/Copyright Agreements: The inclusion of any item in the Library's collection does not constitute an endorsement by the Library of the item's contents. The Roseville Public Library upholds the principles of intellectual freedom as stated in the American Library Association's "Library Bill of Rights," the Freedom to Read Statement, and the Freedom to View Statement.

Any community member may request that an item be relocated or removed from the collection by filling out the "Request for Reconsideration" form and submitting it to the library for review.

Special Collections

Local Author Collection: The purpose of this collection is to allow for the inclusion of local authors' works in the Roseville Public Library's collection. A local author is a community member of Roseville, Placer County or Sacramento County. Materials donated to the Roseville Public Library by local authors will be considered under this specific collection development policy. The Library inclusion or rejection of donated material in the collection does not imply agreement or disagreement with any idea in those materials. See the end of this policy for the Local Author book donation form.

Local History Collection: The Library's Local History Collection is a permanent, non-circulating collection of documents, photographs, media, maps, and artifacts relevant to the history of Roseville. It acquires, preserves, exhibits, and provides access to the documentary and material culture of Roseville and surrounding areas.

See attachments: Local Author Materials Donation Form, Request for Reconsideration

Local Author Materials Donation Form

Thank you for your interest in donating materials to the Roseville Public Library. The library wishes to recognize the literary efforts of local authors by including their works in the collection when possible. However, these works must meet the library's selection criteria as stated in the library's Collection Development Policy. You may view the policy at <http://www.roseville.ca.us/library> or at any branch of the Roseville Public Library.

General Rules

- Local authors must reside in the greater Roseville area
- The book must be a donated copy and will not be purchased by the Library
- Submitted books become the property of the Library and will not be returned.
- Submission of this form does not guarantee selection.
- The author represents and warrants full ownership and/or legal rights to publish all material in this book.

By donating a copy of your work to the Roseville Public Library, you acknowledge that your work is original and free of any legal concerns. Additionally, you give permission to the Roseville Public Library to process your book without restriction.

Name: _____

Phone Number: _____

Email: _____

Title of Book: _____

ISBN: _____

Vendor/Publisher Information: _____

Please include professional reviews, if possible.

Author Signature: _____ Date: _____

I hereby represent and warrant full ownership and/or legal rights to publish all materials in this book, and give the Roseville Public Library permission to add the item to their Local Author Collection without restrictions.

Request for Reconsideration of Library Materials

While much care has gone into the selection of materials, the Roseville Public Library (Library) recognizes that not everything selected meets with the approval of the community. One of the basic responsibilities of a public library is to provide materials from multiple viewpoints of a controversial or debatable issue. The Library, by selecting such material, does not promote or support any particular viewpoint. Items will not be marked, labeled or sequestered to show approval or disapproval of an item. Widely used labeling systems such as the Motion Picture Association of America ratings may be used to identify what audience a video was marketed to. The community may make a request for an item in the collection to be moved or withdrawn by filling out the form below. Upon receipt of the form, the City Librarian will assign the item to a Collection Development Librarian for review and response.

Author: _____ Format: _____ (book, DVD, etc.)

Title: _____

Publisher: _____ Publication date: _____

Request initiated by: _____

Address: _____

Phone: (____) _____ Email: _____

Is this request made on behalf of: ☐ Yourself or ☐ Organization: _____

Have you read/viewed this title in its entirety? ☐ Yes ☐ No

What is your objection to the material? (Be specific, cite pages if available)

Is there anything positive about the material?

State the reason for your request:

Action requested:

Have you read the Roseville Public Library collection development policy? ☐ Yes ☐ No

Has this work been reviewed by literary critics or area subject specialists? ☐ Yes ☐ No

Please provide names of reviewers and citations for reviews, if known:

Can you recommend another title that would provide the same information and perspective:

Customer Signature: _____ Date: _____

Staff use only

Received by Staff Member: _____ Date: _____

Reviewed & Responded by: _____ Date: _____

Action Taken:
