



City of Imperial Public Library Collection Development Policy

1. Mission Statement

The mission of the Imperial Public Library is to empower our diverse community through innovation and collaboration, providing free and open access to credible information, equitable programs and services, and fostering lifelong learning and sustainability. We strive to create a welcoming space where all individuals can explore ideas, acquire knowledge, and connect with others to enrich their lives and strengthen our community.

2. Purpose of the Policy

The purpose of the collection development policy is to guide staff in the selection and deselection of library materials, provide guidelines for resource allocation, and inform the general public about the principles underlying the selection of materials.

In support of its mission, the Library endorses and has adopted the following statements used as guidelines for the development of the Library collections: American Library Association's "Library Bill of Rights," "Freedom to Read," and "Freedom to View," presented in the Appendix section. Further, California State Law, AB 1825, passed in 2024, requires the following statements to be included in public library collection development policies:

1. The collection meets the broad and diverse interests of the community and respects both the library's autonomy and their specific community needs.
2. The public library serves as a center for voluntary inquiry and the dissemination of information and ideas.
3. 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.
4. The right of the public to receive access to a range of social, political, aesthetic, moral, and other ideas and experiences is acknowledged.

3. Scope of the Collection

The City of Imperial Library houses fiction and non-fiction collections, as well as a small physical reference collection, in addition to electronic reference books online. Library materials include books, e-books, and audiobooks through Libby for Overdrive, as well as e-resources and a Library of Things. Library collections strive to reflect the needs and interests of the community. These resources are accessible to residents of the City of Imperial and are available to all Imperial County residents through a City of Imperial Library card.

4. Responsibility for Collection Management

The final authority for the Library collection rests with the Library management. Implementation of the collection development policy and management of the collection is assigned to the Library staff.

5. Selection Criteria

The library strives to maintain an unbiased and diverse collection that represents a wide range of viewpoints. Materials are selected for all ages, and are not excluded on the basis of race, nationality, religion, gender identity, sexual orientation, or social views of the author. Items are evaluated in the context of the whole work, and not on individual passages. The inclusion of items in the collection does not imply endorsement of their content. Professional review sources are heavily relied upon for consideration. General criteria for selection include:

1. Accuracy and currency of information

2. Favorably reviewed in standard review sources
3. General interest in the community
4. Need for balance of a variety of viewpoints and subjects within the collection
5. Quality of writing and format
6. Authority and standing of the author/publisher
7. Price, availability, space available in the Library and Library budget
8. Patrons are welcome and encouraged to make recommendations for purchase, but any recommended items will be considered in the same criteria as listed above.

6. Selection Sources

Selection aids are an important tool for library staff when researching materials for purchase. Some of the major selection resources library staff use include, but are not limited to:

1. Booklist
2. Publisher's Weekly
3. Kirkus reviews
4. Core Collection

There are many other book lists, resource guides, and review sites specific to library materials that staff use when determining materials for consideration, but more weight is given to favorable reviews from professional review sources.

7. Weeding Policy

Weeding is an essential component of library maintenance that involves reviewing materials for potential removal from the collection. It is an ongoing process that should be done regularly to ensure the collection remains up to date. Weeding is ultimately based on the professional judgement of the librarian or library staff.

Imperial Public Library abides by the following criteria when considering removal from the collection:

1. Lack of use or demand
2. Duplicate copies in the same branch
3. Damaged materials or those of poor physical appearance
4. Inaccurate information
5. Irrelevant, outdated, or superseded by updated materials
6. Availability through other formats, or Interlibrary loan
7. Space

8. Donation Policy

The library gratefully accepts donations of materials in pristine condition, provided they meet the library's needs, space requirements, and relevance criteria. Books in poor condition with stains, writing, or highlighting, or torn/yellow pages will not be accepted for donation. Library staff will make the final decision on the use of any acceptable materials. The library reserves the right to determine how donations not added to the library collection will be used.

The library cannot appraise the value of donated materials.

9. Access to Materials

The Imperial Public Library supports the principles of intellectual freedom, as outlined in the Library Bill of Rights and the Freedom to Read Statement, both adopted by the American Library Association.

The library assures free and open access to its materials. The library supports and encourages parental oversight of a child's use of the library and library collections. Responsibility for the reading of children ultimately rests with their parents or legal guardians. Library staff do not decide for any individual what they may or may not check out.

10. Requests for Reconsideration

The Imperial Public Library selects collection materials using established criteria and considers the varying age groups and backgrounds of its patrons. Requests for removal of items from the collection may be made by City of Imperial residents using a formal procedure outlined below, and with the "Request for Reconsideration of Library Materials" form in the Appendix section.

1. The Imperial Public Library recognizes that at any given time, some materials may be deemed inappropriate or offensive by patrons. The selection of materials is based on the principles stated in this policy. Materials will not be identified to show approval or disapproval. No materials will be sequestered except to protect them from damage or theft.
2. The Library believes that censorship is purely an individual matter and declares that while anyone is free to reject for themselves books and other materials that they do not approve of, they cannot exercise this right of censorship to other persons to read or use other library materials. The Imperial Public Library adheres to and supports the Library Bill of Rights and the Freedom to Read Statement. (See Appendix.)
3. Responsibility for supervising children's use of the Library and Library materials rests with parents or legal guardians. At no time will the Library staff act in loco parentis. The selection of Library material will not be inhibited by the possibility that materials may come into the possession of children.
4. Patrons requesting that an item be moved or withdrawn from the Imperial Public Library collection must complete a "Request for Reconsideration of Library Materials" form, a sample of which is included in the Appendix of this policy. Patrons must reside in the City of Imperial to have their request considered, and only one request per patron will be considered at a time. The request for reconsideration will be acknowledged in writing by the Library Manager within ten (10) business days. The Library Manager will assign a panel of staff members to evaluate the item in question. The review will be completed within thirty (30) business days of the initial request for reconsideration. The panel's recommendations will be considered, and the Library Director's final decision will be communicated to the patron via mail or email. Once a title has been considered, it will not be reviewed again for a period of two (2) years.

11. Appendix of the Collection Development Policy includes:

"Request for Reconsideration of Library Materials" form
American Library Association "Library Bill of Rights"
American Library Association "Freedom to Read Statement"
American Library Association "Freedom to View"

This policy replaces any previous policy regarding collection development.

Implemented November 2023

Revised December 3, 2025

APPENDIX



City of Imperial Public Library

Request for Reconsideration of Library Materials

If you wish to request reconsideration of a library resource, completion of this form is the first step in that procedure. Please return the completed form to the Library Director. Incomplete forms (i.e. no contact information) **will not be considered.**

Name _____ Date _____

Home Address (include City, State, Zip) _____

Phone Number _____ Email Address _____

Do you represent a group? Yes No

If Yes, please identify: _____

Material Information

Material Type for Disputed Content: Book Other (specify) _____

Title	Author	Publisher

Reasons for Request

1. How was this material brought to your attention?	
2. Did you read/view the entire work?	
3. Why do you object?	
4. What specifically do you object to in this work? Cite pages or scenes.	



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Reasons for Request (Cont.)

5. For what age group would you recommend this work?	
6. What do you believe is the theme of this work?	
7. Have you read any professional reviews about this work? If so, what?	
8. What action would you like the library to take about this work?	
9. What work would you recommend that conveys a similar perspective to the subject treated in this work?	
10. Please add additional comments here.	

Patron Signature

Date

Library Director Signature

Date Received

Only signed forms will be considered. The Library Director will acknowledge receipt of the form and will begin the review process. Once a decision is made, you will be contacted. We appreciate your concern, and are always looking for ways to improve our library.

Imperial Public Library • 200 W 9th St • Imperial, CA 92251 • 760-355-1332

Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019.

Inclusion of "age" reaffirmed January 23, 1996.

American Library Association - The Freedom to Read Statement

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. *It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.*

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the

ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. *Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.*

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. *It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.*

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

4. *There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.*

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

5. *It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.*

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. *It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.*

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law

into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

7. *It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.*

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.

A Joint Statement by:

[American Library Association](#)
[Association of American Publishers](#)

Subsequently endorsed by:

[American Booksellers for Free Expression](#)
[The Association of American University Presses](#)
[The Children's Book Council](#)
[Freedom to Read Foundation](#)
[National Association of College Stores](#)
[National Coalition Against Censorship](#)
[National Council of Teachers of English](#)

The Thomas Jefferson Center for the Protection of Free Expression

Freedom to View Statement

The **FREEDOM TO VIEW**, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore these principles are affirmed:

1. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989.

Endorsed January 10, 1990, by the ALA Council