Board of Library Trustees

TO:	**BOARD OF LIBRARY TRUSTEES**	**DATE: MAY 12, 2025**
FROM:	**RIVERSIDE PUBLIC LIBRARY**	**WARDS: ALL**
SUBJECT:	**MATERIALS SELECTION POLICY REVISIONS**	

ISSUES:

Approve revisions to the Materials Selection Policy.

RECOMMENDATIONS:

That the Board of Library Trustees approve revisions to the Materials Selection Policy.

BACKGROUND:

The Riverside Public Library Materials Selection policy was approved by the Board of Library Trustees on September 24, 2001, and February 13, 2022, to establish policies governing the scope and content of the Library's collection and responsibility for selection and withdrawal of materials from the collection.

DISCUSSION:

The Riverside City Charter (Section 808) (d) authorizes the Board of Library Trustees "to purchase and acquire books, journals, maps, publications and other supplies peculiar to the needs of the Library", the Board delegates to the Library Director responsibility for selection.

The Materials Selection Policy (Policy) provides general criteria used to evaluate the appropriateness of materials added to the Riverside Public Library Collection (Attachment 1). Additionally, members of the public who wish to have an item reconsidered for inclusion or exclusion from the collection are invited to submit their comments in writing to the Library Director using the Customer Request for Reconsideration of Library Materials or Materials for Consideration (Attachment 2 and 3).

The Policy outlines the complaint process for any complaints associated with library materials. Upon receipt of the complaint, staff are required to immediately complete a Staff Report of Materials Complaint (Attachment 4) which is forwarded to the Library Supervisor for review.

The revisions ensure compliance with the California Freedom to Read Act (AB 1825) which requires every public library jurisdiction that directly receives any state funding to establish, adopt, and maintain a written and publicly accessible collection development policy for its libraries by January 1, 2026. The bill requires the adopted policy to be sent to the State Librarian and authorizes the State Librarian or their designee to provide technical assistance to public libraries in developing their collection development policy.

The revisions to the Materials Selection Policy include the following:

1. The collection meets the broad and diverse interests of the community and respects both the autonomy and their specific community needs. Page 1

2. RPL maintains that the use of library materials is an individual and private matter and that the public library serves as a center for voluntary inquiry and the dissemination of information and ideas. Page 1

3. Library materials should be provided for the interest, information, and enlightenment of people, and should present diverse points of view in the collection as a whole. Page 2

4. The selection of a variety of materials guarantees the right of the public to receive access to a range of social, political, aesthetic, moral, and other ideas and experiences. Page 2

5. Riverside Public Library regularly evaluates the collection as a whole and may withdraw items, when necessary, the decision to withdraw materials is based on a number of factors, including publication date, frequency of circulation, community interest, physical condition, and accuracy, but not limited to, and relevance of information. Items housed in the Local History archives are an exception. Fiction that was once popular but no longer in demand and non-fiction books applicable may be withdrawn from the collection. Page 2

6. In support of the above principles, the Board of Library Trustees adopts the *Library Bill of Rights*, the *Freedom to Read* statement, and the *Freedom to View Statement*.

The draft has been reviewed and approved for compliance by the California State Library.

STRATEGIC PLAN ALIGNMENT:

This item contributes to Strategic Priority No. 5 *High Performing Government* and Goal No. 5.3 - Enhance communication and collaboration with community members to improve transparency, build public trust, and encourage shared decision-making.

This item aligns with each of the five Cross-Cutting Threads as follows:

1. **Community Trust** – The Materials Selection Policy ensures Board actions remain transparent and decisions are supported by sound policy and welcome community feedback.

2. **Equity** – This item promotes equality and community representation by outlining public feedback opportunities for both satisfaction with current library materials and invites requests or direction from the public through the use of a Materials Request Forms.

3. **Fiscal Responsibility** – The Materials Selection Policy ensures that the public is informed about how the City of Riverside is a prudent steward of public funds and ensures responsible management of the City's financial resources while providing quality public services to all.

4. **Innovation** – This item contributes to meeting the changing needs of the community by establishing an adaptive process that allows for modifications to the current Library materials collection through public.

5. **Sustainability & Resiliency** – The Materials Selection Policy ensures that the public is informed that the City Riverside is committed to meeting the needs of the present without compromising the needs of the future and ensuring the City of Riverside's capacity to persevere, adapt and grow during good and difficult times alike.

FISCAL IMPACT:

There is no fiscal impact associated with this report.

Prepared by: Angela Henson, Principal Management Analyst
Approved by: Erin Christmas, Library Director

Attachments:

1. Materials Selection Policy I-B-07
2. Reconsideration of Library Materials
3. Materials for Consideration
4. Staff Report of Materials Complaint Form