

## **CITY OF MOUNTAIN VIEW LIBRARY COLLECTION DEVELOPMENT POLICY**

### **LIBRARY MISSION:**

The Library is for everyone—a free resource that helps 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 encourage everyone to engage with Library services.

### **OBJECTIVES:**

In accordance with California Education Code Sections 19800-19802, also known as AB 1825, the Library remains committed to the following objectives:

- The collection meets the broad and diverse interests of the community and respects both the library's autonomy and their specific community needs.
- The public library serves as a center for voluntary inquiry and the dissemination of information and ideas.
- Library materials should be provided for the interest, information, and enlightenment of all people, and should present diverse points of view in the collection as a whole.
- The right of the public to receive access to a range of social, political, aesthetic, moral, and other ideas and experiences.

### **SELECTION:**

The Library purchases materials in a variety of formats, both physical and digital, and may purchase multiple copies of items that have highly anticipated popularity or proven demand. Materials are judged on their holistic value and may be retained despite potentially controversial or contradictory content. The selection of any material or resource does not constitute an endorsement by the Library, City of Mountain View, or its staff.

Librarians select materials for the collection based on the following guidelines:

- Relevant to community needs and interests.
- Accuracy, currency, and reliability of content.
- Availability, cost, and within the constraints of the materials budget.
- Attention from professional reviews, critics, and awards.
- Representation of diverse perspectives and voices.

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

#### 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.

#### SUGGESTED ITEMS FOR PURCHASE:

The Library encourages individuals to suggest items for purchase at any time. These suggestions shall be reviewed by the appropriate Library staff using the guidelines for selection in this policy. Not all suggested materials can be purchased for the collection.

The Library also provides access to larger, more specialized collections through a resource sharing consortium called LINK+.

#### COLLECTION MAINTENANCE:

Librarians routinely assess whether the collection is serving the needs of the community. De-selection and withdrawal of materials are essential, ongoing components of collection maintenance. Materials are considered for withdrawal based on long-standing practices and criteria of librarianship and adopted by the American Library Association that may include accuracy, currency, usage, space limitations, superseded editions, format, physical condition, number of copies, and relevance to the community.

#### INTELLECTUAL FREEDOM AND ACCESS TO LIBRARY MATERIALS:

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

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. Challenges to materials in the collection will be handled through a formal reconsideration process.

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 or money donated for the purchase of materials are welcome. The Library reserves the right to accept or decline materials, as well as any conditions imposed by donors on gifted materials. Most donated materials are given to the Friends of the Mountain View Library and may be sold at their book sales. Funds raised from these sales are used to support library collections, programs, and services.

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

Endorsed by the City Council: March 29, 1988

Revised: September 15, 2014

Revised: May 20, 2019

Revised: October 21, 2019

Revised: August 18, 2025



City of  
**Mountain View**

**LIBRARY SERVICES DEPARTMENT  
REQUEST FOR RECONSIDERATION FORM**

The Library Board of the City of Mountain View has established a Collection Development policy. We also value the community members' right to express their concerns regarding materials that are a part of the Library's collection. If there is an objection to an item being in the Library's collection, there is an option to request that the item be reevaluated. The requesting library patron must complete this form and submit it to Library staff.

Date

Name

Address

City

State/Zip

Phone

E-mail

Do you represent self or an organization?

Name of Organization

1. Resource on which you are commenting:

Book (e-book)

Movie

Magazine

Audio Recording

Digital Resource

Game

Newspaper

Other:

Title

Author/Producer

2. What brought this resource to your attention?

3. Have you examined the entire resource? If not, what sections did you review?

4. What concerns you about the resource?

5. Are there resource(s) you suggest to provide additional information and/or other viewpoints on this topic?

6. What action are you requesting to be considered?

Received by Staff Member:

Date:

Reviewed & Responded by:

Date: