

# COLLECTION DEVELOPMENT POLICY

## OBJECTIVES

The primary mission of the Converse Public Library is to enhance purposeful learning, creative discovery, and to serve our community with the expansion of knowledge, technology, and responsive library services.

Because of the volume of publishing, as well as the limitations of budget and space, the library must have a selection policy with which to meet community interests and needs.

The Collection Development Policy is used by the Library staff in the selection of materials and also serves to acquaint the general public with the principles of selection.

*The Library Bill of Rights, the Freedom to Read Statement and the Freedom to View Statement* are integral parts of the policy. See attachments.

The Collection Development policy, like all other policies, will be reviewed and/or revised as the need arises.

## RESPONSIBILITY FOR SELECTION

The ultimate responsibility for selection of library materials rests with the Library Director who operates within the framework of the policies. This responsibility may be shared with other members of the Library staff; however, because the Director must be available to answer to the City Manager and the General Public for actual selections made, the Director has the authority to reject or select any item contrary to the recommendation of the staff.

## CRITERIA FOR SELECTION

Staff should keep the following in mind when recommending titles for selection. However, an item need not meet all considerations to be acceptable.

1. Consider the identified, expressed or anticipated needs and interests of individuals in the general community.
2. Consider the quality of content, such as timeliness, accuracy, literary merit, illustrations, indexes and bibliographies.
3. We have a professional responsibility to be inclusive, not exclusive, in developing collections. Efforts will be made to provide materials representing all viewpoints.
4. Select a broad range of materials in all subject areas.
5. Attempt to balance the collection with in-demand, current interest titles (CPL may purchase multiple copies of specific authors and/or in high demand current interest titles.)
6. Assess the significance in relation to library resources already available.

7. Utilize standard selection sources recognized by librarians to identify materials to be purchased.
8. Utilize specialized knowledge of Library Staff.
9. Consider the reputation and/or significance of author, publisher and/or producer.
10. Select a variety of reading and comprehension levels based on community needs.
11. Provide a wide variety of formats to meet differing needs of individual patrons.
12. Maximize the effectiveness of the available materials budget.
13. Consider other community resources, interlibrary loan, etc. To maximize the Library's resources. Out-of-print, used items, or items that require Library staff to go beyond the scope of its normal purchasing procedures are usually not purchased.
14. Strive to develop a collection that complements the curriculum of area educational institutions but does not duplicate curriculum materials in use by educational institutions or home-schooled students.
15. Consider patron requests within the overarching principles of selection.
16. Reviews are a major source of information about net materials. The primary source(s) of reviews are Kirkus Reviews, Library Journal, School Library Journal and Booklist.

## WEEDING

An up-to-date, **attractive** and useful collection is maintained through a continual withdrawal and replacement process. The CREW method, as detailed by the Texas State Library and Archives Commission, shall be used to weed the collection. Replacement of worn volumes is dependent upon current demand, usefulness, more recent acquisitions, and availability of newer editions. This ongoing process of weeding is the responsibility of the Library Director. Withdrawn materials will be handled in a similar manner and under the same authority as donated materials.

## POTENTIAL PROBLEMS OR CHALLENGES

The Converse Public Library recognizes that some materials are controversial and that any given item may offend some patrons. Selection of materials will not be made on the basis of anticipated approval or disapproval, but solely on the basis of the principles stated in this policy.

Responsibility for the reading of children rests with their parents or legal guardians. Selection of library materials will not be inhibited by the possibility that materials may come into the possession of children.

Library materials will not be marked or identified to show approval or disapproval of their contents, and no library material will be sequestered except to protect it from damage or theft.

Although materials are carefully selected, there can arise differences of opinion regarding suitable materials. Patrons requesting that material be withdrawn from or restricted within the collection may complete a "Request for Reconsideration of Library Resources" form which is available in the Library. The challenge will be reviewed by the Library Director and the City Manager.

After review of the challenge, a public hearing will be scheduled for Library patrons to speak either for or against a book challenge. In making their decision, the Library Director and City Manager will consider public testimony, professional reviews, selection criteria listed in the Collection Development Policy, the American Library Association's Library Bill of Rights, Freedom to Read Statement, the Freedom to View Statement, The Texas Library Association's Intellectual Freedom Handbook, Art. 1, Sec. 8, Texas Constitution, and Amendment 1, U.S. Constitution.

The Library Director, along with a review committee, will determine the final decision for the challenged material(s).