



Collection Development

JPAB Policy #302

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## **Introduction**

The Santa Cruz Public Libraries collection includes material to satisfy the educational, informational, and entertainment needs of the community. Acknowledging the diverse nature of the community it serves, Santa Cruz Public Libraries (the Library) attempts to fulfill this function by seeking materials in various formats that best represent the needs and interests of its users.

The Library maintains a relevant and engaging collection of materials diverse in content and format. Though not an archival collection, there are special holdings for local history, both county and state, and a substantial genealogical collection.

Inclusion of items in the collection will be influenced by the need to provide basic knowledge of various subject matters to the community, such as educational materials for children and young adults, and lifelong learning for the adult population, and to satisfy the current and anticipated reading, listening, viewing, and learning preferences of the community. The Library strives to treat individual users fairly and does not give preference to the perceived importance of one user's inquiry over another.

The Library adheres to the philosophies embodied in the ALA's Library Bill of Rights, Freedom to Read Statement, Freedom to View Statement, Code of Ethics, Core Values of Librarianship Statement, and other guiding documents in serving the public and in determining the development of its collection.

## **Responsibility for Selection**

The authority and responsibility for the selection of library materials rests ultimately with the Library Director. Under their direction, the collections are professionally selected by assigned library staff. The public and all staff members are encouraged to recommend materials for consideration.

## **Selection Criteria**

Santa Cruz Public Libraries seeks to develop an outstanding collection by selecting material that reflects the educational, informational, and entertainment needs of the community. Selection decisions are made within the limitations of the available space and funding, and within the scope

of this Collection Development Plan. Materials will be selected based upon their value as a whole. Selection does not imply endorsement of either the content or viewpoint of the material. More detailed information on the Library's collection can be found in Appendix A.

Collection development staff use their training, knowledge, expertise, and decision support software along with the following general criteria to select materials for the collection.

- Relevance to the Library Mission, Vision, and Strategic Plan
- Current and anticipated interests and needs of the community
- Extent of publicity, critical review and current or anticipated demand
- Current or historical significance of the author, director, or subject
- Relevance to the existing collection's strengths and weaknesses
- Contribution to the diversity and scope of the collection
- Reputation and qualifications of the author, creator, publisher, or issuing body, with preference generally given to titles vetted in the editing and publishing industry
- Artistic merit, literary value, or major award recipient
- Suitability of format to Library circulation, use, and durability
- Date of publication or release
- Price, availability, and Library materials budget

Generally excluded from selection:

- Textbooks and curriculum-related works unless they are considered useful to the general reader as an introduction to a subject and their presentation is superior to other sources
- Scholarly and technical materials that are carried by academic or special libraries
- Items having removable media such as memorabilia, patterns, stickers, or toys unless the book is usable without these items
- Puzzle or workbooks that encourage filling in blanks
- Materials that are publicized solely through infomercials or personal websites and authoritative and evaluative information about them is lacking

Exceptions are made for materials whose content is within the scope of the Special Collections area and meet its criteria.

## **Gifts**

Book and media donations can be made to the Friends of the Santa Cruz Public Libraries. Gifts to the Friends of the Santa Cruz Public Libraries are governed by the policies set forth on their website at <http://fscpl.org/>. In general, gifts of materials are not added to the Library's collection, though staff may occasionally add unique items that meet the Library's selection criteria and which cannot be acquired through the usual means.

*Related Document: Gifts Policy; JPAB Policy #309*

## **Interlibrary Loan**

If an item is not included in the Library's collection, and does not meet the selection criteria, it may be available to borrow from another library system through the Interlibrary Loan process.  
*Related Document: Inter-Library Loan Policy; JPAB Policy #320*

## **Selection Criteria for eResources**

Electronic resources, or eResources, are collections that are stored and displayed digitally and accessed via computers or other electronic devices. Online databases extend the collection by providing timely and versatile access to information in electronic format. Databases are also used by library staff to enhance and supplement reference services. 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 duplicate print sources which are carefully evaluated for retention with consideration to cost, frequency of use, and ease of access to library users.

Due to the special nature of electronic resources in comparison to traditional print and audiovisual materials, additional selection criteria are necessary. In some instances, the cost benefits of online versus print access or a combination purchase of the two formats will be evaluated.

Electronic resources can change rapidly, so the Library's eResources are evaluated and are added or removed from the collection on an annual basis. To facilitate evaluation of existing electronic resources, the staff will monitor the usage of the electronic resources through monthly statistical gathering. Reports of negative changes or lack of use will result in reevaluating the continuation of the subscription. This evaluation process will occur prior to the annual budgeting process.

The criteria that will be used to evaluate electronic resources include:

- Cost
- Quality and breadth of content
- Anticipated demand
- Usage (i.e. statistics)
- User feedback
- Ease of use
- Remote access
- Accessibility
- Access to equipment required to use resource
- Currency and accuracy
- Access to archival information
- Reduction of space requirements over print products
- Reduction in number of copies of a print source when purchased for multiple locations

## **New or Emerging Formats**

Library staff continually evaluate new technology and formats to determine when to remove outdated formats and when to enter the market for new products and formats.

The following criteria will be considered when adding new formats:

- Impact on equipment, budget, staff, storage, and space
- Demand for format in community
- Durability of format for library use
- Availability of current and future funding
- Ease of use by customers and staff
- Accessibility of material and relevant technology
- Quality of production or reproduction
- Suitability to be circulated or housed in a sturdy, safe and convenient manner
- Availability of technical support and staff training
- Ownership of product

The library may stop collecting formats due to factors such as obsolescence, availability of product, declining use, or licensing issues. This might include discontinuation of ordering new or replacement copies, redistribution, and removal of existing collection from within the system. Materials in obsolete formats may be retained until wear, irrelevancy, disuse, or preference or availability of other formats dictates their removal from the collection.

## **Languages included in Collection**

Non-English language collections are developed depending upon the local demographics and the identified need for substantial material in a particular non-English language.

*See Appendix A for more information on Spanish language collections.*

## **Maintenance of Collection**

Collection maintenance is part of the ongoing evaluation of collections by collection development staff and is undertaken with as much care and consistency as the initial selection process. The Library's collection is a living, changing entity and collection maintenance helps to keep the collections current, attractive, responsive, diverse, and useful to the needs of the community. Great care is taken to retain or replace items that having enduring value to the community.

## **Last Copy**

The last copy of a work in the Santa Cruz Public Library system is evaluated in terms of its value to the community, with consideration to the following:

- Condition
- Local interest
- Part of a series
- Reputation of author, publisher, producer, and/or illustrator

- Best available work on subject
- Alternative accessibility
- Continued and anticipated demand

### **Replacement**

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

- Availability of existing copies and formats in the system
- Popular interest
- Coverage in the subject area
- Cost and availability

### **Mending**

The decision to mend materials is made with consideration to the same factors involved in replacement. In addition, the following should influence the decision to mend:

- Historical significance and preservation
- Feasibility of mending
- Cost of mending vs. cost of replacement

### **Withdrawal Responsibility**

Collection Development staff are responsible for regular evaluation of collections in their selection area.

Those materials determined to no longer fit the criteria for inclusion are withdrawn from the collection. An item will be transferred or removed for one or more of the following reasons:

- Physical condition of materials
- Accuracy, currency, and relevance of information
- Accessibility of other formats
- Subject or title adequately provided by other materials in the collection
- Ease of borrowing materials from another library system
- Date of last circulation and number of circulations
- Number of copies exceeds demand
- Cost of maintenance of the material is infeasible

Generally, withdrawn materials are given to the Friends of the Santa Cruz Public Libraries for resale, sent to established literacy partners, or discarded if not deemed suitable for reuse.

The authority to withdraw materials from the collection lies with the Collection Development staff who use their professional expertise in assessing the needs of the community and the content of the collection. Branch staff may withdraw and discard materials unfit for public use, such as those whose condition may compromise other items in the collection (including moldy or water damaged items), and those otherwise damaged beyond repair, as long as they communicate with the Selector if it is a "last copy."

## **Materials Reconsideration Process**

A formal process has been developed to assure that complaints or requests for reconsideration are handled in a consistent and timely manner.

A patron who has a complaint or comment about library materials should initially be referred to appropriate staff such as: the branch manager, a librarian, or the staff member in charge at the time. If the patron wishes, the patron can fill out the Request for Reconsideration of Material Form (see Appendix B). These forms are reviewed by professional staff who will consider the material in relation to the library's mission statement and the selection criteria of this collection development plan. Until this review is completed, the material in question will remain in circulation. A written response will be sent within 30 days of receipt of the form.

A patron who wishes to comment further about a specific item has the following options:

- They may write a letter to the Director of Libraries, who will review the documentation and respond in writing.
- If still concerned, they may write an appeal of the Director of Libraries' decision to the Chair of the Library Joint Powers Authority Board. This appeal will be reviewed by the Library Advisory Commission, who will provide a recommendation for the Library Joint Powers Authority Board.

## **Collections, including Special/Local Collections**

### **Children's Collection**

#### **Audiobooks**

Audiobooks are selected for children and are provided in a variety of formats, including compact disc, Playaway, and digital formats. They consist primarily of fiction, with some nonfiction, fairy tales, poetry, and other subjects to meet current demand. Award winning titles are included whenever possible. Emphasis is placed on acquiring unabridged works.

#### **Beginning Chapter Books**

Beginning chapter books are intended for newly independent readers. They have more text, engaging story lines, and fewer pictures than beginning reader books. They are shorter, and less complex than chapter books intended for middle grade readers. The beginning chapter books are indicated by a star sticker on the spine of the book, and can be shelved separately or interfiled with juvenile fiction.

#### **Beginning Readers**

Beginning readers are books that have a controlled vocabulary for beginning readers. This collection varies in reading levels. Some titles feature reading skills development, including phonics, while many are traditional story structure. Reading levels are provided by the publisher, and not the library.

#### **Biography**

The Biography collection contains a diverse range of life experiences from contemporary and historical figures. This collection supports reading for pleasure, as well as providing materials that support school curriculum.

#### **Board Books**

These books are intended for the very youngest in our community, and help to introduce early literacy skills. The pages and cover are paperboard, and sized to fit the hands of babies and toddlers.

#### **Book Discussion Kits**

Book Discussion Kits are a SCPL branded bag with 8 paperback copies of titles, and an accompanying book discussion guide. Titles are mostly middle grade fiction.

#### **Braille Collection**

The Braille collection consists mainly of picture book titles, nonfiction titles, and chapter books in Braille format. Some titles are transcribed in braille, with alternating pages of print and illustrations, and Braille.

#### **Fiction**

The juvenile fiction collection consists of chapter books for independent readers. Some titles also work well as read alouds. Emphasis is on new and popular titles for children, with effort being made to complete series, and have a collection of classic literature. Included in the J Fiction collection are mystery and science fiction.

### **Graphic Novels**

Graphic novels are selected with an emphasis on new and popular titles. Hardcover is chosen whenever possible.

### **Kids Illustrated Fiction / Picture Books for Older Readers**

These books fit the standard picture book format of 32 pages, though have levels of sophistication that best suits older readers, roughly 3rd grade and up. Some have shorter texts typical of most picture books, while others have lengthier amounts of text with higher reading levels, while still fully illustrated.

### **Large Type**

Books in Large Type format are selected for children. The collection includes popular fiction.

### **Magazines**

The Library subscribes to a variety of magazines that appeal to children and their caregivers. Additionally, digital magazines are provided to enhance print subscriptions.

### **Music**

The music collection is selected to meet the educational and recreational needs of children. The collection consists of a variety of genres, including sing alongs, lullabies, and music created specifically for children. Formats include CD and digital music.

### **Nonfiction**

The nonfiction collection supports reading for pleasure, as well as providing materials that support school curriculum. The Library strives to maintain a well-rounded nonfiction collection that offers diverse viewpoints on a variety of subjects and issues. The nonfiction collection is not designed to be comprehensive in any subject.

### **Parenting Collection**

A small collection of books related to the caregiving and parenting of children ages 0-5 is kept in the children's area of the library for ease of access for parents and caregivers of young children.

### **Picture Books**

Picture books are fully illustrated books that are generally 32 pages in length. The text is often brief, and the primary audience for this collection is toddlers through second graders.

### **Read-along Kits**

Read-along Kits are books with an accompanying audio disc, or with an embedded digital audio player, such as VOX books. These books allow young children to listen to the story as they see



the words and pictures on the page. The majority of the Read-along Kits are picture books, and also include nonfiction, folk and fairy tales, and biographies.

### **Read-to-me Kits**

Read-to-me Kits are themed reading kits for young children and their caregivers that come in a canvas bag. Included in the bags are picture books organized around different themes such as Transportation, Wild Animals, Gardening, Science, and more. Sensitive topics such as Moving, Death, and Divorce are also available.

### **Reference**

Some materials such as dictionaries, atlases, and general knowledge encyclopedias are kept in Juvenile Reference for students to use while in the library. When a newer edition is ordered, the previous edition can be made circulating, if it is still a useful resource.

### **Spanish**

The Library has a growing collection of materials in Spanish and bilingual English and Spanish. Fiction, nonfiction, biography, and audiobook formats are included in this collection. Spanish and bilingual youth materials are interfiled with English language materials and labeled with a green sticker on the spine.

### **Videos**

The video collection is selected to meet the educational and recreational needs of children. The collection consists of popular feature films, television series, and educational films. Emphasis is on highly rated current films of broad family appeal, and videos created specifically for a younger audience. Formats include DVD and digital video formats.

### **Young Adult Collection**

#### **Audiobooks**

Audiobooks are selected for teens and are provided in a variety of formats, including compact disc, Playaway, and digital formats. Emphasis is on selecting titles in digital format. The audiobook collection consists of fiction and nonfiction in subject areas to meet current demand. Emphasis is placed on acquiring unabridged works whenever possible.

#### **Fiction**

Emphasis is on new and popular titles for teens, with effort being made to complete series. Classic literature written for a teen audience is included, though most titles that are considered classics are in the adult collection.

#### **Graphic Novels**

Graphic novels and manga are selected for teens, with emphasis on new and popular titles. Hardcover is chosen whenever possible.

#### **Large Type**

Books in Large Type format are selected for teens. The collection includes popular fiction.

### **Magazines**

The Library subscribes to a variety of magazines that appeal to teens. Additionally, digital magazines are provided to enhance print subscriptions.

### **Nonfiction**

The nonfiction collection supports the information needs of teens. Most of the nonfiction that supports middle school and high school curriculums is included in the juvenile or adult collections. Emphasis for the teen collection is on health and social issues. Some copies of titles that may have sensitive content are included in the Teen Self-Help Collection. These books are “check-out optional,” meaning that a title does not need to be checked out if a borrower wants to read it, but is sensitive to the title showing on their library account, or if they are hesitant to interact with staff regarding the title. The nonfiction collection is not designed to be comprehensive in any subject.

### **Adult Collection**

#### **Audiobooks**

Audiobooks are provided in a variety of formats, including compact disc, Playaway, and digital formats to meet the lifelong learning needs of adults. They consist of fiction, mystery, science fiction, romance, and westerns. Also included is nonfiction, especially science and technology, politics, language instruction, and other subjects to meet current demand. Emphasis is placed on acquiring unabridged works whenever possible.

#### **Biography**

The Biography collection contains a diverse range of life experiences from contemporary and historical figures.

#### **Book Discussion Kits**

Book Discussion Kits are a SCPL branded bag with 8 paperback copies of titles, and an accompanying book discussion guide. The primary audience for these kits are local book groups. They are available for browsing at the Downtown Library, and are available to request to any library.

#### **Californiana**

The Californiana collection at the Downtown Library is an in-depth collection of circulating books on the history and development of California and its counties and cities. This collection has some overlap with the Local History collection, and both collections complement each other. Part of this collection is a locked-case (non-circulating) collection of books of rare and artistic value related to California, including a unique, comprehensive collection on the Panama Pacific International Exposition of 1915.

This collection has been carefully curated over the years to maintain quality, consistency, and historic value. This collection is non-floating so that patrons can expect to find the collection in a

single location. This collection comprises a large number of donations from the [Preston Sawyer collection](#), and is a valuable community resource.

The objective of the Californiana collection is to meet the information needs of non-scholarly users (students up through the secondary and community college levels, and interested adult readers) in their investigation of the Central Coast region, and California's history and people. The focus of the collection is historical. Materials of current usefulness such as travel guides are not included. However, travel accounts of historic interest (more than fifty years old) are included.

Current artistic and literary works involving California are placed in the general collection, but before any item of California interest is weeded, it is evaluated for inclusion in the Californiana collection.

Areas of particular strength are:

- Central Coast Native Americans
- Gold Rush
- Earthquakes
- Politics/Social Issues
- California Missions
- Water/Land Development/Agriculture
- Ethnic Groups/Family History
- Natural History/Environment/Marine Biology

Histories and other works on individual California cities, counties, and regions are acquired and maintained in the following order of priority:

1. Central Coast Region
2. Northern California
3. Southern California

Support for the development and maintenance of the Californiana and Local History collections is provided by the McCaskill Trust for Local History, which is a restricted library system endowment.

### **Fiction**

Emphasis is on new and popular titles for adult readers, with effort being made to complete series, and have a collection of classic literature. Included in the Fiction collection are mystery, science fiction, romance, and westerns.

### **Genealogy**

The Genealogy collection is owned and maintained by the Genealogical Society of Santa Cruz County. They regularly purchase new items and accept donated private collections. The collection is included in SCPL's catalog. SCPL staff is responsible for cataloging and

withdrawing materials in this collection. Materials in the Genealogical Society collection do not circulate.

### **Government Documents**

Santa Cruz Public Libraries are not part of the Federal Depository Program and therefore do not collect or keep federal government documents. However, local agencies rely on the public library to hold local documents that may no longer be held by the agency, and SCPL recognizes the value of the information in these documents and strives to maintain a collection of local agency documents.

Publications from local government agencies are accepted and held to meet the public review requirements of the local agencies. These documents are available to the public for review during the required review period in the library. Documents available for review may not be checked out or taken out of the library. Staff may ask to hold an I.D. (or equivalent) while the document is being used. The purpose of this is not for identification purposes, but rather to be held as collateral for the document.

The Downtown Library is the primary holding location for local documents that are no longer in their public review period. These documents are cataloged and available for reference use at the Downtown Library.

Documents from the following geographies are collected in this order of priority:

1. Local (the cities of Santa Cruz, Scotts Valley, and Capitola, and the unincorporated areas of the SCPL service area).
2. State (concerning Santa Cruz County and/or the Monterey Bay)
3. Federal (concerning Santa Cruz County and/or the Monterey Bay)

Documents are retained in the library collection until it is determined by the Documents Librarian that they no longer serve a purpose. We anticipate this to be a rare occurrence, as documents from previous decades often provide valuable information about the natural resources, the culture, and the demographics of the region.

### **Graphic Novels**

Graphic novels are selected for adults, with emphasis on new and popular titles. Hardcover is chosen whenever possible.

### **Large Type**

The adult collection of large type books is shelved separately for ease of browsing. The collection includes popular fiction and bestselling nonfiction.

### **Law Library**

The Santa Cruz County Law Library is a publicly accessible library specializing in legal resources. They select materials for their collection. The collection is included in SCPL's catalog. SCPL staff is responsible for cataloging and withdrawing materials in this collection.

### **Leased Books**

The Library meets the high demand of new and popular books by supplementing the collection with leased copies. Once high interest has waned, most of these copies are returned to the vendor. Some copies are added to the regular collection as needed.

### **Library of Things, or Non-traditional library materials**

The Library of Things is a collection of non-traditional library materials intended to provide diverse opportunities for learning and engagement. This collection may include items such as telescopes, equipment, science and technology kits, and assistive devices. The library staff expects these types of collections to grow and our community can expect more “things” that will nurture the learning goals of children and adults, increase digital inclusion, facilitate lifelong learning, and increase opportunities to be inspired. The Collection Development staff will select materials to be included based on the anticipated needs of library patrons. The library will use circulation data and community suggestions to guide future selections for this collection. Items will be subject to the same collection maintenance criteria as other materials in the library. Due to the economic value of the items in the Library of Things, a Lending Agreement may need to be signed by a borrower before checkout.

### **Local Collections**

One identified path on the Strategic Plan is to offer patron-centered services designed with input from residents so that each branch reflects its community, and Local Collections allow branches to have non-floating collections that are a reflection of their local community. These collections will be proposed by a Regional Manager, and approved by the library management team. Current Local Collections include the Special Needs Resource Center at the Scotts Valley Library, the Inclusive Children’s Collection at the Live Oak Library, and Veterans Connect at the Downtown Library.

### **Local History**

The Library recognizes the value in maintaining information about the history of the Santa Cruz region, and strives to collect, store, preserve, and make accessible materials in varying formats which record and facilitate the study of the history and people of Santa Cruz County.

The objective of the local history collection is to aid patrons in learning about the Santa Cruz region. Materials collected include: books, videos, city directories, and school yearbooks.

News clippings and magazine articles, pamphlets and brochures, photographs and postcards, maps, papers, and reports will be collected with the intent to digitize for the local history portion of the Library’s website.

The Library will acquire new materials as they are published, and older materials to supplement and replace worn copies in the current collection.

The collection is historical, not archival, in the sense that archives are materials people, organizations, or companies accumulate over the course of a lifetime or career or while conducting business; diaries, letters, scrapbooks, and artwork are not included.

Last copies of irreplaceable material (or unlikely to be easily accessible elsewhere) are retained as non-circulating items. Items may be kept even if they are in poor condition or of questionable literary quality if they contain unique and important information. Once digitized, the original

physical material may be kept, as the original document provides context and helps facilitate research.

Support for the development and maintenance of the Californiana and Local History collections is provided by the McCaskill Trust for Local History, which is a restricted library system endowment.

### **Lucky Day Books**

The Library meets the high demand of new and popular books by supplementing the collection with Lucky Day copies. These copies do not fill holds requests and are displayed at each library so that patrons may find that it is their “lucky day” by finding an available title that they would otherwise have to wait for. These Lucky Day copies are similar to the leased books as they can be returned to the vendor after demand has waned.

### **Maps**

The Library maintains a map collection, with the emphasis being on maps of local historical significance. Some road maps and State or National Parks maps are included in the collection, though are not being actively acquired.

### **Microform**

A collection of microfilm and microfiche is located at the Downtown Library. Microform readers are available. The emphasis of the microfilm collection is local. Many extinct periodical titles are available on microfilm. The Library continues to film current local periodicals including the Santa Cruz Sentinel, for their expected future historical importance.

### **Music**

The music collection is selected to meet the educational and recreational needs of adults. The collection consists of a variety of genres. Formats include CD and digital music.

### **Nonfiction**

The nonfiction collection supports the lifelong learning of our users by satisfying their informational needs and recreational interests. The Library strives to maintain a well-rounded nonfiction collection that offers diverse viewpoints on a variety of subjects and issues. The nonfiction collection is not designed to be comprehensive in any subject.

### **Paperback**

A paperback collection is available for those readers who prefer this format, and to accommodate those titles only published in the “mass market” paperback format. The paperback collection includes classics, movie tie-ins, Westerns, science fiction, romance, mystery, and fiction.

### **Periodicals**

The Library subscribes to hundreds of print magazines and newspapers covering a wide variety of topics. The periodical collection includes popular reading magazines, a wide selection of business and trade publications, and magazines of local interest. Also included are newspapers

published locally, as well from major geographic areas of interest to the community. Subscriptions are reviewed and renewed on an annual basis. Additionally, digital magazines are provided to enhance print subscriptions.

### **Reference**

Materials in the Reference Collection are characterized by their ability to provide information and to summarize, condense, or give a comprehensive overview of a topic. These materials generally include bibliographies, indexes, directories, dictionaries, statistical compendia, atlases, biographical dictionaries, and almanacs. They remain in the library to be available to all patrons. The Downtown Library has the most comprehensive Reference Collection which includes a Consumer Reference collection with buying guides and general consumer information.

### **SoundSwell**

SoundSwell is a streaming database of local music that library cardholders can download for free. It was created through a partnership between the Santa Cruz Public Libraries and the Santa Cruz Rehearsal Studios. The intent of this collection is that it will become a comprehensive discovery tool for finding local music as well as a robust historical archive of the local music scene in Santa Cruz County. In addition to the streaming database, the Downtown Library has a collection of SoundSwell music CDs available for circulation.

### **Spanish**

The Library has a growing collection of materials in Spanish. Fiction, nonfiction, biography, audiobook, periodicals, and DVD formats are included in this collection. Adult materials are shelved separately for ease of browsing.

### **Videos**

The video collection is selected to meet the educational and recreational needs of adults. The collection consists of popular feature films, television series, as well as documentaries, instructional, and educational films. Videos include film classics, highly rated current films of broad family appeal, or potential cultural, historical, or aesthetic significance. Formats include physical and digital video formats.

Appendix B

**SCPL Request for Reconsideration of Material Form**

Santa Cruz Public Libraries has established a Collection Development Plan and has a procedure for gathering input about items in the collection. Completion of this form is the first step in that procedure. If you wish to request reconsideration of a resource, please return the completed form to Library staff.

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: (optional) \_\_\_\_\_ Email: (optional) \_\_\_\_\_

Do you represent self? \_\_\_\_\_ Or an organization? \_\_\_\_\_ Name of Organization: \_\_\_\_\_

Resource on which you are commenting:

- Book       Magazine/Newspaper       Digital Resource  
 Video       Audiobook       Other

Title: \_\_\_\_\_

Author/Producer: \_\_\_\_\_

What brought this material to your attention? \_\_\_\_\_

\_\_\_\_\_

Have you examined the entire resource? If not, what sections did you review? \_\_\_\_\_

\_\_\_\_\_

What concerns you about the material? \_\_\_\_\_

\_\_\_\_\_

What action are you requesting the committee consider? \_\_\_\_\_

\_\_\_\_\_