

Sanger Public Library's Collection Development Policy

Purpose:

The purpose of the Collection Development policy is to support the Library's mission, serve as a guide for the selection, maintenance, and retention of materials, and provide a process for addressing the concerns of library users. It is intended to assist library staff as well as inform the public of the principles upon which decisions related to the collection are based.

The primary purpose of the Library is to promote free access to books and other materials that will provide information, cultural development, education and recreation. The collection supports education, including self-education, promotes understanding of human cultures, and offers recreational reading, listening, and viewing. It should also enlighten citizens about opposing viewpoints on important issues.

In general, the collection should provide basic information in all areas and more depth in areas of greater community interest. This library will not provide comprehensive or even higher level research coverage in any area with the exception of local history. The library depends on inter-library loan for materials of a highly-specialized nature so that library resources may be used for subjects of greater value to a greater number of general users.

Responsibility

The Library Director and Library Board are responsible for outlining the collection development policy. The Library Director and other library staff members are responsible for selecting and retaining materials in accordance with that policy.

Goals/Philosophy

Library resources are provided for the needs and interests of all members of the community. Basic to this policy is the *Library Bill of Rights* and the *Freedom to Read Statement*, both of which were adopted by the American Library Association. The First Amendment to the U.S. Constitution protects the freedom to read, view, and listen. Such freedom is essential to our democracy, and libraries are charged with upholding this right.

The selection of any particular material does not indicate endorsement of the views expressed in it, and materials are not excluded because of the origin, background or views of the authors or other contributors to the works. Parents and/or legal guardians have sole responsibility for what their children read, view, or hear. No library staff member or its associated authorities can serve in loco parentis (i.e., in place of a parent; charged with a parent's rights, duties and responsibilities). Selection of library materials will not be restricted by the possibility that materials may inadvertently come into a child's possession.

Items need not meet all of the criteria below to be selected.

Selection Criteria

1. Contemporary significance or permanent value
2. Relation of work to existing collection
3. Accuracy
4. Authority and purpose of author
5. Price and availability
6. Scarcity of information in subject area
7. Popular demand, or requests of library patrons
8. Creative, literary, or technical quality/merit
9. Availability of materials elsewhere in ~~community~~ area, including other NTLC consortium libraries
10. Publisher's authority (including editorial review)
11. Suitability of the format to library circulation and use

Selection Aids

In order to determine if a work meets any of the criteria the Librarian may use published bibliographies of recommended works (such as the Texas Bluebonnet List), book reviews from current sources, the reputation of the publisher (such as *National Geographic* for natural history titles), or the judgment of the Librarian after personally examining the work. The American Library Association provides a list of recommended sources for reviews on their website.

Types of Materials

- Paperbacks may be collected in areas that are preferred by the patron (e.g. junior fiction), in areas of ephemeral interest (e.g. many best-sellers), or when duplicate copies of classic works are needed.
- Some subscriptions to periodicals will be maintained, since they provide information on current issues not readily available from other sources.
- Textbooks may be collected in areas in which they are the best source on information on the subject.
- Audio and video materials in any format will be collected under the same criteria as books.
- Materials on local history will be collected as space allows.

Purchase Requests

All requests from patrons for specific titles or subjects will be considered. Whenever there is enough demand or interest shown, an item may be purchased, unless it is completely without literary merit or social value, or the subject in question is already covered by other materials.

Gifts

The library is generally not able to accept more than a limited number of books and other materials.

Some books and other materials may be accepted if they are in very good condition and library staff are able to accommodate the donations **(See Donation Policy for additional details)**.

The library will not accept materials that are not outright gifts.

Gifts must meet the same criteria as other materials to be included in the collection.

Books or money may be donated to the library as memorials. Recommendations for titles or subject matter are welcome.

The appraising of a gift for income tax purposes is the responsibility of the donor. The Library cannot guarantee that any gift will be part of the collection permanently.

Collection Maintenance

Maintenance of the collection is an ongoing process in which materials are continuously added and removed to best suit the needs of its users and potential users. The Library Director and other library staff members regularly evaluate the collection to determine if items should be retained or withdrawn. Factors considered include the number of times items have circulated, their condition, budgetary concerns, the space available, local history and classics, and user needs. Discarding, or “weeding,” of materials ensures that the collection remains valid and

useful. Sources including the manual for the CREW method are considered, particularly when there is a question whether items should be withdrawn. This reference tool is available on the Texas State Library and Historical Commission's website.

<https://www.tsl.texas.gov/sites/default/files/public/tslac/ld/ld/pubs/crew/crewmetho12.pdf>

Local History

The library strives to maintain a collection of local history resources and to include the works of local authors, granted they meet the selection criteria stated in this policy. Many local history materials are also housed in the Sanger Area Historical Society's museum and included in the library's online catalog. These materials do not follow the same guidelines for weeding as other parts of the collection.

Requests for Reconsideration

The library fully endorses the principles documented in the *Library Bill of Rights* and the *Freedom to Read Statement* of the American Library Association (See Appendix). Materials available in the library present a diversity of viewpoints, enabling citizens to make the informed choices necessary in a democracy. The library also selects a wide variety of library materials that satisfy the diverse interests of our community. The library upholds the right of the individual to secure these resources, even though the content may be controversial, unorthodox, or unacceptable to some. The library's varied collection is available to all; however, it is not expected that all of the collection will appeal to everyone.

Patrons who wish to request the withdrawal or reclassification of materials currently owned by the library are encouraged to discuss their concerns with the Library Director or supervising librarian. If the patron is not satisfied with the response to their request, the patron will be provided with information and a form to request formal reconsideration of the library resource. The following steps will be used when an individual feels that further action is necessary to

address concerns about a library resource. For the duration of this process, the material in question will remain in circulation in the library collection.

1. A concerned patron who is dissatisfied with earlier informal discussions will be offered a packet of materials that includes the library's mission statement, selection policy, reconsideration form, and the Library Bill of Rights.
2. Patrons are required to complete and submit a reconsideration form to the Library Director.
3. The Library Director, or designee, will respond to the patron in writing within 14 business days to acknowledge receipt of the Request for Reconsideration form and outline steps that will be taken by the library staff.
4. The Library Director, with appropriate professional staff, will review the reconsideration form and the material in question to consider whether its selection follows the criteria stated in the collection policy.
5. Within 30 business days, the Library Director will make a decision and send a letter to the concerned person who requested the reconsideration, stating the reasons for the decision.
6. If the individual is not satisfied with the decision, a written request may be submitted to the Library Director within 10 business days that their Request for Reconsideration of Library Material be addressed to the Library Board. Upon receipt of the written request, the Library Director will place the item on the Agenda of the next Library Board meeting.
7. The Library Board will review the request and the written staff response, discuss the issue at the regular meeting, be available to receive comments from the requesting individual, and determine a course of action.

Note: A book or audio-visual item may undergo this reconsideration process only once in a twelve month period.

Policy Revision: This policy will be reviewed every 3-5 years, with recommendations made as appropriate and the date of the review added to the document.

REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS

Date: _____

Title: _____

Author: _____ Call number: _____

Material Type: Book ___ Audiobook ___ DVD ___ Other ___

Request Initiated by: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone number: _____ Email: _____

Requestor Represents:

____ Self

____ Organization (name) _____

____ Other Group (name) _____

1. Did you read, view, or listen to the entire work? Yes ___ No ___ If not, which parts _____

2. To what do you object? Please be specific and cite pages, discs, or video time stamps.

3. What is your opinion of the item's value? Please include any thoughts or recommendations regarding age groups for which it would be acceptable. _____

4. What would you like the Library to do about the material? 1) Move to another location in the library more suitable to its intended age group or audience. If so, please describe the recommended location

2) Withdraw item _____

3) Other _____

5. What material would you recommend in its place? _____

Signature _____ Date _____