



DISTRIBUTION DATE: 5/7/18

## *MEMORANDUM*

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**TO:** HONORABLE MAYOR &  
CITY COUNCIL

**FROM:** Sabrina B. Landreth  
City Administrator

**SUBJECT:** Oakland Public Library – Collection  
Management

**DATE:** May 7, 2018

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### **INFORMATION**

Recently, several books titles from the Oakland Public Library were brought to our attention as being inappropriately discarded. Upon research, these particular books, in addition to others, were withdrawn from the Elmhurst Branch Library, having been published between 1990-2007, about 11-28 years ago. These particular books were not from the African-American Museum and Library of Oakland (AAMLO) collection. All of the book titles referenced are still available to the public through the Oakland Public Library at multiple branches and through the Library online LINK+ system.

The development and management of library collections is guided by the American Library Association and is a necessary function of libraries across the globe. In effectively managing the Oakland Public Library collection, the Library follows the guidelines of the American Library Association. The Library acts to fulfill its mission and core values by selecting and providing access to a collection of materials and electronic resources that address the needs of Oakland's diverse communities in a timely manner. Oakland librarians are professionals that receive formal training in the care and management of the OPL collection. Decisions about what to have in the collection are made by subject specialists at each location based on the needs and interests of the community. The OPL Collection Development Policy is available on the library website. [Click here](#) (or go to <http://oaklandlibrary.org/about/policies>) to view the policy.

OPL spends approximately \$2 million per year in the purchase of new additions to its collection. Books are officially withdrawn periodically to keep the collection responsive to patron needs, to ensure its vitality and usefulness to the community, and to make room for newer materials or newer formats. When OPL discards a book, it is typically donated to the local branch of the Friends of the Oakland Public Library. In this way, the Friends of the Oakland Public Library can sell the book at a discounted price and keep the book in the local community.

The Oakland Public Library encourages involvement by the community in the selection process of bringing new items into its collection. Several mechanisms are provided for this purpose, including analysis of pending reserve requests, purchase suggestions submitted by library users, and questionnaires and surveys administered by the library. User suggestions for purchase are evaluated in accordance with the standards for selection.

Respectfully submitted,

/s/

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SABRINA B. LANDRETH  
City Administrator