

Collection Development Policy

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Mission Statement

Your Fresno County Public Library provides books, technology, programs, services and more to inform, enlighten and entertain people of all ages.

Purpose of the Collection Development Policy

This formal policy serves the following purposes:

- To act as a blueprint for the Library's collection, guiding staff in making decisions regarding the selection, management, and preservation of the collection based on the parameters set herein;
- To establish priorities, in order to assist staff in developing budgets, allocating resources, and anticipating the needs of its community;
- To inform the public of the principles guiding our collection development;
- To express the Library's commitment to intellectual freedom and to providing information expressing a variety of viewpoints.

Community Profile

Knowledge of the Library's community is essential in making decisions about the collection, which reflects the large, diverse, dynamic community served in the 35 branches throughout Fresno County. The Library is part of the [San Joaquin Valley Library System \(SJVLS\)](#), a cooperative network of 10 public library jurisdictions including Kern, Kings, Madera, Mariposa, Merced and Tulare counties and the districts of Colinga-Huron, Porterville and Tulare (city).

According to the United State Census Bureau's *2005-2009 American Community Survey 5-Year Estimates*, approximately 22% of Fresno County's population is foreign born, approximately 42% of Fresno County's population speaks a language other than English at home, with approximately 77% (32% total) of these speaking Spanish. 5.3% of the population is African American. Fresno County has historically thriving Hmong (2.8%), Armenian (1.2%), and Punjabi populations. Approximately 20.9% of individuals in Fresno County and 16.3% of families live below the poverty level.

As our community continues to change, the Library will continue to reassess and change its collections to reflect those new community needs.

Philosophy of Selection

In support of its mission, the Library fully endorses the principles documented in the [Library Bill of Rights](#) and the [Freedom to Read Statement](#) of the American Library Association. The Library upholds the right of the individual to secure information and materials, even though the content may be controversial, unorthodox, or unacceptable to others. Items available in the Library present a wide range of viewpoints which reflect the diverse community it serves.

Scope of the Collection

The primary responsibility of the Library is to serve the citizens of Fresno County by providing a broad choice of materials to meet their informational, educational, cultural and recreational needs. Budget and space limitations preclude the Library from duplicating locally the specialized and comprehensive collections that exist elsewhere. Access to these collections is provided through cooperative networking, interlibrary loan, and direct referral.

The Library maintains one singular collection, spread throughout its 35 library branches. Cardholders also have access to materials in any of the Library's partnering jurisdictions within the San Joaquin Valley Library System.

The Library must continually assess new formats and electronic media to evaluate the capabilities and enhancements it can offer 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 the Fresno County community.

Scope of the Central Library and the Branch Libraries

The Central and regional libraries (Woodward Park, Sunnyside, Clovis, and Fig Garden) maintain the largest collections with the broadest scopes. The Central Library offers a strong reference collection and information service, including a dedicated space and service for genealogy and California history. In addition, it houses the Library's largest Jobs & Career collection.

While each branch serves the basic information needs of its neighborhood with a core of reference materials, it does not duplicate the in-depth sources or special collections of Central and the regional libraries. Budget and space limit smaller branch collections to materials of high customer demand.

In order for branches to better reflect the needs and interests of their communities, the Library utilizes the floating collection approach for specified materials. These items may be borrowed from any branch and returned to any branch; the Fresno County location where the item is returned will become its new home until that item checks out again.

Responsibility for Selection

Responsibility for initial selection of adult, teen, and children's materials rests with librarians. Suggestions from library users are always welcome and are given serious consideration. The final responsibility for materials selection rests with the County Librarian.

Selection Criteria

All materials, whether purchased or donated, are considered in terms of the criteria listed below. An item need not meet all of these standards in order to be added to the collection.

- Popular interest or demand
- Contemporary significance or permanent value
- Currency of information
- Accuracy
- Local emphasis
- Relevance to community needs or interests
- Readability or ability to sustain interest
- Treatment of subject to age of intended audience
- Reputation of author, publisher, producer or illustrator
- Publisher print run
- Creative, literary or technical quality
- Nationally recognized literary or A/V awards
- Critical assessments in professionally recognized review sources
- Format and ease of use
- Circulation statistics and trends
- Cost and availability
- Relationship to existing materials in the collection
- Whether a title is part of an existing series
- Relationship to materials in other area libraries

Except in rare circumstances, the Library does not collect books that are in binders, have moveable parts, workbooks with fill-in the blanks, or text books. The Library will absolutely not purchase formats that are obsolete such as cassettes, vinyl records, VHS tapes, or others that are not currently widely produced or used, except when the content is deemed appropriate for inclusion in the California History collection and unavailable in any other format.

The Collections

- Fiction
- Nonfiction
- New & Now
- Children's Materials
- Teen Materials
- Reference
- Jobs and Career
- California History & Genealogy
- Music & Spoken Word
- Videos
- Video Games
- Graphic Novels
- World Languages
- Government Documents
- Digital Resources
- Web
- Periodicals
- Special Collections
- Professional Collection & Resources
- Grants & Non-Profit Center

Fiction

The Library's collection includes a wide variety of contemporary works of fiction representing all genres, international works of fiction, classics and important novels of the past. The Library makes every effort to acquire fiction which is representative of the cultural and ethnic community that it serves and to satisfy the diversity of interests and recreational needs of its users. Physical formats for fiction include both print and audio. Fiction is purchased according to the selection criteria enumerated above.

Nonfiction

The Library aims at acquiring materials which provide a core of basic knowledge. In addition, the Library selects, makes accessible, and promotes the use of materials which:

- address contemporary or historic issues
- provide self-help information
- facilitate continuing education
- enhance job-related knowledge and 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 issues

New & Now

Multiple copies of popular, high-demand items are available at certain branches as part of the Library's *New & Now* collection. These materials are loaned on a first come, first serve basis and are not available for filling holds. Duplicate copies of the same titles are also purchased for the Library's regularly circulating collection.

Children's Materials

Materials for children are collected in order to promote recreational enrichment, educational success, and a life-long love of reading. Items in this section are selected for customers from infancy through age 12 and include:

- board books
- picture books
- fiction at a variety of reading levels and formats (easy readers, beginning chapter books, novels, read-alongs, audiobooks)
- nonfiction (including biographies and reference)
- graphic novels
- music
- videos
- video games
- magazines

As in the adult section, many of the items listed above can also be found in a variety of languages other than English (see the World Languages section for more information).

Teen Materials

The Library selects materials for teens in order to encourage personal development, recreational & literary enrichment, and life-long learning. Items in this collection are intended for customers between the ages of 13-17 (middle and high school) and include:

- fiction (including both print and audio)
- nonfiction
- graphic novels
- video games
- magazines

All music and videos, unless specifically for young children, are placed in the general CD and DVD collections. Fiction and graphic novels are also purchased in Spanish and housed in the general World Languages section. The majority of nonfiction purchased for teens is intended for recreational use; any curriculum-related materials must be specifically intended for teens and is placed in each branch's homework center.

Reference Collection

Materials in the reference collection are selected, organized, and preserved to support the Library's role as an information center for residents of the County and Central Valley region. Reference sources are characterized by their ability to provide information and to summarize, condense, or give a comprehensive overview of a topic.

Reference sources which are consulted for specific items of information rather than to be read in full include: bibliographies, indexes, directories, dictionaries, encyclopedias, catalogs, yearbooks and annuals, statistical compendia, atlases and gazetteers, biographical dictionaries, and almanacs. Formats of include: books, miscellaneous print documents, maps, microforms, proprietary online databases and independent websites recommended on the Library's website.

The Central Library features the largest and most comprehensive reference collection. It contains current and retrospective materials at a basic level in most subject areas and at a greater depth for high demand research topics, such as: law, business, health and medicine, technology, and Californiana/local history.

The branch reference collections contain a core of basic ready reference materials supplemented by specific subject area resources of interest to that community.

Jobs and Career

Based on the needs of the Fresno County community, the Library focuses significant effort in providing aid to adults and teens for the following areas: selecting and changing careers, job seeking, and achieving workplace success. All branches with adequate space have separately labeled Jobs and Careers collections, which make these materials more visible to users.

The Jobs and Career collections include English language print and audiovisual materials as well as online resources and databases, and consist of the following:

- Job/career testing preparation materials, typically in question-answer format (such as Arco civil service exam prep books)
- Sample aptitude and psychological tests
- Career selection/vocational guidance materials
- Job hunting, resume, and interview skills materials
- Professional licensing examination preparation materials (for example, nursing, real estate licenses)
- High school equivalency (GED) exam preparation materials
- Military and law enforcement entrance exam preparation materials
- Graduate-level entrance examinations (for example, GRE, MCAT, LSAT)

Related Materials

The Library also collects and makes available to residents materials to assist in improvement of basic vocational skills. Print and audio-visual materials such as English as a second language and/or basic English language skills, math refreshers, and computer skills are added as part of the general library collection. In addition, books to help users acquire knowledge of trades and vocations (i.e. plumbing, carpentry, building maintenance) and books on starting small businesses are also included in the general collection. High school or undergraduate-level academic materials such as the high school exit exam, college entrance testing, advanced placement, college selection, and financial aid are included in the teen and/or general adult collections.

California History & Genealogy

The California History & Genealogy Room houses a large and diverse collection of materials which document the history of Fresno County since its formation in 1856. The collection consists of the following:

- print, manuscript, photographic, microform and ephemeral materials relating to the history of Fresno County, the San Joaquin Valley, and its constituent communities
- print, manuscript, photographic, microform, and ephemeral materials relating to the life and times of William Saroyan
- print materials relating to the history of California, and United States Censuses of California
- Federal, state and local government documents, pertaining solely or largely to Fresno County and its constituent communities
- Federal, state, local government and other public documents relating to California, exclusive of Fresno County -- including drafts or final Environmental Impact Reports (EIRs)
- Yearbooks and special publications of elementary schools, secondary schools, and junior colleges in Fresno County, excluding publications of Fresno State College/California State University, Fresno
- Literary works by residents of Fresno County, and/or Fresno County natives who achieved renown elsewhere

- The literary works of the Fresno Poets group
- All defunct newspapers published within the city of Fresno, and newspapers published within the San Joaquin Valley and California (particularly the former), and containing exceptional historical content, are collected. Newspapers of outlying Fresno County communities are not collected, and are maintained at the nearest Fresno County Library branch location, unless the branch supervisor elects to store such materials in the Local History Collection at Central
- Items of general interest with a high dollar value (above \$300) deemed to be vulnerable to theft or mutilation if placed in circulation.

Formats included in the California and Local History collections are: books, pamphlets, periodicals, advanced academic research, master's theses, doctoral dissertations, newspapers, newsletters, flyers, broadsides, announcements, programs, documents, maps, atlases, clippings, postcards, photographs, stereo views, microforms, prints, ephemera, memorabilia, manuscripts, and a variety of audiovisual and electronic formats, including oral histories, CDs, VHS, Cassette Tapes, Celluloid Sound Recordings, a comprehensive web site, online resources such as AncestryPlus, and public Internet stations. The Library will strive to transfer electronic and audiovisual materials to newer, currently used formats, in addition to making fresh copies of the older cassette and VHS Tape formats. Multiple copies of some items are made for special checkout purposes to patrons, as approved by Library staff. Realia and artifacts are collected only if they significantly complement the collections.

Under a written agreement with the Library, the California History and Genealogy Room holds the Fresno County Genealogical Society's collection of books, pamphlets, periodicals, CD-ROMs and indexes.

Retention

Materials should be deselected from the California and Local History collections only in cases of excessive duplication, noteworthy irrelevance, or dilapidation (a photocopy or microfilm copy will usually be made first). Unique Fresno County and San Joaquin Valley history items, or items known to exist in only several copies (particularly documents and newspapers) cannot be withdrawn or discarded. Duplicates within the California and Local History collections may be placed in appropriate branch collections or offered to other institutions.

Music & Spoken Word

The collection provides entertainment, education, and enlightenment through the art of music. The library excludes only those materials which do not meet the selection criteria enumerated above and evaluates materials as a whole and not on an isolated part. Materials in the music collection include CDs, and occasionally DVDs when they accompany CDs. Other digital or electronic musical formats may be purchased in the future. The genres represented are: Rock, Rap, R&B, Country, Sacred, Soundtracks, Spoken Word, Jazz, Classical, Latin, World, Folk, Easy Listening, Blues, Musicals, New Age, Seasonal, Children's Music, and Miscellaneous, with an emphasis on popular albums. Both edited and unedited versions of albums with explicit lyrics are purchased when available. There are no legal restrictions on minors regarding CDs; further, the practice of allowing minors to have access to any CD regardless of content is consistent with community retail stores. A person with a valid children's or teen library card may check out any CD, even if it has a Parental Advisory sticker on the CD. The library holds that the parent or guardian assumes final responsibility for any materials their children borrow from the library, including music.

Video

The Library's video collection provides entertainment and enlightenment with a focus on popular materials. Videos in the form of DVDs, and future formats when appropriate, are purchased for adults and teens and placed in the general video collection. Items purchased for this area include:

- Major motion picture theater releases (including animated and live-action family films)
- Television shows in which the intended audience is teens or adults
- Nonfiction designed to reach the learning levels of teens or adults
- Cartoons from past eras that hold nostalgic interest to adults but little interest to children
- Television network cartoons with adult content or interest, or with a rating of TV-MA
- Anime rated 12up or higher, including NR when appropriate

Videos purchased for children are housed in the children's collection. Items purchased for this area include:

- Anime rated 3up-11up, including NR when appropriate
- Children's cartoons
- Children's TV shows
- Feature films with a particular or specialized interest exclusively to children (and limited appeal to broader audience)
- Nonfiction designed to reach the learning levels of children

In keeping with community standards, materials rated R or that are unrated are restricted to adult customers and are available for teens and children only with the permission of a parent or guardian.

Video Games

Materials in the video game collection are selected to support the recreational needs of its community and to assist in strengthening literacy skills. To learn more about the link between video games and literacy, visit the [Gaming](#) section of the American Library Association's website.

The collection may contain any format or type of game, dependant upon current technology, and excludes obsolete formats or those for computer gaming such as PC software. Some games require additional accessories in order to be played; the Library loans only games and assumes the borrower to provide any additional accessories.

Games rated EC, E, E10, and T are purchased and may be borrowed by any library card holder. Games given an M rating may be added in the future, at which time restrictions may apply for minors.

Graphic Novels

The Library develops a graphic novel collection of core and popular titles that serve the informational and recreational interests of children, teens, and adults. In the current evolution to a more visual world, graphic novels have gained worldwide literary acceptance and are defined as any self-contained story in a single binding that usually tells an extended story with text and sequential art. The Library strives to choose graphic novels that serve a wide age range of audiences and that cover a wide range of interest and ideas. It is the responsibility of parents or legal guardians to determine which materials are appropriate for their children.

Graphic novels with a rating of E (Everyone) or Y (Youth Ages 10+) with children as the primary audience are placed in the children's collection. The teen collection includes graphic novels with a rating of T (Teens Ages 13+) and OT (Older Teens 16+), with an emphasis on manga. Those graphic novels with adults as the primary audience, or with a rating of M (Mature), are placed in the adult collection. This collection emphasizes superheroes, memoirs, and literary fiction.

World Language Materials

The Library is committed to developing and maintaining language collections which reflect a dynamic Fresno County population, and maintains a collection of non-English language materials aimed at meeting the recreational and informational needs of its residents. World language needs

are assessed through such tools as census data, customer registration data, language needs assessments, customer requests, circulation statistics, and community awareness. Resources include books, magazines, newspapers, videos and sound recordings and are purchased based on cost, availability, and need relative to the larger collection as a whole.

The languages included as part of the world language collection are: Arabic, Armenian, Cambodian, Cantonese, French, German, Gujarati, Hindi, Hmong, Italian, Japanese, Khmer, Korean, Lao, Mandarin, Persian, Portuguese, Punjabi, Russian, Spanish, Tagalog, Thai, and Vietnamese. The Library also purchases popular titles in other languages where demand warrants.

Government Documents

The Library is a complete depository for state documents and a selective depository for federal documents, receiving one of every document distributed by the California agencies and offices and approximately 49 percent of all documents distributed by the U.S. Government Printing Office.

Federal documents are required to be retained five years. Duplicate documents originating from a department, agency, or office of the State of California are retained until offered to another State depository or until permission from the State Regional Depository is granted for the Library to discard the item. Federal documents are offered after a five-year retention period with the permission from the State Regional Depository to discard the items.

Digital Resources

Databases

Online databases extend the collection outside Library walls by providing instant, round-the-clock access to information in electronic format. Many of the databases contain specialized information beyond the scope of the Library's print collections; others have information that does not exist in print format. Some databases which duplicate print sources are carefully evaluated for retention with consideration to cost, frequency of use, and ease of access for library users. The selection of databases the Library offers is made by both the Fresno County Public Library and the San Joaquin Valley Library System.

As new online resources are added, preference is given to those which can be added to all branches and be accessed by home users. Occasional exceptions may be made in cases where vendors do not offer desired products for remote access or the cost of remote access and/or access in all branches is prohibitive. Databases are evaluated according to the criteria for other reference works, and in addition, for broad appeal to the entire community, ease of use, and technical issues such as compatibility with the existing system.

Digital Audiobooks and E-books

Digital audio and e-books are purchased for customers to download to their personal computers, mp3 players, or e-book readers. The collection emphasis is on best sellers for all age groups. E-books are purchased in both epub and pdf formats, with preference towards epub when available. Digital Audiobooks are purchased in mp3 and wma formats, with preference towards mp3 when available.

Library customers also have access to digital audiobooks made available through MyiLibrary. This service is made available through SJVLS's partnership with Califa. FCPL does not select the titles available.

Web

Links are made to Internet sites based on the informational needs of the Fresno County community, areas of emphasis in the collection, and local areas of interest. Although a particular emphasis is made on selecting sites created by governmental, educational, and non-profit

entities, links are also made to sites created by for-profit organizations when they meet selection criteria and informational needs. Criteria for selecting sites include authority, coverage, accuracy, relevance, quality of information, organization, currency, and relation to informational requests from library users. Links to sites will be deleted or removed when they are outdated or superseded by newly identified sites.

Periodicals

The Library's newspaper and magazine collection strives to meet the informational and recreational needs of the community. Periodicals provide timely information, covering current topics not yet available in books, and present a less in-depth treatment of a subject than is usually found in books.

Retention

Within space constraints, Central gives priority to maintaining back files of general interest titles which document political, social, and cultural characteristics of the period. The following factors are considered:

- Length of run
- Significance as a general purpose and/or primary source material for research
- Indexing in a print or electronic subject index
- Use
- Local interests
- Value of illustrations not included in electronic forms
- Condition
- California and national newspapers are kept for about 3 months
- The Fresno Bee and some large state and national newspapers are microfilmed and kept indefinitely

Retrospective information available digitally as part of an electronic database subscription is generally not retained past one year. Periodicals not available electronically may be kept longer at only the Central Library; all other branches should keep magazines no longer 3 months. Each branch library should keep an historic run of its own local newspaper, subject to space and availability.

For procedures on processing and the deselection of periodicals, see <http://intra.fresnolibrary.org/policy/Magazine%20Processing.doc> .

Special Collections

Several special, non-circulating collections exist within the Library collection. These include:

- The Nell Strother Mother Goose and Nursery Rhyme Collection (housed at the Central Library, headquarters)
- The Gary Soto Collection (housed at the Mosqueda Branch Library)
- The Leo Politi Collection (housed at the Politi Branch Library)
- The Youth Award Winners Collection (including Caldecott, Newberry, Printz, King, Belpre and Beatty award winners, housed in the Central Library's secondary collection)
- Miwok & Yokut Native American Collection (housed at the Auberry Branch Library)
- Samuel A. Suhler Oral History Collection (separately bound interviews, housed in the California History Room at the Central Library)
- Success Through Perseverance Collection (a subset of the oral history collection, also housed in the California History Room at the Central Library)
- William Saroyan Collection (housed in the California History Room at the Central Library)

Professional Collection & Resources

Materials purchased to aid in Library staff professional development are purchased for and housed in the circulating nonfiction collection of the Central Library. In addition, a collection that circulates exclusively to staff exists within the Service Priorities (programming) department and offers the following resources:

- Books with ideas for activities such as fingerplays, songs, crafts, storytelling, information literacy lessons, book clubs, volunteering, and puppet shows
- Books to aid in the professional development of staff members who work with youth
- Picture books chosen specially for their success in storytimes
- Flannel board kits
- Puppets
- Other various storytelling aids.

Grants and Non-Profit Center

In partnership with the Foundation Center, the Central Library makes available *The Foundation Directory Online* and *Foundation Grants to Individuals Online*. These resources, as well as others available through the Grants and Non-Profit Center, provide:

- Directories and profiles of organizations which provide grants
- Grant writing guides and online workshops
- Tutorials on how to research potential funding
- Various sources that highlight news of philanthropy.

Suggestions for Purchase

The Library strongly encourages input from its community concerning the collection. A suggestion for purchase procedure enables Fresno County 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 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. The online form for citizens to suggest items for purchase can be found at the following URL:

<http://www.fresnolibrary.org/ask/suggest.html>.

Requests for Reconsideration

Fresno County citizens wishing to recommend the removal of a particular item in the Library collection may submit a Materials Inquiry form, which will be reviewed by the County Librarian and the collection development staff in relation to the Library's mission statement and the selection criteria of this policy. After evaluating the form submitted by the customer, along with the selection criteria used to purchase the item, the County Librarian will make a decision as to the final placement of the item and contact the petitioner with the outcome. The Materials Inquiry form can be found at the following URL: <http://intra.fresnolibrary.org/forms/support/mwinquir.doc>.

Gifts

The Library accepts gifts for the collection that fall within areas where there is highest customer demand. Gift additions must meet the same selection criteria as purchased materials and are subject to the following conditions:

- The Library retains unconditional ownership of the gift

- The Library will add to the collection only items that serve as additional copies to existing materials that are in high demand; items not added to the collection will be given to the Friends of the Library for resale
- The Library makes the final decision on the use or other disposition of the gift
- The Library does not return any gift materials to the donor.

Customers interested in donating materials to the Library should contact their local branch library to make arrangements to deliver donations. No materials should be left at library doors or outside when buildings are closed.

For tax purposes, a donor receipt stating the number of items accepted may be given by the library at the request of the donor at the time of donation only. The library makes no statement as to the value of any item, nor will staff sign any IRS forms. All donors are encouraged to consult tax literature, the IRS website or tax advisers for information on assigning monetary values for a charitable tax deduction.

Financial Gifts

The Library welcomes monetary donations. Donors may suggest subjects or titles to be acquired with their donation, but the Library reserves the right of final decision.

Collection Maintenance and Deselection

Maintenance
Maintenance of the Library's collection through constant re-evaluation ensures its usefulness to the community. This evaluation depends heavily on staff's professional expertise in providing a balanced collection and assessing community need, using circulation statistics and trends as a guide. Multiple copies and replacements of titles are purchased in response to user demand as evidenced by number of holds, anticipated popularity, and repeated requests. The Library maintains a ratio of one copy for every five requests.

Deselection

Weeding of collections is necessary to stay within space limitations, but it also has positive service implications. Borrowing from CREW (Continuous Review, Evaluation, and Weeding) guidelines, the benefits of weeding are:

1. Conserving space: fewer books means availability of space for new items, and more space for people and seating. Good practice says shelves should not be more than 75%-85% full.
2. Conserving time of staff and customers: it is easier to find desired material when searchers are unencumbered by too much to sort through, both on shelves and in the online catalog. Less time is spent in shifting to make collections fit.
3. Making collections more appealing and user- friendly: worn, unattractive, and dated materials are removed. Circulation customarily increases following weeding.
4. Enhancing Library reputation: word spreads when the collection is current and it reflects a wise management of public resources. Improved ability for customers to find what they need enhances trust and confidence in our institution.
5. Enabling a systematic way to identify and act on collection needs.

Those materials determined too worn or no longer of relative value are withdrawn from the collection. Library materials are discarded for one or more of the following reasons:

- Obsolescence: subject matter is no longer timely, accurate, or relevant



- Damage or poor condition
- Space limitations
- Insufficient use

For detailed weeding standards and procedures, please see the appendices located at the following URL: <http://intra.fresnolibrary.org/manlib/1400/index.htm>.

Revision

This collection development policy will periodically be evaluated and revised as times and circumstances require.

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