

# QUEZON CITY PUBLIC LIBRARY COLLECTION DEVELOPMENT POLICY

## 1. Purpose

The collection development policy is intended to provide guidance, within budgetary and space limitations, for the selection and evaluation of materials which anticipate and meet the needs of the Quezon City community. It directly relates the collection to the library's mission and vision statement, and defines the scope and standards of the various collections.

As the community changes, the library will need to reassess and adapt its collections to reflect new and differing areas of interest and concern. The collection development policy will be periodically evaluated and revised as necessary to provide guidance for implementing changes in the collection.

## 2. Objectives

Support the curricular needs and interest of the Quezon City community by:

- Systematic, timely, selective acquisition of print and non-print reference materials of suitable quality and format.
- Provide access through information through licensing, subscribing, linking to free resources, or making consortial agreements with publishers, other libraries, or other organization.
- Developing collections with adequate resources in each subject area.
- Maintaining the collections through appropriate conservation and preservation methods.

## 3. The Community

Quezon City is characterized by a large number of organizations, a growing business community, a long tradition of interest in art and culture, and notable private and public elementary, high schools, colleges and universities. The individuals in the community reflect varying economic, racial and educational backgrounds. It has a population of 2,173,831<sup>1</sup>. There is an increasing number of immigrants, particularly from other communities and provinces moving into the city. Quezon City is the ICT capital of the Philippines, the richest city and the most business friendly city in the country. It is also the second biggest city in the country, second to Davao City, and the largest city in Metro Manila, comprising 25% of land area. Literacy in Quezon City is relatively high. English is widely spoken, though it is Tagalog that is predominantly used. There are parts of the city that are called depressed areas with informal settlers living within the area.

Quezon City Public Library is located within the Quezon City Hall premises, thus the employee and other city hall stakeholders are also regular users of the library, aside from other professionals, students, and senior citizens. Studying the community is essential to selection materials for the library. Knowledge of the community enables the library to better serve its users by developing collections that reflect the changing interest and composition of Quezon City.

## 4. Philosophy of the Collection

In support of its mission, Quezon City Public Library provides different collections in varied disciplines, that gives wide array of information that will help the community in their research needs. It also collects information about the history of Quezon City for the use of the future generations of the City. Some materials available in the library present a diversity of viewpoints, enabling citizens to make the informed choices necessary in a democracy, although they are limited in number.

<sup>1</sup>Census of Population and housing 2000.

## 5. Scope of the Collection

The primary responsibility of the Quezon City Public Library is to serve Quezon City citizens and employees by providing a broad choice of materials to meet their informal, educational, cultural and recreational needs. Materials are selected to aid individuals, groups, and organizations attain practical solutions to daily problems, and to enrich the quality of life for all community members.

## 6. Scope of the Main Library

The Main branch serves the Quezon City community as whole, in addition to serving as a resource for the other nineteen (19) active branch libraries. The size and scope of its collection attracts users from surrounding cities and municipalities of Metro Manila areas, however, the main purpose is to serve Quezon City citizens and employees. As an urban library, the Main Branch places major emphasis on the provision of information. It offers a strong reference collection that supports an extensive and in-depth reference service. A broad choice of circulating print and non-print materials is selected to accommodate the diversity of tastes, reading levels, languages, and interest of users of all ages. The Main branch aims at providing a comprehensive collection of materials relating to the City, and builds upon existing strengths in business, economics, culture and the arts. Scholarly and highly technical or specialized materials are not purchased but are made available through other libraries with strong collections, such as the UP-NCPAG, NSO, and Thomas Jefferson Library.

## 7. Scope of the District Libraries

The six (6) District Libraries offer a full range of standard library services to the general needs of their respective district. They maintain a balanced collection covering both standard works on all subjects and materials catering for different levels of readership. Collection and services of district libraries tries to be at par with the Main branch. District libraries are second in priority when distributing materials whether purchased or donated.

## 8. Scope of the Barangay Libraries

The thirteen (13) Barangay Libraries serve specific neighborhoods in the City. The interests and needs of the actual and potential users of the branch are continually evaluated so that each library has a collection reflecting the community that it serves. While each Barangay library serves basic reference needs of its neighborhood with a core of reference materials, it does not duplicate the in-depth sources or special collections of the Main and District libraries.

## 9. Responsibility of the Selection

The authority and responsibility for the selection of library materials rests ultimately with the City Librarian. Under his/her direction, selection is delegated to the librarians. All staff members and the general public are encouraged to recommend materials for consideration.

All materials, whether purchased or donated, are considered in terms of the criteria set by the Technical Services.

The library strongly encourages input from the Quezon City community concerning the collection. Suggestion for purchase procedure enables Quezon City citizens to request that a particular item of subject be purchased by the library. All suggestions for purchase are subject to the same selection criteria as other materials and are not automatically added to the collection. It is the library's intent that suggestions for purchase be used to help the library in developing the collection which serve the interests and needs of the community.

Quezon City resident wishing to recommend the removal of a particular item in the library collection may submit a "Request for Reconsideration", which will be reviewed by the City Librarian and library

staff in relation to the library's mission statement and the selection criteria of this Collection Development Policy. The City Librarian will evaluate the reviews submitted by the patron and library staff and will release a response within 30 days upon receiving the formal objection.

## 10. Selection Criteria

The following are the criteria for selection of library materials:

- a. Content
  - Accurate and updated coverage.
  - Broaden various development aspects.
  - Suitable for readers' level.
  - Furthers the mission of the library.
- b. Readability
  - Clearly and concisely written.
  - Has good writing style.
- c. Physical Make-up of Material
  - Good quality material
  - Attractive and creative presentation
- d. Others
  - Reasonable price
  - Positive reviews
  - Easy to use

## 11. Purchased Collection

The Library has an annual budget to purchase collection in various format, reading levels, and subject areas. Multiple copies of materials are only purchased to be distributed in its different branch libraries in response to user demand as evidenced by number of reserves, anticipated popularity, repeated requests and monitoring of the collection.

## 12. Donation / Gift

The Quezon City Public Library is always grateful to receive/accept donation of books, library materials, etc. from various donors like civic spirited individuals, foundations, organizations, and friends of the library that helped augment and increase library collections.

Nevertheless, donors must understand and follow the existing policies for donation as follows:

- a) All donated books and other library materials will be evaluated and assessed by the book selection committee under the Technical Services Division.
- b) Books and other reading materials will be weeded/disposed if:
  - With poor physical condition/poor appearance;
  - Unneeded and inexpensive reprints;
  - Obsolete and outdated books.
- c) Selected books, reading materials, etc. will be processed with the option to be distributed to the Main Library, Branch Libraries and Adopted Reading Centers.

- d) The QCPL reserves the right to dispose/weed, etc. all donated books or reading materials, etc. without the consent of the donor if found to be under the letter b policy.
- e) QCPL does not accept inquiries from donors on their donated books, reading materials, etc.
- f) All donations forms part of the QCPL properties.

Donors' full name, address, contact number and quantity of donation is recorded for reference. Acknowledgment letter is given to the donor through post mail or email.

### 13. The Collection

- a) **Filipiniana**  
Filipiniana collection includes materials that pertain to the Philippines whether authored by Filipino or foreign authors and materials written by Filipinos in any subject area. It maintains in-depth collections in Philippine-related information, including history, culture, arts, and religion. The collection also includes rare Filipiniana books.
- b) **Local History**  
The library possesses a unique collection of reference materials on Quezon City history. The materials trace the history of the city from the discovery of its founder Manuel L. Quezon to the different administrations of mayors that served the city. These books, souvenir programs, pamphlets, newsletters, Quezon City publication, and others, many of which are rare, provide a historical and cultural context of the City.
- c) **Reference**  
The library aims at acquiring materials which provide a core of basic knowledge. The collection is composed of non-fiction books about facts and ideas ranging from trivia, science, history, math, biographies and much more. The collection also includes general references such as encyclopedias, dictionaries, fact books, atlases.
- d) **Children's Corner**  
To encourage life-long reading habits, the Children's Corner collection provides materials in a variety of formats to satisfy and stimulate the informational, educational, cultural, and recreational needs of the children of Quezon City from preschool through grade 6. The materials are selected with regard to the stages of emotional and intellectual maturity of the children. The collection also provides adults with materials that relates to the well-being of children, and aid in the study of children's literature. Toys for children are not the priority for the library in its purchases, but accept donations from civic spirited individuals and organizations. Toys are not classified as done with the books and other library materials.
- e) **Law Research**  
Law Research collection contains materials pertaining to laws, ordinances, executive orders, and others that aids or sustain the research needs of the users. It also contains Lex Libris materials for ready reference. Linkages to other sites with specialty on law matters are also available.
- f) **Periodicals**  
The Library's periodical collection provides current and retrospective information aimed at meeting the research and recreational reading needs of the community. The collection also contains periodicals that serve the professional reading needs of the library staff. Periodicals supplement the book collection by providing up-to-date information, covering current topics not yet available in books, and presenting a less in-depth treatment of a subject than is usually found in books.

The periodical collection consists of a diversity of publications in fields which are of interest to the community. It includes basic and popular reading magazines, foreign language publications,

and a wide selection of business, trade and local publications. To provide optimal access to information for those conducting research, an emphasis placed on selecting titles that are included in standards periodical indexes. Journals which are highly technical or scholarly are not purchased by the library but are donated by various government agencies and establishments like UP-NCPAG and NSO.

Periodical collection includes newspapers published locally, popular local and international magazines, limited scholarly journals, informative pamphlets, newspaper clippings, and Press Reader, a digital platform containing local and international newspapers and magazines.

Back issues of printed magazines are indexed and bound and form part of the collection while newspapers are subject for news clippings which are files in the filing cabinets alphabetically according to their subject.

g) Fiction

The Library's collection includes limited variety of contemporary and classic works of fiction. The Library makes every effort to acquire fiction through purchase, but mostly through donations to satisfy the interests and recreational needs of its users.

h) Special Collection

- American Shelf

The Quezon City Public Library was selected by the Thomas Jefferson Library to be a depository library of the United States of America reading materials. The collection contains informative books in various subject areas.

- Person With Disabilities (PWD)

Collection that focuses on the studies of people with physical disabilities, mental health conditions and disorders.

- Gender and Development (GAD)

Through the help of the Quezon City Gender and Development Resource and Coordinating Office (QC-GADRCO), the Library put up a collection of pamphlets, leaflets, and other ephemeral materials that centers on women's and gender studies.

- Bangko Sentral ng Pilipinas (BSP)

Materials donated by the Bangko Sentral ng Pilipinas pertaining to BSP history, financial education and banking laws in the Philippines.

- Chinese

Collection that are written in Chinese language and/or about Chinese history and culture.

i) e-Resources

e-Resources or online databases extend the collection by providing timely and versatile access to information in electronic format. e-Resources are available to enhance and supplement reference service. Many of the databases contain specialized information beyond the scope of the library's print collections; others have information that does not exist in print format.

j) Non-Print

This collection is composed of resources in non-book format such as discs, maps, globes and kits.