

ORANGE PUBLIC LIBRARY

COLLECTION DEVELOPMENT

Adopted by the Orange Public Library Board of Trustees on April 16, 2001

*Revised/Adopted: 12/17/2001; 6/17/2002; 7/21/2004; 6/16/2008; 2/23/2015; 4/18/2016; 12/20/2017;
10/20/2025*

Mission

To welcome and support all people in their enjoyment of reading and pursuit of lifelong learning, to preserve local history, and to provide equal access to information, ideas and knowledge through books, programs and technology.

~~The Collection Development Policy applies to print, electronic and online resources.~~

Community

~~The Orange Public Library (OPL) serves a diverse community of all ages, all education levels, and various socio-economic backgrounds.~~

Purpose of Collection Development Policy

The purpose of the Collection Development Policy is to serve as a guide for Library staff in regards to collection development, management, and material selection. It defines what comprises the collection, specifies the types of materials that are included, and explains the basis for making collection management decisions. The policy also serves to inform the public about the Library's collection and the principles that govern the selection process. The goals and objectives stated in this policy will not replace the judgment of library professionals and are designed to assist library professionals in the selection process.

Collection Development Policy

The Orange Public Library serves a diverse community of all ages, all education levels, and various socio-economic backgrounds. The primary responsibility of the Library's collection is to meet the broad and diverse interests of the community and respect both the Library's autonomy and its specific community needs. Therefore, the Library's collection is reviewed on an ongoing basis to meet the current needs in varying formats to acknowledge the importance of books and newer technology as sources of valuable information.

- A. The process of curating, maintaining, and providing a diverse and equitable collection is an ongoing process which is considered during all aspects of collection management. The Collection Development Policy ensures that over time, the Library's collection will remain on course and reflect the needs of Orange's community, while creating unique experiences of meaning and inspiration for the individual patron.
- B. Collection development decisions are based on staff judgment, training, knowledge, and expertise. Materials are available in a variety of formats, quantities, and titles.
- C. ~~Orange Public Library supports First Amendment freedoms.~~ The Library emphasizes reasons for including materials rather than excluding them. Library staff has a professional responsibility to develop and maintain a collection of materials that present a diversity of opinions and tastes reflecting the needs and interests of its community. This policy adheres to California State Law, AB 1825.

4. Library materials are provided for the interest, information, and enlightenment of all people, and presents diverse points of view in the collection as a whole.
 2. ~~Materials are selected without regard to the racial, national, sexual, political, religious or controversial nature of the work.~~ Materials are selected without regard to race, nationality, gender identity, sexual orientation, religion, disability or political affiliation or the socioeconomic status of a subject of the materials, an author of the materials, the source of the materials, or the perceived or intended audience of the materials.
 3. Materials may include sexual content, unless that content qualifies as obscene under United States Supreme Court precedent.
- D. The Library serves as a center for voluntary inquiry and the dissemination of information and ideas and acknowledges the right of the public to receive access to a range of social, political, aesthetic, moral, and other ideas and experiences. The inclusion of an item in the collection does not imply the Library's endorsement of its contents.

Collection Levels*

~~The Local History Collection will strive to be comprehensive.~~

Selectors

Selection Standards

~~OPL supports First Amendment freedoms. The library emphasizes reasons for including materials rather than excluding them. Library staff has a professional responsibility to develop and maintain a collection of materials that present a diversity of opinions and tastes reflecting the needs and interests of its community. Materials are selected without regard to the racial, national, sexual, political, religious or controversial nature of the work. The inclusion of an item in the collection does not imply the library's endorsement of its contents. Suggestions from patrons are always welcome.~~

Selection Tools and Criteria

Selection decisions are guided by the merits of the work, collection needs, and interests of a diverse collection which can support the roles of the Library as a reference center, learning center, educational center, and community center for the City's diverse community. Each type of material must be considered in terms of its own merits and its intended audience. A single standard does not apply to all acquisition decisions; therefore, some material may be chosen to fulfil recreational needs of the community, while others may be selected because of their artistic merit, scholarship, or value to humanity.

- A. Circulating materials are to be collected primarily at the basic collection level* that serves to introduce and define the subject and comprised of mostly popular material or material that provides a general overview of the subject and may include classics, major reference works, and basic periodicals. ~~A limited number of reference materials are maintained at a basic level.~~ Scholarly, technical or highly specialized materials are not within the scope of the Library's collection except where indicated.
- B. The selection tools used by librarians include professional library journals, trade journals, standard library review sources, bestseller lists, recommended core lists,

electronic lists, and patron requests. Publishers' catalogs are used to fill a collection need.

- C. **Selection of library materials and resources is the responsibility of the professional staff of the Library.** Materials are selected by librarians and approved by the Senior Library Manager. ~~Suggestions from patrons are always welcome.~~ **Other staff members and the public may recommend materials for consideration.** Library management retains the authority to reject or select any item contrary to the recommendations of the staff.
- D. Selection decisions are not influenced by the possibility that material may be accessible to children and teenagers. Responsibility for children's and teenagers' use of library materials and resources lies with their parents, legal guardians, or caretakers. The Orange Public Library does not serve in loco parentis.
- E. The selection of any material or resource does not constitute an endorsement by the Orange Public Library, City of Orange, or its staff.
- F. The Library selects materials of varying complexity, media, and format because it serves a public that includes a wide range of ages, educational backgrounds, interests, sensory preferences, and reading skills. When staff review and select materials for purchase, they consider the needs of the entire community.
- G. The Library selects materials for English, Spanish and Vietnamese language collections. Some materials may appear in other languages, but are not curated to a specific language collection.
- H. The Library may select materials that are to be used in the Library only.
- I. ~~The Local History Collection will strive to be comprehensive.~~ **The Library selects materials for its History Center. Materials will be evaluated and treated per the Local History Collection Development Policy (see Appendix).**
- J. While a single standard cannot be applied to each work, the following criteria are to be considered when selecting materials whether purchased or donated (in alphabetical order):

- 1. Accuracy.
- 2. Authoritativeness.
- 3. Availability.
- 4. Budgetary limitations.
- 5. ~~Cost.~~
- 6. Format.
- 7. Historical value.
- 8. Local demand.
- 9. Physical condition.
- 10. ~~Popular demand.~~
- 11. **Relevance to the existing collection's strengths and weaknesses.**
- 12. Reputation of the publisher.
- 13. Reviews in literature.
- 14. Social **or local** significance.
- 15. ~~Space allotted.~~ **Spatial limitations.**
- 16. Style or artistic quality of treatment.
- 17. Sustainability.
- 18. Timeliness.

~~The material's particular relevance to Orange, Orange County, or Southern California will also be considered.~~

- K. Patrons may request items the Library does not presently own. Each request is reviewed for inclusion in the collection and will follow the selection criteria listed in this policy. Requests can be made in person, over the phone, or online.
- L. The Library accepts donations of books and other materials with the understanding that the same selection criteria are applied to gifts and donations. The Library retains the authority to accept or reject gifts. Library staff make all decisions as to the use, housing, and final disposition of donations. Donated materials will be evaluated and treated per the Donations, Grants and Sponsorships Policy and Local History Donation Policy (see Appendix).

*Definitions for **basic** collection levels used **has** have been adapted from the collection levels in the American Library Association *Guide for Written Collection Policy Statements*, 2nd edition (1989), and those stated in *Collection Development and Resource Access Plan for the Skokie Public Library* (1998).

~~*Basic Level:* An inclusive but basic collection that serves to introduce and define the subject. It is comprised of mostly popular material or material that provides a general overview of the subject and may include classics, major reference works, and basic periodicals.~~

~~*Study Level:* An adequate collection used to support users who further desire to study the subject. It includes a larger selection from currently published titles of more important writers, a limited selection of the most popular works of secondary writers, and a larger selection of periodicals on narrower topics within the subject.~~

~~*Advanced Study Level:* A collection used to sustain independent study or to support study at high school, trade school, or undergraduate levels. The collection of materials represents many aspects of the subject, including those items to be retained for historical value. Works may include the complete collections of noted authors, selections from the works of secondary authors, a selection of representative journals, and more specialized bibliographic sources.~~

~~*Research Level:* A collection that supports independent research or graduate level study by including most major published source materials as well as popular materials. Its purpose is to serve highly specific and specialized parts of the community and support research by leading to materials within or outside the scope of the library's collection. It contains specialized indexes, bibliographies, periodicals and databases of a scholarly or technical nature.~~

~~*Comprehensive Level:* A collection that endeavors to include all significant works of recorded knowledge in all applicable languages for a limited field. The aim of the collection is exhaustiveness, and older material may be retained for historical research.~~

SCOPE OF THE COLLECTION

Nonfiction

~~Collection development is more extensive at the Orange Public Library & History Center (OPL&HC) than at the branches. Items of lasting value and current interest are emphasized. Areas that especially demand current materials is law, medicine, technology, science, business, community agencies, government, social science, and travel and country information.~~

Fiction

~~Contemporary fiction, graphic novels, and classic works are included in fiction collections. Multiple copies may be purchased depending on demand. Retrospective collecting is given a higher priority to OPL&HC than at the branches and will primarily be to replace classics.~~

Reference

~~Reference books are designated for use only within the library. Items in high demand such as encyclopedias or consumer magazines may also be included in the reference collection to allow for greater availability and maximum use. Reference databases are available inside the library and may also be accessed remotely by any OPL cardholder.~~

Audio/Visual

~~The DVD collection concentrates on: popular, instructional, educational, and literature-based value.~~

~~The audio collection concentrates on language instruction, a variety of music, motivational, and unabridged books on compact disc.~~

~~New formats will be considered for purchase when industry reports and local requests indicate a need, and as the library's budget for materials can support another format.~~

Periodicals

~~A popular reading collection of periodicals and newspapers is maintained at all library locations, and is also available online. Back issues are retained for a period of time. Decisions as to the retention or continuation of periodicals are made at the discretion of library staff.~~

Language Materials

~~Materials are primarily collected in English. OPL strives to develop and maintain foreign language collections that support the major linguistic ethnic groups living in Orange. Spanish materials are available at all library locations and may include: basic nonfiction, fiction, periodicals, DVDs, and music CDs. An adult Vietnamese collection is held at OPL&HC.~~

Withdrawals Maintenance of Library Materials

The Orange Public Library's collection is a living, changing entity. As items are added, others are reviewed for their ongoing value and sometimes are withdrawn from the collection. Great care is taken to retain or replace items that have enduring value to the community. Decisions are influenced by patterns of use, the capacity of each location and the holdings of other libraries that may specialize in a given subject matter. Staff review the collection regularly to maintain its vitality and usefulness to the community.

A. The Orange Public Library collection is evaluated on an ongoing basis using the CREW Method (Continuous Review, Evaluation and Weeding). Several factors must be considered during de-selection. Some of these factors include:

1. Worn, damaged, or unrepairable material.
2. Unneeded duplicates.
3. The needs and demands of the library's community of users.
4. Item has not circulated and/or other similar material available.
5. Outdated or obsolete information.
6. Irrelevance to Orange Public Library's research collections.

7. Availability elsewhere including other libraries and online. ~~the ability of the library to borrow the item through interlibrary loan.~~
 8. Not deemed to be of an enduring nature.
 9. Availability of more suitable material, such as improved or newer editions.
 10. Space availability.
- B. Replacement of materials that are withdrawn for condition is not automatic. The following criteria are considered when determining the need for replacement:
1. Number of copies in area libraries.
 2. Existence of adequate coverage of the subject.
 3. Demand for the specific title or for material in that subject area.
 4. Existence of a newer format as a replacement.
- C. Withdrawn items are donated to the Friends of the Orange Public Library for reuse and recycling. Materials unsuitable for transfer are discarded or recycled. The Library will not accept requests to hold weeded materials for individuals.
- D. Library materials are processed in such a way as to ensure their maximum use under normal circumstances. Damaged but still usable materials are mended according to an established set of procedures.
- E. History Center materials will be evaluated and treated per the Local History Disposition Policy (see Appendix).

Special and Online Collections

- A. The online collection represents the diverse viewpoints and interests of the entire community the Library serves. This collection may include citation and full-text databases, eBooks and eAudio, learning resources, other downloadable and streaming media, and instructional platforms. The Library uses some third-party vendors for some collections to select and provide digital material to its patrons on these platforms. Because of this, the Library has no input as to what materials will be selected and made available to its patrons. ~~Two vendor examples for this type of digital material is Freegal (music downloads), and Zinio (digital magazines).~~ Material selection is at the discretion of the vendor and can change without notice.
- B. The Orange Public Library has curated a selection of items not traditionally associated with libraries. This is a collection of items, devices, and equipment that fosters exploration, learning, discovery, and enrichment through participatory actions rather than just reading, listening, or viewing. Items like Early Literacy Kits, ukuleles, telescopes, Mental Health Kits, park passes, etc. provide an experiential opportunity for patrons. With equity in mind, the Library's Special Collections provide opportunities for people who may not have access to or the financial means to purchase this kind of equipment.
- C. The Library's Special Collections also include laptops, home connectivity kits, and hotspots for checkout by patrons with a valid issued Library card. Providing access to this equipment helps close the digital divide for people who either do not have the means or access to high-speed broadband or devices to effectively complete work or school assignments.

Requests for Review

~~Individuals or groups who question the inclusion of a certain item in the collection are encouraged to use the "Request for Review of Library Materials" form. The Library~~

~~Services Director (or designee) will respond in writing with the final decision (see the Request for Review of Library Materials Policy).~~

The Orange Public Library selects collection materials using established criteria and full consideration of the varying age groups and backgrounds of patrons. Selection of materials are based on the principles stated in this policy. Orange Public Library values Orange community input on its collection and recognizes that people may have differing opinions on the value of specific library items.

- A. Orange Public Library card holders wishing to request a review of an item in the Library's collection may complete a "Request for Review of Library Materials" form (see Appendix) and return it to staff at any Reference Desk at the Orange Public Library & History Center or the One Desk at Taft or El Modena Branch Libraries.
- B. "Request for Review of Library Materials" forms are available at any Reference Desk at the Orange Public Library & History Center or the One Desk at Taft or El Modena Branch Libraries, or online at the Orange Public Library website.
- C. "Request for Review of Library Materials" forms will be processed according to the Request for Review of Library Materials Policy (see Appendix).

Appendix

ORANGE PUBLIC LIBRARY

LOCAL HISTORY COLLECTION DEVELOPMENT

*Adopted by Orange Public Library Board of Trustees on October 15, 2001
Revised: 11/20/2006; 12/12/2012; 6/30/2015*

Statement of Purpose:

The Local History Collection was established in 1988 under a Library Services and Construction Act Grant. The purpose of the collection is to appraise, collect, organize, describe, preserve and make available to the general public a variety of materials which document the history of the City of Orange and surrounding environs. It is the responsibility of the Library to make historical materials available to patrons of the collection and to hold these in trust for future generations.

Clientele Served:

The general public includes, but is not restricted to, students, researchers, history "buffs," genealogists, historians, authors, artists, County and City personnel, journalists, and business persons.

Types of Programs Supported by the Collection:

General Information/Reference
Research
Library Exhibits
Publications
Outreach (Community organizations, schools, etc.)

Scope of the Collection:

- **Geographic Area:** The major emphasis of the local history collection is the City of Orange and surrounding areas within the Orange Unified School District. Material covering larger geographic areas are added only if they include important information on Orange City history or provide significant insight into the development and growth of Southern California communities.
- **Chronological Period:** No limitations. Spans the period from the native inhabitants to the present. Contemporary materials are considered of equal significance as earlier materials.
- **Languages:** Primarily English, with some Spanish language material, particularly those relating directly to the Spanish/Mexican settlement period.
- **Material Forms:** Books (Monographs)
Periodicals

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LOCAL HISTORY COLLECTION DEVELOPMENT (cont'd)

Serials
Maps
Government Publications
Manuscripts
Photographs
Newspapers
Architectural Records
Printed Ephemera
Video and Audio Tapes
Microfilm
DVDs
CDs
Digital files and images

- Artifacts (3 dimensional objects) and works of art will be collected on a very limited basis (See "Form Collections Policies" later in this policy for specific criteria.)
- Subject Areas: Materials covering the social, economic, and political history and development of the City of Orange will be collected. Major subject areas include but are not limited to:
 - Agriculture
 - Architecture
 - Business
 - Citrus Industry
 - Community Service/Philanthropic Organizations
 - Culture/Arts
 - Description and Travel
 - Education
 - Ethnic Groups
 - Government
 - Historic Preservation
 - Mayors of Orange
 - Medical History
 - Native Americans
 - Natural History
 - Politics
 - Railroads
 - Religion
 - Science and Technology
 - Spanish/Mexican Missions and Ranchos
 - Water Rights/Water Resource Development
- Biographies dealing with important Orange City and County citizens and those individuals who have had a significant influence on the development of the area (i.e.,

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LOCAL HISTORY COLLECTION DEVELOPMENT (cont'd)

Henry E. Huntington, whose expansion of the Pacific Electric Railway Company contributed to the “boom” in Southern California after WWI).

- Family histories and genealogies of City of Orange citizens who have significantly contributed to the Community’s development and history (ex: Ainsworth, Armor, Blasdale, Chapman, Ehland, Grote, Glassell, Hart, Hewes, Pixley, Royer, etc.).
- Works by Orange City writers including literary works.
- Fiction by Orange County authors with City of Orange settings.
- City and County histories.
- Regional and state histories based on the Zamorano Eighty, a bibliography of significant California histories.
- City and County directories; telephone directories.
- Reference collection items consisting of archival management handbooks and guidelines, preservation and disaster planning information, local history research guides, basic genealogy guides, inventories and guides to collections in other repositories, dictionaries and style manuals.

FORM COLLECTION POLICIES

Books (Monographs): Books are collected within the subject areas and other criteria stated above.

Periodicals: Subscriptions are maintained for periodicals that publish articles dealing directly with aspects of the history, development and contemporary life in the City of Orange as detailed under the subject areas listed above.

Subscriptions are also maintained for more general periodicals that, on a regular basis, publish articles relating to the City of Orange.

Also collected are trade, business and professional publications; City employee publications; and in-house publications of local organizations and institutions.

Excluded: Periodicals published in Orange County that do not deal directly with the County.

Microfilm, microfiche, or materials in digital format will be purchased whenever possible for public use.

Manuscripts: All non-published print materials dealing with the subjects defined under Subject Areas for the City of Orange shall be considered manuscript materials. This

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LOCAL HISTORY COLLECTION DEVELOPMENT (cont'd)

includes: Business, private and personal correspondence; financial records; diaries; literary manuscripts; family papers; and historical documents.

Photographs: Persons; geographic areas; landscapes; buildings; economic, vocational and avocational activities within the City of Orange, including annexed towns and areas (i.e., El Modena, Olive, McPherson, etc.) will be the primary focus. Images depicting significant Orange County people, places and events that influenced the development of the City of Orange will also be collected.

Preferred: Professional quality, artistic presentation, display-type photos. Black and white processes rather than color for contemporary views.

Format: All forms and processes of photographic images regardless of size, including daguerreotype, calotype, platinotype, cyanotype, ambrotype, tintype, collotype, albumen prints, cartes de visite, cabinet cards, stereograph views, panoramas, slides, glass negatives, and digital images.

Maps: Maps of Orange City and County, as well as pre-1889 Los Angeles County (before Orange County incorporated).

Format: All forms of maps regardless of size, including street, topographic, plat, insurance, "birds-eye-views", zoning, geological, recreational, political, economic, aerial photomaps and historic landmark maps.

Serials: Old editions of commercially or privately published Orange City and County reference sources, including directories and statistical sources, as well as selected California sources are transferred to the local history collection when superceded by new editions.

Serials dealing specifically with Orange City or County history are added directly to the local history collection (i.e., Proceedings of the Conference of Orange County History and Orange Countiana).

High school annuals ("yearbooks") are also added directly to the collection.

Government Publications: Old editions of all Orange City publications are transferred to the local history collection when superceded by new editions. This includes directories, budgets, newsletters, reports, etc.

Old editions of selected State of California publications are transferred to the local history collection when superceded by new editions. Includes: Annual Report of the Metropolitan Water District of Southern California and the annual report of the Orange County Grand Jury.

Newspapers: Copies of newspapers currently published in the City of Orange are collected and retained until microfilmed for public use. Selective copies of newspapers are retained in the boxed storage collection (i.e. Orange Post, Orange Tribune, Orange Daily News, Orange Union High School Reflector 1921-1991, etc.

Microfilm of historic Orange city newspapers not owned by the Library will be purchased whenever such microfilm becomes available (i.e. Orange Post, Orange Star, etc.).

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LOCAL HISTORY COLLECTION DEVELOPMENT (cont'd)

Subscriptions are maintained for newspapers that deal directly with the development of, and contemporary life in, Orange County, including the Orange County Register. Database subscription to the Orange County Register is maintained.

Architectural Records: Floor plans, elevations and other architectural records for City buildings, historic properties, and pre-1945 buildings in the City of Orange. Includes: City of Orange Historic Survey and Inventory. Other architectural records will be considered on a case-by-case basis.

Printed Ephemera: As defined by the Ephemera Society, ephemera are “printed or hand-written items produced specifically for short-term use and, generally, for disposal.” This includes posters, business cards, programs, organizational reports, brochures, pamphlets, handbills, funeral announcements, etc. Ephemera generated by Orange civic organizations, schools, government, political campaigns, etc., are collected.

Audio-Visual Materials: Videotapes, audiotapes, DVDs, CDs, and other audio-visual formats of programs dealing with the history of the City of Orange may be included on a case-by-case basis. This includes oral history interviews, Orange Community Historical Society programs, significant events in the City of Orange, Centennial programs, “home movies” of historical value transferred to videotape, etc. Professionally produced materials are preferred.

Artifacts and Works of Art: Artifacts (3 dimensional objects) and works of art (painting, sculpture, etc.) are accepted at the discretion of the Local History Librarian. The following criteria will be used:

- Relevance to the collection: Does the object relate to and/or aid in the further interpretation of material already in the collection?
- Suitability: Is the item suitable for library exhibits or does it more properly belong in a museum facility which can better store and exhibit materials such as clothing, rock collections, machinery, farm implements, etc.? (Size is an important consideration.)
- Uniqueness: Does the item provide the only documentation of an Orange City person, place or event (i.e., signs from local orchards; paintings of people, places or events which were not photographed, etc.)?
- Costs: Will a disproportionate amount of funding need to be devoted to the storage and preservation of the item?

ACQUISITION & SELECTION

Local history materials will be acquired in two ways: By donation from the public or private sectors; and by purchase from authors, dealers and vendors.

ORANGE PUBLIC LIBRARY
LOCAL HISTORY COLLECTION DEVELOPMENT (cont'd)

Selection of materials will involve the following criteria in analyzing the usefulness of an item in documenting local history:

1. Intrinsic value: To have intrinsic value, the material must have contextual and physical value to researchers and the Library. For example, documents may be preserved in their original form as evidence of technological development (glass negatives, early stone-lithographed citrus labels, etc.). Value in both form and content may of course overlap. Or, they may simply be retained due to unique and valuable content, i.e., letters of a pioneer Orange family.
2. Relevance to the history of the Orange area: Does the item illuminate the lives, hopes, dreams, successes and failures of Orange area residents and visitors? Is a physical record of the City's commercial and business growth presented? Are the City's social life and customs documented in some way? These are among the key criteria in determining relevance to the collection.

COLLECTION MANAGEMENT:

A variety of general and specific policies will govern the ways in which the collections are managed:

- All materials collected will be Library property and will be handled in accordance with correct archival principles and procedures.
- Permanent loans will not be accepted by the Library.

ORANGE PUBLIC LIBRARY

DONATIONS, GRANTS AND SPONSORSHIPS

Adopted by Orange Public Library Board of Trustees on August 19, 2013

Revised and/or Adopted: 5/19/2014; 03/16/2015; 12/20/2017

The Orange Public Library welcomes donations, grants and sponsorships from businesses, foundations, organizations, families and individuals. The aim of these donations is to obtain funding or in-kind support to provide materials, programs, services and equipment that may not otherwise be available.

Guiding Principles

The following principles will guide the Orange Public Library in the solicitation and acceptance of donations, grants and sponsorships to enhance or develop library programs and services:

- All donations, grants and sponsorships must further the library's mission, goals, objectives and priorities, and be accessible to all library patrons.
- Donors/sponsors may not direct the selection of collections or require endorsement of products or services.
- All donations, grants and sponsorships must leave open the opportunity for other actual or potential donors to have similar opportunities to provide support to the library.
- All donations are evaluated per the Library's Collection Development Policy. It is the Library's intent that donations be used to help the Library in developing collections which serve the interests and needs of the community. The Library makes no guarantees on adding donations to the Library's collection, and some donations will be redirected to the Friends of the Orange Public Library. All donations are final and cannot be conditional. Once a material is donated to the Library it will not be returned.
- Donations of cash may be accepted directly by the library and will be used to purchase materials in keeping with the library's collection development plan, or to provide services in keeping with the library's mission. The purchase of specifically identified titles with such funds cannot be guaranteed, nor does the donor have the right of approval of title before purchase. However, donors may recommend subject areas.
- Some donations may be referred to the Orange Public Library Foundation (OPLF) or the Friends of the Orange Public Library (FOPL), depending on the wishes of the donor.

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DONATIONS, GRANTS AND SPONSORSHIPS (*cont'd*)

Recognition and Acknowledgement

The library will ensure that each sponsor receives acknowledgement. The following guidelines will be used in providing acknowledgement to and recognition of sponsors.

- A letter of acknowledgement for donations of money and in-kind support will be sent to all sponsors and a copy will be placed on file.
- Any special recognition agreements will be stipulated in the letter.
- Public acknowledgement of sponsorship in the library's promotional materials will normally be restricted to a statement of the sponsor's name and a display of logo, when/if applicable. Standards controlling the size format and location of such acknowledgment will be developed by the library to ensure both consistency and quality of appearance. Such acknowledgement will not take precedence or have prominence over the city and library's own logos or promotional material.
- Acknowledgement of sponsorship may also take the following forms at the library's discretion:
 - Launch of a special program or media campaign to announce the donation.
 - Sponsor's name on promotional materials.
 - Small standardized plaques may be placed on donated furniture or equipment.
 - Library bookplates.

In all cases, the type and scope of donor recognition required by the donor will be weighed against the benefit to the library.

Approval

All donations, grants, sponsorships or in-kind support given with special requirements must be approved by the Library Director before they are accepted. The solicitation of donations, grants, sponsorships or in-kind support by library staff, Friends of the Orange Public Library or the Orange Public Library Foundation must receive prior approval of the Library Director. Grants will be evaluated on whether the grant fills a need or potential need, the staff commitment involved, the timeline and the resources available. The Library Director will present the grant to the City Manager for approval, and then to the Library Board of Trustees for final approval.

Authority for Implementation

The library reserves the right to make decisions regarding the implementation of each donation, grant, sponsorship or offer of in-kind support. Purchasing decisions, including type of equipment, materials, furnishings, and other components of a donation will reside with library management. All details as to design of programs and allocation of resources will also reside with library management.

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LOCAL HISTORY DONATION

*Adopted by Orange Public Library Board of Trustees on October 15, 2001
Revised: 11/20/2006*

Donations of local history material may be accepted by designated Library staff, including the Local History Librarian and the Library Services Director.

All donations become the property of Orange Public Library. Permanent loans will not be accepted. No donations will be accepted upon which a use restriction of unlimited duration has been imposed, and in no case longer than the life of the donor or the personalities in question in the document(s).

Material donated to the Local History Collection must be accompanied by a completed "Deed of Gift" form. The form, which signifies the free and unattached gift of the material, must be signed by the donor(s), as well as by the Local History Librarian or designee. Donors will be given a copy of the form for their records.

Material donated to the general collection with a "Special Gift Form" may be transferred to the Local History Collection if: 1) the material falls within the collection's scope; and 2) the transfer is approved by the Local History Librarian. A photocopy of the "Special Gift Form" must accompany the donated material.

Material accepted by the Local History Librarian will become the property of the Library and will be handled in accordance with archival principles and procedures.

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LOCAL HISTORY DISPOSITION

*Adopted by Orange Public Library Board of Trustees on September 17, 2001
Revised on 06/30/2015*

Deaccessioned Material: Disposition of all materials proposed for deaccession will be decided by the Orange Public Library Board of Trustees, with a 30-day waiting period to allow for City Council review.

Such materials may include donations which are inappropriate for permanent incorporation into the Local History Collection. When such material is accepted, it will not be cataloged. Instead the following steps will be taken:

- 1) It will be considered for inclusion in the general Library collection. If deemed unsuitable, it will be:
- 2) Offered to an appropriate repository, such as another library, local history collection, historical society, special collection, etc. If an appropriate repository cannot be located or the material is rejected and the donor does not wish returned, it will be:
- 3) Given to the Friends of the Orange Public Library to be sold at their book sale.

Materials that were part of the established collection which are later deemed inappropriate will be deaccessioned according to the procedures outlined above.

When deaccessioning material, the Local History Librarian will mark the accession records maintained in the Local History Room to indicate which material is being deaccessioned, the nature of disposal (including the new location if applicable), and the date.

Lost or Stolen Material: Materials stolen from the Local History Collection must be reported to the Senior Librarian in Adult Services, the Library Director, and the appropriate law enforcement agency as soon as their disappearance becomes known. All legal means of recovery should be used immediately.

Local History staff may detain a person for a reasonable time for the purpose of conducting an investigation in a reasonable manner whenever staff has probable cause to believe the person to be detained is attempting to unlawfully remove or has unlawfully removed archival materials from the premises of the Library. Upon surrender or discovery of the item, the person detained may be requested, but not required, to provide proof of identity (Penal Code Section 490.5). If the items are not recovered, the accession records should indicate all pertinent facts.

Items not located during the course of normal inventory procedures must be noted in the online catalog or other archival database so that appropriate searches can be conducted or replacement considered. Accurate locations for the materials should be maintained on the database.

Orange Public Library

Request for Review of Library Materials

Orange Public Library values Orange community input on its collection and recognizes that people may have differing opinions on the value of specific library items. Orange Public Library card holders wishing to request a review of an item in the library's collection need to complete this form in its entirety and return it to staff at any Reference Desk at the Orange Public Library & History Center or the One Desk at Taft or El Modena Branch Libraries.

Title: _____

Material Format (book, magazine, DVD, etc.): _____

Author: _____

Publisher: _____

Please confirm you have read, viewed, or listened to the entire work. ☐ Yes ☐ No

What specific part(s) of the work are you concerned with and why? Please give precise references (i.e. page number, paragraph, etc.). Use additional pages if necessary.

[illegible]

Your Name: _____

Orange Public Library Card Number: _____

Mailing Address: _____

City _____ State _____ Zip _____

Please sign and return this form completed in its entirety to staff at any Reference Desk at the Orange Public Library & History Center or the One Desk at Taft or El Modena Branch Libraries.

Your Signature: _____ Date: _____

Staff Use Only:

Form initially received by: _____ Date: _____

Reviewed by Reference Manager: _____ Date: _____

Recommendation of Ad Hoc Committee: _____ Date: _____

Library Director's Decision: _____ Date: _____

Letter mailed to patron by: _____ Date: _____

Copy filed by: _____ Date: _____

ORANGE PUBLIC LIBRARY

REQUEST FOR REVIEW OF LIBRARY MATERIALS

*Adopted by the Orange Public Library Board of Trustees on May 19, 2008
Revised & Adopted: 02/23/2015; 07/18/2022*

Orange Public Library values public input on its collection and recognizes that people may have differing opinions on the value of specific library items.

If at any time a patron is concerned about a particular item in the library's collection, they can complete and submit a "Request for Review of Library Materials" to a Reference Manager.

An ad hoc committee will review the item using the criteria of the Collection Development Policy, including reviews from recognized sources, and will make a written recommendation to the Library Director.

During the review process, the item's availability status will not be affected.

The Library Director will determine what action will be taken and instruct the Reference Manager to uphold the action and notify the patron in writing.