

Deer Park Public Library

Collection Development Policy

Updated 2021

Policy Statement

This policy serves to assist library staff in building a diverse collection of materials that meets the reading, listening and viewing needs of its patrons. The Library acts to fulfill its mission by selecting, acquiring, organizing, maintaining, and providing access to a collection of materials and electronic resources that address the interests and needs of the members of a diverse and complex community.

Policy Purpose

This policy serves several vital purposes, including:

- Guides library staff in making decisions about the selection, management and preservation of library materials, and in allocating library budgets
- Informs the public of the principles that govern collection development at Deer Park Public Library
- Constitutes a public declaration of the Library's commitment to the principles of free access to ideas and information by providing collections that reflect a variety of viewpoints

General Principles

Intellectual Freedom

The Library makes available a wide diversity of ideas and viewpoints in support of an informed citizenry and a democratic society. The Library recognizes and supports the individual choice and judgement of its patrons in seeking information, and upholds the freedom of library users to read, view, and listen. Therefore, Deer Park Public Library incorporates as part of its collection development policy the following documents of the American Library Association:

- The Library Bill of Rights
- The Freedom to Read Statement
- Free Access to Minors
- The Freedom to View Statement
- Statement of Labeling

Selection of materials does not constitute or imply agreement or approval by the Deer Park Public Library of the content, viewpoint, implications or means of expression of materials included in the Library's collection. Decisions to select or retain an item are based on the merits of each work or information source as it relates to the goals and coverage provided by the collection. The Library considers the value of each item in its

entirety and within the context of the collection, not on specific passages or section in the item itself.

Access

The Library makes its collections available to all patrons regardless of origin, age, background or views. Full, confidential and unrestricted access to ideas, information, and the creative experience is of vital importance to every citizen. Reading, listening, and viewing are individual, private matters. While anyone is free to select or reject materials for themselves or their own minor children, the freedom of others to read or inquire cannot be restricted.

Children are inquiring individuals and have open access to all collections, media and services of the Library in their search for information and entertainment. Selection and development of resources will not be limited because of possible exposure to children and teens. The Library and its associated authorities do not serve *in loco parentis*. Responsibility for children's use of Library collections rests solely with their parents, guardians or caregivers.

Labeling

Deer Park Public Library follow the American Library Association's Statement on Labeling and recognizes that labeling is an attempts to prejudice attitudes be describing, designating and/or segregating materials. Materials will be classified and organized based only on intended and suggested audience that best facilitate access and use by library patrons. Materials will not be excluded, removed, proscribed or suppressed because of their creator's origin, background, or views, or because they represent a particular aspect of life, frankness of express, or controversial subject matter.

Request for Reconsideration

Because in a pluralistic society, tastes and opinions differ, some materials the Library acquires may be offensive to certain patrons. In a democracy that incorporates the rights of free press and speech into its basic system of law, the minority does not have the prerogative to curtail the free access to published materials by the majority. Just as important, the majority does not have the right to curtail free access to published materials by the minority of individuals. If, however, a patron objects to material held by the Library, the patron may submit a written Request for Reconsideration of library materials. In no instance will material be removed on demand. All considerations of written Requests for Reconsideration will be reviewed using the principles of this selection policy statement as a guide.

On receipt of a written Request for Reconsideration of library material, the Library Director review the Request and determine if the written Request for Reconsideration contains specific details about the objectionable content. Patron will be allowed to amend a Request to make specific objections to the material should said Request be deemed insufficient. Any Request deemed insufficient and not amended appropriately

will be forwarded to the City Manager's office for consultation and review prior to closing the matter.

When a sufficiently detailed Request has been submitted, the Library Director will confer with the patron making the Request in person or by telephone. If an agreement cannot be reached regarding the disposition of the material, then the following process will be followed:

The Library Director will forward a copy of said request to the Office of the City Manager and each member of the Library Board. Along with said Request, the Library Director will provide annotations from professional journals, information on reserves, and information regarding the levels of circulation on the particular title involved to accompany this Request for Reconsideration.

The Library Director will confer with select supervisor, the Office of the City Manager, and members of the Library Board about the complaint and reach a consensus about the disposition of the Request. The Library Director will mail the final disposition in writing to the patron making said Request, with copies to the Library Board members and the Office of the City Manager.

In the event the Library Director, the Library Board, and the Office of the City Manager conclude that the item in question should remain in the collection with the same classification, and the complaining party takes legal action to remove the material, the municipal officials will be requested to provide support for the defense of decision of the trustees and staff.

Collection Overview

Deer Park Public Library strives to supply materials in a wide range of subject areas and formats for Deer Park patrons of all ages. The Library maintains a popular fiction collection that spans a variety of genres including general fiction, romance, mystery, western, and science fiction, providing multiple copies of bestsellers and popular titles whenever possible. A sizeable non-fiction collection is also maintained, with emphasis on popular and heavily used collections such as travel, crafts, how-to books, materials related to health and diet, psychology and self-help. In addition to the circulating non-fiction collection, the Library also maintains a small, but important non-circulating reference collection. A selection of both popular interest and specialty magazines is also maintained, as well as local, state, and national newspapers.

In addition to selecting and maintaining a print collection, the Library also makes available an audio-visual collection that includes non-fiction DVDs, popular and classic film and television DVDs, language learning CDs and software, and audio books. The Library provides e-books, downloadable audiobooks, electronic magazines and streaming video through a variety of sources. The Library also subscribes to a variety of online databases and participates in the TexShare Database program.

Service to children and teens is integral to the Library's mission, and maintaining current collections that meet their educational and recreational needs is a core part of library service. The Library recognizes its responsibility to make available a representative selection of fiction and nonfiction materials on subjects of interest to, or relating to, children from birth to age 18. The children's collection included fiction and non-fiction books suitable for children from birth through age eleven, focusing on early and primary readers, picture books, beginning chapter books, popular and award winning fiction titles and nonfiction books that meet recreational and educational needs. Audiobooks, popular films, educational software and magazines are also included in the children's collection. The teen collection includes fiction and nonfiction books suitable for young adults ages 12 through high school and focuses on popular and award winning fiction titles, audiobooks, magazines, and nonfiction books on popular topics such as self-help, true stories, health and fitness, recreational sports, biographies, poetry and art. The Library also provides ebooks and downloadable audiobooks for this age group.

The Library embraces the responsibility of providing both recreational reading and information in languages spoken by a significant percentage of the local population.

The Library does not attempt to furnish materials needed for formal courses of study offered by elementary and secondary schools or institutes of higher learning, or to furnish textbooks.

The Library and its staff cannot assume the role of museum curator or archivist. It does not fall within the Library's mission to maintain the collections of collector's items. While the Library does include materials of local history and genealogy, items are not currently isolated from the remainder of the Library collection nor are they governed by policies separate from the Library's Collection Development Policy in general. While the Library houses three museum cases in the lobby for display of historical items, these items are not part of the Library Collection and the Library has no control over the content of these cabinets.

Material Formats

To meet the needs of the patrons we serve, Deer Park Public Library makes information available in a variety of formats. The following types of materials will be selected according to the established selection criteria:

- Books—in print and electronic formats
- Periodicals/Serials—in print and electronic formats
- Audiobooks—in physical formats and electronic formats
- Movies, television series and other programming—in physical and electronic formats
- Electronic Databases

Selection of Library Material

Sources for selection decisions include, but are not limited to: published reviews, publisher or vendor catalogs, advertisements, user requests or recommendations. Ultimate responsibility for materials selection rests with the Library Directory who

operates within the Collection Development Policy approved the Deer Park Public Library Board.

Selection Criteria

In combination with their subject knowledge and professional expertise, librarians utilize a variety of selection tools, including published reviews, recommendations made in publisher or vendor catalogs, advertisements, and patron requests, to evaluate materials for selection. The standards listed below are used to guide selection decisions. An item need not meet all criterial to be selected.

General Criteria

- Relevance to both observed and anticipated community needs and desires
- The extent to which the items supplements, expands on, or supports the existing collection rather than duplicated is
- Reputation and qualifications of the author, creator, or publisher of the work
- Local significance of the author or creator of the work
- Suitability of format or physical form for library use
- Cost relative to the value the item contributes to the collection
- Space required relative to the value the item contributes to the collection

Content Criteria

- Relevance of the information to immediate local requirements
- Evaluation of the currency and accuracy if the information contained
- Comprehensiveness of treatment, including breadth and depth
- Consideration of the work as a whole, rather than a specific passage or passages
- Representation of diverse points of view
- Skill and purpose of author or creator
- Representation of important movements, subjects, genres, or trends of local, regional, national or global significance
- Long-term or historical significance or interest

Electronic Format Criteria

Additional criteria are considered when selecting materials available in electronic formats.

- Ease of use of the product
- Accessibility to multiple users
- Access to needed equipment
- Enhancement of the print equivalent (if any) in terms of speed, flexibility, combinations of search terms, or general utility.
- Continued access to retrospective information when necessary or desirable
- Reduction of space requirements over print products
- Reduction in number of copies of a print source when purchased for multiple locations

DVD Criteria

Additional criteria are considered when selecting materials available in DVD or other popular movie formats.

- Target audience of the material
 - Seniors
 - Family Units
 - Children
- Intrinsic value of the material
 - Multicultural or award winners
 - Non-fiction
 - Movies based on books
 - Literacy aids
 - Appeal to non-traditional library users

Gifts and Donations: Materials

The Library is grateful for gifts and donations of gently used and new materials *in good condition*. All gifts and donations of materials become property of the Library. Gift materials that enhance the Library's collection according to the selection criteria outlined in the collection development policy may be added to the collection. Not all gifts will be selected for retention. If a gift is integrated into the collection, the Library reserves the right to decide the conditions of display, housing, access, and withdrawal of material. Donated items *in good condition* that are not included in the Library's collection will be placed in the Friends of the Library book sale. All gifts and donations are final. Materials not added to the collection *will not be* returned to the donor. Donated items in poor condition, items the Library does not accept, and items not sold in a reasonable amount of time will be recycled or discarded.

The Library does *not* accept the following items:

- Books and magazines with yellowed, torn and dirty pages, mold, grime and bug damage
- Compact discs and DVDs that are scratched and missing components
- Cassette tapes and VHS tapes
- Books older than 10 years
- Magazines older than 2 years
- National Geographic Collections
- Textbooks
- Encyclopedias
- Records
- Computer Software

Deer Park Public Library will not appraise gift materials for tax purposes. The Library will, upon request of the donor, provide an acknowledgment of receipt of the gifts indicating only the number of items donated and a statement of the type of materials donated (i.e. hardback or paperback books, DVDs, magazines, talking books).

Monetary Gifts for Purchase of Memorials and Honorariums

Deer Park Public Library accepts monetary gifts for the purchase of materials to serve as memorials and honorariums. Checks should be made out to the Friends of the Deer Park Public Library and accompanied by the appropriate form. The Library does not accept physical materials for their memorial, honorarium or monetary gift. Patrons may suggest a subject area of interest for their memorial, honorarium or monetary gift. Library staff will then select materials from that subject area that best meet the mission and purpose of the collection development policy. Bookplates with an appropriate inscription will be provided for memorials and honorariums. Patrons will be notified when the Library receives materials purchased with their donation. Once a memorial, honorarium or monetary gift for the purchase of materials is made it becomes the property of the Library, subject to this policy.

Collection Maintenance

To maintain attractive, active, current and useful collections, Library staff continually evaluated materials to assess their relevance to the collection, the public, and the statements of this policy. Library staff strives to select and maintain items that patrons will enjoy and use, and makes every effort to ensure that the information contained in the collection is accurate and up to date. Like all public libraries, Deer Park Public Library engages in the process of weeding, or de-selection. De-selection is an essential element of collection development. The process of de-selection allows librarians to examine items for condition, datedness, and use. The Library's print collection is limited by the space available to house it, and collections should change over time to reflect changes in the community and in the library's goals. Weeding is a continual evaluation of resources intended to remove items that are no longer useful from the collection.

Factors considered in retiring material from the Library's collection include, but are not limited to:

1. Poor physical condition
2. Lack of use
3. Out of date information
4. Multiple copies of titles no longer in demand
5. Old editions replaced by newer revisions
6. Availability of similar material
7. Local community needs
8. Space within the Library's collection

Material retired from the Library's collection may be placed in the Friends of the Library book sale. Items in poor condition, or items no sold in a reasonable amount of time, will be recycled or discarded.

Replacement and Mending

The Library does not automatically replace all materials withdrawn due to loss or damage. Lost or worn items may be replaced if they meet the selection criteria outlined in this policy. Replacement decisions are based on cost, demand, availability of newer

materials on the subject, value of the work to the collection, and number of copies in the collection. Library materials in poor physical condition are mended only if the item cannot be replaced and the information is useful to library patrons and relevant to the Library's collection.