



**TO:** Mayor and Councilmembers  
**SUBMITTED BY:** JoAnne Plummer, Director of Neighborhood Services  
**PREPARED BY:** Elizabeth Saucedo, City Librarian  
**SUBJECT:** Library Policies Summary of Updates

**RECOMMENDATION:**

Adopt updates to the Library Division policies and procedures that have been developed by Staff and recommended by the Library Advisory Commission.

**BACKGROUND:**

The City of Goleta's management of Goleta Valley Library began on July 1, 2018. Policies were implemented to provide a framework for all Library operations, such as the collection, rules of conduct, and various programs and displays. To ensure practices are meeting the current needs of the field and support a positive patron experience, Library policies are reviewed and updated periodically.

**DISCUSSION:**

Staff identified four policies (Attachments 1, 2, 3 and 5) and two applications (Attachments 7A and 7B) needed minor updates; a modern version of forms were developed to improve service (Attachments 4 and 6); and a new policy was created to provide formal structure to existing practices (Attachment 8). Details are outlined below. Additional updates across Attachments 1-8 included revising language to contemporary terms, creating consistency across all documents, and detailing procedures for clarity.

These updates have been reviewed by the Library Advisory Commission (LAC) during the meetings held on October 2, 2023, April 1, 2024, and June 3, 2024, and were unanimously supported and recommended for adoption by the City Council, except for Attachment 5. In the absence of substantial and operational changes, and given the LAC recommendation of Attachment 6, minor refreshes were also made to Attachment 5 for consistency, but this document was not presented separately to the LAC.

The following summary outlines the recommended updates to Library policies and procedures:

1. **Goleta & Santa Ynez Valley Libraries Unattended Children Policy (Attachment 1):** This existing policy establishes rules related to children being unattended at the library. A correction was made to the age at which children can be left unattended at the library, which is nine (9) years old and older. An update was also made for these guidelines to apply to all areas and usage of the library to ensure patron safety.
2. **Goleta Valley Library Community Room Rental Policy (Attachment 2):** This existing policy establishes rules for reserving the Community Room at Goleta Valley Library. The name of the Multipurpose Room was updated to the more inclusive “Community Room,” which aligns with the library’s role as a place where all are welcome. Additional changes included clarification on the frequency of reservations permitted, as well as the elimination of after-hours reservations to prioritize patron and facility safety and security, as well as reduced liability risk for the City.
3. **Goleta and Santa Ynez Valley Libraries Display and Exhibit Policy (Attachment 3):** This existing policy was adopted by Council in March 2023 and provides a basis for the display of library materials by Staff. This has been updated to include a procedure for submitting a new form, a Statement of Concern about Library Displays and Exhibits (referenced in Attachment 4).
4. **Goleta and Santa Ynez Valley Libraries Statement of Concern Form – Statement of Concern about Library Displays and Exhibits (Attachment 4):** This new form accompanies the policy in Attachment 3: Goleta and Santa Ynez Valley Libraries Display and Exhibit Policy. The form allows individuals an opportunity to express any concerns related to library displays of materials.
5. **Goleta and Santa Ynez Valley Libraries Collection Development Policy (Attachment 5):** This existing policy establishes guidelines for the content and management of the library’s collection of physical and digital materials. It was updated to include the replacement of the Request for Reconsideration Form with a Statement of Concern about Materials (referenced in Attachment 6). Additional refreshes include terminology revisions and updates to details of current online collections.
6. **Goleta and Santa Ynez Valley Libraries Statement of Concern Form – Statement of Concern about Materials (Attachment 6):** This new form accompanies the policy identified in Attachment 5: The Goleta and Santa Ynez Valley Libraries Collection Development Policy and allows individuals an opportunity to express any concerns related to library materials. This form is a modernized replacement of the previous Request for Reconsideration Form, and more accurately reflects the detailed review process in place for instances of individuals expressing concerns about materials in the collection.

7. **Application for Use of Gallery Space at Goleta Valley Library (Attachment 7A) and Reservation Request for Display Case at Goleta Valley Library (Attachment 7B):** These existing forms establish a process by which patrons can request to reserve the Gallery Space in the Goleta Valley Library Community Room or the Display Case in the Goleta Valley Library lobby. Both application forms have been updated so that their acceptance schedules align with the fiscal year, with reservations being accepted in May and bookings finalized in July. This eliminates gaps in displays and creates consistencies that are clearer and more accessible to patrons.
  
8. **Non-Black Gold Cooperative Library System Materials Delivery and Return Policy (Attachment 8):** This new policy formalizes existing procedures into an established policy for how materials that do not belong to the Black Gold Cooperative Library System are processed when returned to the Goleta & Santa Ynez Valley Libraries. This policy provides structure and timelines to develop consistent and clear practices.

Where applicable, Attachments 1-8 were updated to include reference to the Goleta and Santa Ynez Valley Libraries (instead of Goleta Valley Library only) and reference to the City Librarian position title (instead of Library Director).

Staff will continue to review Library policies and procedures and identify further opportunities to support optimal customer service and workflow efficiencies.

#### **GOLETA STRATEGIC PLAN:**

**City-Wide Strategy 8:** Enhance the Efficiency and Transparency of City Operations

**Strategic Goal 8.1:** Provide professional, efficient, and responsible customer service

**Strategic Goal 8.1:** Continually strive to improve customer service

**City-Wide Strategy 9:** Ensure Equity, Inclusion, and Access in City Programs, Services and Activities

**Strategic Goal 9.5:** Continually examine operational policies and practices to eliminate bias and ensure equity, inclusion, and access

#### **FISCAL IMPACTS:**

Adoption of these policy updates does not represent a direct fiscal impact. It is important to note that by eliminating after-hour usage of the Community Room, there is the potential for net revenue loss in facility bookings. In Fiscal Year 2022/23, revenue from after-hours bookings totaled approximately \$2,500. However, this change also increases savings in minor utility costs and staff time.

#### **ALTERNATIVES:**

The Council may decline approval of these updates, but the City would not benefit from modern, streamlined library processes that support an increased positive patron experience. Council may also provide an alternative for policy and procedure enhancements.

**LEGAL REVIEW BY:** Megan Garibaldi, City Attorney

**APPROVED BY:** Robert Nisbet, City Manager

**ATTACHMENTS:**

1. Goleta & Santa Ynez Valley Libraries Unattended Children Policy
2. Goleta Valley Library Community Room Rental Policy
3. Goleta and Santa Ynez Valley Libraries Display and Exhibit Policy
4. Goleta and Santa Ynez Valley Libraries Statement of Concern Form – Statement of Concern about Library Displays and Exhibits
5. Goleta and Santa Ynez Valley Libraries Collection Development Policy
6. Goleta and Santa Ynez Valley Libraries Statement of Concern Form – Statement of Concern about Materials
7. A - Application for Use of Gallery Space at Goleta Valley Library  
B - Reservation Request for Display Case at Goleta Valley Library
8. Non-Black Gold Cooperative Library System Materials Delivery and Return Policy

**Attachment 1**

**Goleta & Santa Ynez Valley Libraries Unattended Children Policy**



Policy No.: GVL-003  
Approved Date: 06/05/2018  
Revised Date:

## GOLETA & SANTA YNEZ VALLEY LIBRARIES UNATTENDED CHILDREN POLICY

### PURPOSE

The City of Goleta welcomes families and children of all ages to the Goleta & Santa Ynez Valley Libraries. The City strives to provide a safe and appropriate environment for all patrons. Library staff are committed to helping children find materials, planning programs that inform and entertain, and providing an environment that encourages study and exploration. Sharing this environment with other people requires that everyone abide by the Rules of Conduct established by the City Council.

Our libraries are public facilities. Any public place may be unsafe for a child who is left unattended even for brief periods of time. In addition, our library facilities are neither designed nor licensed to provide childcare and should not be used for this purpose. The City encourages parents to consider the safety and well-being of their children as well as the needs of other library users of all ages. Parents and other caregivers are solely responsible for the welfare and the behavior of children using the library. Library staff cannot assume responsibility for children's safety and comfort when they use the library.

### AGE GUIDELINES FOR SUPERVISION

The library acknowledges that the maturity of children at different ages varies. These rules are subject to the discretion of library staff who may apply them to children other than the ages stated below if they deem necessary.

- Children age **five and younger** must be in close proximity and within sight and conversation distance of the adult responsible for their safety. Parents using computers are still responsible for the behavior of their children and should remain conscious of where their children are and what they are doing.
- Children age **eight and younger** must be supervised by a responsible caregiver age fourteen or older in the same service area at all times while they are in the library. Caregivers (age fourteen and older) must be able to effectively supervise young children and be willing and able to provide contact information for a parent or guardian upon request.
- Children age **nine and older** are free to use the library's resources unattended provided that their behavior is not disruptive to other patrons and they are mature enough to follow library rules and observe proper conduct; otherwise they should be adequately supervised by a parent or responsible caregiver. Parents are still responsible for the actions and the well-being of their children. Children using

inappropriate behavior may be asked to leave the library. If a child in this age group is not able to leave the library unaccompanied by an adult, the child should not be in the library alone.

- Children of any age with mental, physical, or emotional disabilities which affect decision-making skills or render supervision necessary must be accompanied by a parent or caregiver at all times.

If a child age eight or younger is found to be unattended in any area of the library (or an unattended child nine or older is found frightened, crying, or otherwise in distress), staff will attempt to locate the child's caregiver. If library staff cannot find the child's parent or caregiver, the Santa Barbara County Sheriff Department will be notified and asked to assume care of the child. All children should carry with them the phone number of a parent or caregiver who can be contacted in case of an emergency.

### **PROGRAMS**

The guidelines outlined above apply to children's attendance at all library programs.

### **CLOSING TIME**

If library staff observe unattended children on library premises at closing time, the staff member will ask the child if prior arrangements have been made with a parent or caregiver. If the caregiver has not arrived at closing, the Sheriff Department will be called and asked to assume care of the child. Library staff will remain with the child until the police officer arrives.

**Attachment 2**

**Goleta Valley Library Community Room Rental Policy**



## GOLETA VALLEY LIBRARY

### COMMUNITY ROOM RENTAL POLICY

#### **PURPOSE**

The purpose of the library meeting room (the “Community Room”) is to support the services, activities, and function of the Goleta and Santa Ynez Valley Libraries. Goleta Valley Library provides public access to the Community Room to encourage library use and to facilitate the Library’s role as a center of community activity.

#### **GENERAL RULES FOR USE OF MEETING ROOMS**

##### **Publicity & Flyers**

1. Groups who have rented the Community Room (the “Group”) may post signs regarding their meeting in the Community Room only. Groups who rent the Community Room and post signs must take those signs down at the conclusion of their meeting.
2. Publicity notices promoting a meeting or event being sponsored by the Group must include the disclaimer: “**The Goleta Valley Library does not advocate or endorse the viewpoints of the meetings or meeting room users**”.
3. Publicity notices/program flyers promoting a meeting of the Group must be shown to the City Librarian or designee for approval prior to distribution to ensure the disclaimer is present.
4. The Group must first obtain permission to put up displays or decorations. Items shall not be taped or tacked to painted walls.
5. Only library programs and library co-sponsored programs will be advertised on the library calendar and on the Library’s social media.
6. Flyers or notices relating to the meeting may be posted on the library community board by Library staff only. Posting of flyers or literature of any kind – on library doors, walls, posts, windows, or grounds is not allowed at any time.

##### **Access to Space**

1. The individual who applies or a designated individual on the application for the Community Room rental must be in attendance for the entire time the reservation is in effect.
2. For groups composed primarily of minors, the Group agrees to have one adult in attendance in a supervisory capacity for every five (5) minors.
3. The use of chairs, tables, and/or lectern may be reserved, subject to availability, on the Application for Use of Meeting Room. No equipment or furnishings (tables, chairs, etc.) shall be removed from the premises of the meeting room. The sponsoring organization shall be responsible for setting up chairs and other equipment, for restacking chairs at the close of the meeting, and for leaving the room as they found it.
4. Reservations must take place during Library open hours, which are accessible online at [www.goletavalleylibrary.org](http://www.goletavalleylibrary.org).

### **Activities During an Event**

1. The meeting rooms are to be used for stated purpose only.
2. The Group will be solely responsible for providing and operating its own equipment, displays, and other materials used at the meeting, including audio-visual equipment.
3. Authorized individuals and groups shall report to Library staff any irregularities, serious problems, or emergencies related to the use of the meeting rooms as soon as possible. **If no staff is present during an emergency, individuals or groups should immediately call 911.**
4. Library staff is not available to supervise, nor help with any non-library activities or meetings.
5. The set-up and break-down of the event is considered as part of the rental time.
6. Refreshments may be served. However, the rooms must be left in its original condition of cleanliness and configuration upon leaving, with any costs of clean-up incurred by the library to be paid by the Group. The Group shall remit payment upon 10 days of receipt of an invoice from the City. Alcohol may be served, providing a one-day alcohol license is presented with application. Contact the Department of Alcoholic Beverage Control at (805) 289-0100 for details. Proof of said license will be required at all times during the event.
7. The meeting rooms may not be used for the sale or exchange of goods and services unless authorized in writing by the City Librarian.
8. Groups may show films when they present written proof that the group has public performance rights to show the film in the library.
9. Meetings shall be limited to no more than 110 persons, meaning that at no time shall there be greater than 110 persons attending the event at the Community Room (overflow of attendees shall count toward the 110-person occupancy limit).

### **Public Access**

1. Meetings must be free of any charge and/or solicitations for commercial transactions or membership other than those that are library-sponsored.

### **Obeying the Rules**

1. Authorized individuals and groups shall agree to comply and accept all policies, rules and regulations pertaining to the use of Library property. The Goleta Valley Library's Rules of Conduct is accessible online at [www.goletavalleylibrary.org](http://www.goletavalleylibrary.org) and incorporated herein by reference. Any violation of said policies, rules, and regulations shall be cause for event cancellation and immediate departure from the library. Authorized individuals or groups shall be solely responsible for the conduct of members or participants in any activity authorized to be held and for the use of damages, mistreatment or theft of Library property or exhibited materials, and to pay the cost of any repairs or replacement therefore.
2. Smoking is not allowed on Library property.
3. To ensure fire safety, at no time shall any exits be covered or obstructed during the event.
4. Pursuant to fire regulations, the room capacity of 110 persons may not be exceeded. Organizations using the Meeting Room are responsible for enforcing fire safety occupancy limits.
5. The Group shall not and shall not allow any of its attendees to block any parking spaces or drive aisles and otherwise interfere with traffic circulation in the library parking lot.
6. Permission may be withheld from person(s) or groups that have caused damage to the meeting rooms, caused a disturbance, or failed to comply with the library's rules and regulations.

7. The group renting the Community Room shall indemnify, defend and hold harmless the City, its directors, officers, and employees, from and against all injuries, losses or damages arising out of, or relating to, User's use of the City's meeting rooms.

### **Applying for Use of Meeting Rooms**

1. The City Librarian or designee will approve or disapprove the application. If received by mail, a confirmation and appropriate forms will be mailed or e-mailed to you.
2. The authorized individual reserving the room must be eighteen (18) years of age and show valid governmentally issued identification.
3. No person(s) or group may assign its reservation to another group.
4. The meeting rooms are available on a first-come, first-served basis. Library meetings take precedence over all other use. The library reserves the right to change meeting rooms or cancel use of meeting rooms by an outside organization if the City Librarian determines the space is needed for Library purposes. As much notice as possible beforehand will be provided to the group(s) affected by a change.
5. Approval for use of meeting room or exhibit space is only confirmed once the City Librarian or designee has signed the application form and full payment has been received. **Full payment must be made at the time of application. Checks should be made payable to the City of Goleta.** Event dates will not be held or confirmed before an application is approved and payment received.
6. The Goleta Valley Library must be informed of any cancellations. Refunds will be given with written notice of cancellation at least seven (7) days prior to the event.
7. Permission to use the meeting rooms or galleries is not transferable.
8. Reservations may be made no more than **six (6)** months in advance ***unless the reservation is made with an existing Community Room Gallery Space reservation.*** No group may consider the Library its permanent meeting place or use the Library as its mailing address.
9. The total number of reservations may not exceed twelve (12) bookings within a 12-month period.
10. Groups cannot reserve the Community Room before opening hours of operation.
11. If checking out a Library key, the key must be returned the same business day as the reservation. Return instructions and lock-up instructions will be provided by Library staff upon check-out of the key. A replacement fee will be charged for a lost key to rekey the facility.
12. There is no charge for Library sponsored programs.

### **Fees for Use of Meeting Rooms**

1. The fee for the use of the Community Room by non-commercial organizations for the first three hours will be \$63. Each additional hour will be \$26.
2. The fee for the use of the Community Room by commercial organizations for the first three hours will be \$149. Each additional hour will be \$68.
3. All meeting room fees are subject to the City's adopted User Fees and Charges Schedule. Please see the City's User Fees and Charges Schedule for additional information.

**Attachment 3**

**Goleta and Santa Ynez Valley Libraries Display and Exhibit Policy**



## **GOLETA & SANTA YNEZ VALLEY LIBRARIES DISPLAY AND EXHIBIT POLICY**

### **PURPOSE**

The purpose of the Goleta & Santa Ynez Valley Libraries' Display & Exhibit Policy is to provide a basis for the display and exhibit of library materials by library staff, inform the public about the principles and criteria upon which these display decisions are made and promote the purposes of the library's mission, which is:

The Goleta Valley Library is a community center that serves our diverse community by leveraging public assets to support the joy of lifelong, multi-generational learning, civil engagement, and the respectful exchange of ideas and information – both within the physical walls of the library and far beyond.

### **POLICY**

The Goleta & Santa Ynez Valley Libraries play a vital role at the heart of the community by promoting full and equal access to information, encouraging the love of reading, enabling life-long learning, and empowering creativity. It will provide a responsive connection between the community's needs, its collections, information technology, and diverse programming, by, in part, providing a variety of displays, both physical and virtual, that inform and enrich the lives of people of all ages and diverse backgrounds.

### **PRINCIPLES AND CRITERIA**

The final responsibility for the display and exhibit of library materials is held by the City Librarian, but day-to-day responsibility is shared by professional and paraprofessional employees throughout the system. Library staff uses the following criteria in making decisions about display topics, materials, and accompanying resources:

- Community needs and interest
- Availability of display space
- Historical, cultural, or educational significance
- Connection to other community or national programs, exhibitions, or events

- Relation to library collections, resources, exhibits, and programs

In addition, the Library draws upon other community resources in developing displays and exhibits of library books, audiovisual items, and Library of Things Materials, and may partner with other community agencies, organizations, educational institutions, or individuals to develop and present co-sponsored displays and exhibits.

The Library will strive to include a wide spectrum of opinions and viewpoints in library-initiated displays and exhibits, as well as offer displays and exhibits that appeal to a range of ages, interests and informational needs. Library-initiated displays and exhibits should not exclude topics, books, media, and other resources solely because they may be considered to be controversial. Acceptance of a display or exhibit topic by the Library does not constitute an endorsement by the Goleta and Santa Ynez Valley Libraries or the City of Goleta of the content of the display or exhibit, or of the views expressed in materials on display.

## **INTELLECTUAL FREEDOM AND CENSORSHIP**

The Library preserves the right of citizens to obtain information on all sides of potentially controversial issues so that each individual can decide for themselves the value of opposing ideas. In representing various sides of a question, the Library thus provides citizens with reliable sources of information on which to base intelligent decisions in their daily lives.

The Library has a responsibility to protect the rights of all patrons; displays which may be considered to be frank or offensive to some are permitted if they adhere to the Library's Display Policy and contribute to the furtherance of its mission.

Parents and legal guardians have the right and responsibility to restrict the access of their children to library resources. The display of materials will not be affected by the possibility that particular displays may be seen by children and young adults.

Labels will be provided only as viewpoint-neutral directional aids to facilitate access by making it easier for users to locate materials. The materials are displayed on open shelves and are equally accessible to all users.

The American Library Association's Library Bill of Rights, Freedom to Read and Freedom to View statements are basic to the above policy. They may be found in their entirety appended to the Goleta Valley Library Collection Development Policy.

## **PROCEDURES FOR THE STATEMENT OF CONCERN OF LIBRARY DISPLAYS AND EXHIBITS BY PATRONS**

In the event a patron has questions or concerns regarding a library display, the following procedures should be used:

1. The patron is referred to a librarian.
  - a. This staff member makes every attempt to satisfy the patron's concern by clarifying the established display policies on an informal, positive, one-to-one basis.
  - b. After the interview, the staff member notifies the City Librarian using the Statement of Concern Form as to the date, circumstances, and the result of the patron's concern.
2. A patron who wishes to pursue their question further is referred to the City Librarian or their designated alternate as soon as possible. A concern taken to this level constitutes a formalized complaint.
  - a. The patron is given a Statement of Concern Form to fill out.
  - b. The patron must have a Goleta Valley Library card and must have used it at least six months prior to filling out a Statement of Concern Form.
  - c. The City Librarian will review the request in relation to the Library Display and Exhibit Policy. Once a decision is made, the individual will be notified of the decision in writing.
  - d. If the City Librarian reviews the display or exhibits and decides to continue displaying it, that display will not be reconsidered for the next five years, except as provided in paragraph three below.
3. A patron who wishes to make their objection known even further can forward their complaint directly to the Chairperson of the Library Advisory Commission (LAC) for consideration at the next regularly scheduled meeting.
  - a. A copy of the Statement of Concern Form submitted to the LAC is forwarded to the Office of the City Manager.
  - b. The LAC sends its recommendation to the City Librarian.  
&E The City Librarian then reviews her/his original decision in the context of the LAC recommendation and confirms or sends a revised opinion to the patron in writing, with a copy sent to the Library Advisory Commission and to the Office of the City Manager.  
âE The City Librarian's decision on the complaint is final and without further appeal.

**Attachment 4**

**Goleta and Santa Ynez Valley Libraries Statement of Concern Form –  
Statement of Concern about Library Displays and Exhibits**





**GOLETA & SANTA YNEZ VALLEY LIBRARIES**  
**STATEMENT OF CONCERN FORM**

**Statement of Concern about Library Displays and Exhibits**

All comments submitted will be brought to the attention of the City Librarian.

**Patron:** Please include contact information should staff have additional questions.

Name \_\_\_\_\_ Street \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

If you are representing an organization, please specify:

\_\_\_\_\_

**Display and exhibit on which you are commenting:**

Display or Exhibit \_\_\_\_\_

Subject \_\_\_\_\_

What specific concern do you have with the display/exhibit?

Please be specific and cite specific item if possible. You may use the back of this form or attach additional sheets if necessary.

Did you view the entire display/exhibit?

If not, what parts?

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For Library Use: Reviewed by City Librarian (date)

Reviewed by Library Advisory Commission (date)

Recommendation:

**Attachment 5**

**Goleta and Santa Ynez Valley Libraries Collection Development Policy**



Policy No.:  
Approved Date:  
Revised Date:

GVL-007

## **GOLETA & SANTA YNEZ VALLEY LIBRARIES COLLECTION DEVELOPMENT POLICY**

### **STATEMENT OF PURPOSE**

The purpose of the collection development policy is to provide guidance within budgetary and space limitations, for the evaluation, selection and de-selection of materials which will anticipate and meet the needs of the City and its patrons.

### **SCOPE OF THE COLLECTION**

The Goleta & Santa Ynez Valley Libraries (Library) collection is developed and maintained to meet the informational, educational, and recreational needs of the residents of the City of Goleta and its neighboring Zone 4 communities in various formats including non-English, audiovisual, online, and large print.

The Library endorses the Library Bill of Rights, Freedom to Read and Freedom to View Statements as adopted by the American Library Association (see attachments).

### **RESPONSIBILITIES FOR COLLECTION MANAGEMENT**

Ultimate responsibility for collection management rests with the City Librarian, who operates within the framework of policies determined by the City Council. City employees under the general supervision of the City Librarian manage the City's Library collection.

### **SELECTION PROCESS**

Materials are selected for the Library's collection based on professionally accepted guidelines. The collection is developed to provide materials that offer a wide variety of views suitable for all ages and abilities. It is the responsibility of parents or legal guardians to decide what material is appropriate for their children.

All acquisitions, whether purchased or donated, are evaluated by the following criteria:

- Patron demand
- Favorable reviews in professional library journals
- Positive attention by critics and reviewers
- Accuracy
- Reputation of author, publisher, producer or illustrator

- Cost and availability
- Relationship to existing material
- Format and ease of use
- Inclusion in lists of recommended titles and/or award winners

Requests for purchase by the public are given serious consideration and evaluated based on the guidelines for selection as outlined in this policy.

Space and budget constraints prohibit the City from duplicating materials and specialized collections that are available elsewhere locally. Materials not owned by City may be available through interlibrary loan.

## **PRINT MATERIALS**

**Nonfiction Criteria.** The Library acquires materials of both permanent and current interest in all subjects. In addition to the general selection criteria, nonfiction titles are selected based on sustaining value, current information, demand, cost, and appropriateness of format. Goleta Valley Library emphasizes non-scholarly materials. Materials for children are selected to generate and support interest in popular subjects and provide supplemental materials for typical school assignments.

**Fiction Criteria.** The Library's fiction collection includes a wide variety of contemporary works representing all genres, as well as classics and important novels of the past. An effort is made to purchase in multiple fiction genres including mysteries, science fiction, graphic novels, fantasy, westerns, and romances. Reasonable efforts are made to complete series and purchase books written by local authors or that have local interest. The collection for teens includes all of the above genres and is generally for ages 12 – 18+. The children's fiction collection includes materials designed to initiate, encourage and develop reading ability. In addition to the general selection criteria, fiction is selected based on favorable published reviews, popular demand, reputation of the author and publisher and appropriateness for Library customers.

**Periodicals.** Periodicals are collected in print format. Periodicals are selected based on reviews and local interest. Periodicals may be available in downloadable format through the Black Gold Cooperative Library System.

**Reference.** Reference materials provide quick, concise and up to date information and include indexes, encyclopedias, biographical resources, dictionaries, almanacs, and directories. Selection of reference materials is based on favorable published reviews, reputation of author or publisher, accuracy and currency of information, and cost (including the cost to maintain items requiring frequent updates). Increasingly, these materials are most up-to-date in online format so the physical collection has decreased in size.

## **NON-PRINT MATERIALS**

**DVDS.** The Library collection includes DVDs for both educational and recreational use. The criteria for selecting DVDs includes patron demand, favorable reviews in standard library reviewing journals, cost, and nationally recognized award winners. The Library also purchases a portion of titles in Blu-ray format.

**Audiobooks.** The Library provides fiction and nonfiction titles in audiobook format that parallel the print collection. Narrators are also taken into consideration when selecting audiobooks. Audiobooks are purchased in standard compact disc format for adults, teens and children. Unabridged formats are the only ones purchased. Some children's audiovisual formats are in mp3 or CD format with the inclusion of the accompanying book.

**Recorded Music.** The Library selects music compact discs in a variety of genres. In addition to the general selection criteria, historical significance and enduring popularity are taken into consideration when selecting recorded music.

**Library of Things.** This collection of 3-dimensional objects includes a wide variety of items such as virtual reality goggles, cake pans, robots for children to code, technology for adults to test, Home Energy Savings Kits, and much more. Selection of these items is primarily done through research into other library systems' Library of Things collections and a determination of the most popular items. Although at this time there is no professional review source for Library of Things collections, *Consumer Reports* is a reliable and credible source of reviews and is used as a guide for purchase.

**Online Resources.** The Library subscribes to online databases on a variety of subjects to supplement its print collection. Selection criteria for these databases is dependent primarily on patron demand for the subject, cost, vendor reputation, and the database's ability to supplement heavily-used or less robust areas of the collection. Selection for some of these items is shared by members of the Black Gold Cooperative Library System.

**E-Library.** The Black Gold Cooperative Library System pools its resources each year to purchase eBooks and eAudiobooks for the Overdrive collections. The Goleta and Santa Ynez Valley Libraries also purchase additional eBook and eAudiobook materials through a locally funded Overdrive Advantage account to increase access to digital content. Selection criteria is based on patron requests, popularity, positive reviews, currency of information, cost, and many of the same qualifications used for purchasing physical materials. The library also provides digital access to eBooks, eAudiobooks, and music via Hoopla and access to films, documentaries, and television shows via Kanopy.

## **COLLECTION MAINTENANCE**

Examination of materials is an ongoing process. Materials determined to no longer be of value are withdrawn from the collection. Materials are withdrawn from the collection due to a variety of reasons including space limitations, accuracy of information, physical condition, lack of circulation, duplicate titles, and lack of interest or demand. Gifts, including memorial items, are subject to these withdrawal and replacement policies.

## **REPLACEMENTS**

The Library does not automatically replace all items withdrawn because of loss, damage or wear. Need for replacement is weighed with regard to several factors, including number of duplicate copies, availability of better or newer materials on the subject, and demand for the item.

## **STATEMENTS OF CONCERN**

The Library collection includes materials that represent a variety of viewpoints; it does not endorse particular beliefs or views. Selection of a particular item does not imply an endorsement of the viewpoint expressed by the author.

An individual who disagrees with a selection decision may request the Library relocate or withdraw an item from the collection by submitting a written Statement of Concern Form available via the Library website. Anyone submitting a Statement of Concern Form must have active Goleta and Santa Ynez Valley Libraries card showing usage at least six months prior to the request. The City Librarian and collection development staff will review the request in relation to the selection criteria and this collection development policy. Once a decision is made, the individual will be notified of the decision in writing. If a title has been reviewed and the determination is made to keep it in the collection, it will not be reconsidered for the next five years.

## **GIFTS**

Gifts will be evaluated in the same way as purchased materials and will only be added to the collection if they meet the selection criteria. The Library accepts only unconditional gifts. Gifts become the property of the Library upon receipt and with the understanding that the Library may make use of the gift in any way deemed appropriate. For further information on gifts, please refer to City of Goleta's Gift Policy.

## **American Library Association 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.

## **ALA - 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 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.

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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

### **American Library Association 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**

**Attachment 6**

**Goleta and Santa Ynez Valley Libraries Statement of Concern Form –  
Statement of Concern about Materials**



**GOLETA & SANTA YNEZ VALLEY LIBRARIES  
STATEMENT OF CONCERN FORM**

**Statement of Concern about Materials**

All comments submitted will be brought to the attention of the City Librarian.

**Patron:** Please include contact information should staff have additional questions.

Name \_\_\_\_\_ Street \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

If you are representing an organization, please specify:

\_\_\_\_\_

**Item on which you are commenting:**

Material Type \_\_\_\_\_ (Book, DVD, etc.)

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

Author if applicable \_\_\_\_\_

What specific concern do you have with the item?

Please be specific and cite specific pages if possible. You may use the back of this form or attach additional sheets if necessary.

Did you read, see, listen, or otherwise use the material in its entirety?

If not, what parts?

\*\*\*\*\*

For Library Use: Reviewed by City Librarian (date)

Reviewed by Library Advisory Commission (date)

Recommendation:

## **Attachment 7**

### **A. Application for Use of Gallery Space at Goleta Valley Library**



**APPLICATION FOR USE OF GALLERY SPACE  
AT GOLETA VALLEY LIBRARY**

*Applications will be accepted for the upcoming fiscal year beginning May 1st and will be finalized beginning July 1st.*

Name of Organization \_\_\_\_\_ Month and Year of Art Exhibition \_\_\_\_\_

Name of Contact Person \_\_\_\_\_

Fee per month for use of exhibit space:

Goleta Valley Library Community Room Gallery: \$294

Date to hang exhibit: \_\_\_\_\_ Time to hang exhibit Start: \_\_\_\_\_ End \_\_\_\_\_

Date to dismantle exhibit: \_\_\_\_\_ Time to dismantle exhibit Start: \_\_\_\_\_ End \_\_\_\_\_

Reception: Receptions are booked as a separate meeting at an additional fee. Please complete a separate Meeting Room Application.

I wish to have a reception

I do not wish to have a reception.

**By signing below, I confirm that:**

- 1) I understand that I am responsible for removing all nails from the gallery walls after dismantling the art exhibit.
- 2) I understand that the gallery space is within a meeting room. I have read the Meeting Room Rules and assume personal responsibility for compliance with these rules.

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

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

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

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

To be completed by staff:	
Application Approved: City Librarian (or Designee) _____	Date: _____
Gallery Fee Total \$ _____	<input type="checkbox"/> Cash <input type="checkbox"/> Check # _____ <input type="checkbox"/> Credit Card



**B. Reservation Request for Display Case at Goleta Valley Library**

**RESERVATION REQUEST FOR DISPLAY CASE  
AT GOLETA VALLEY LIBRARY**

Goleta Valley Library has the responsibility to provide the public with attractive, diversified exhibits and displays designed to introduce new ideas, broaden interests, and develop appreciation and understanding of the various facets of our culture. The City Librarian, within the limits of this policy, will have final authority and responsibility for approving requests.

Organizations may book the Display Case only once during a fiscal year (June - July). Reservation Requests for the upcoming fiscal year will be accepted beginning May 1st. Organizations that have not had a display in the previous two years will have priority. Requests from repeat organizations will be considered beginning August 1st.

\_\_\_\_\_  
Nonprofit Organization

\_\_\_\_\_  
Request for Month/Year      2<sup>nd</sup> Choice

\_\_\_\_\_  
Address

\_\_\_\_\_  
Contact Person

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

\_\_\_\_\_  
Telephone of Contact Person

\_\_\_\_\_  
Organization Phone

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Organization Website or Email

\_\_\_\_\_  
Contact Address (if different)

\_\_\_\_\_  
Signed                                  Date

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

\_\_\_\_\_  
Alternate Contact                  Phone

Display Contents: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

To be completed by staff:  
City Librarian Approval \_\_\_\_\_ Date \_\_\_\_\_  
Month Booked \_\_\_\_\_

## **Attachment 8**

### **Non-Black Gold Cooperative Library System Materials Delivery and Return Policy**



## Non-Black Gold Cooperative Library System Materials Delivery and Return Policy

Materials owned by the Goleta Valley, Bookvan, Santa Ynez Valley Libraries, and Black Gold Cooperative Library System member libraries will fall under this policy and procedure.

To be eligible to participate in the delivery service of the Black Gold Cooperative Library System, member libraries within the system must meet these criteria:

- The member library must be in good standing with the Black Gold Cooperative Library System.
- Patron library card must be in the database to check materials in and out.
- Non-Black Gold Cooperative Library System libraries will not participate in the delivery service.

Member libraries of the Black Gold Cooperative Library System will pay membership fees to have materials returned to owning member libraries as a convenience to the patrons. There are two delivery couriers: one coordinated by the Black Gold Cooperative Library System, and one coordinated by the City of Goleta.

Any Black Gold Cooperative Library System library patron will be responsible for any fines and/or fees incurred due to dropping off materials at a Non-Black Gold Cooperative Library System library.

Staff will notify the owning library that their materials have been returned to the library. A slip of paper will be placed in the material with the returned date. A call date will also be recorded on the slip of paper. The material will be held for 60 days, at which point a determination will be made.