

# Wells Branch Community Library District Collection Development Policy

Selection of library materials is vested in the Director of the Wells Branch Community Library who may authorize qualified staff to assist. The Collection Development Policy provides guidelines and direction to the Library Director and staff as they select materials. The Director has full authority to use her or his judgment in interpreting this Collection Development Policy.

Basic to the Wells Branch Community Library's collection development policy is the citizen's right to Intellectual Freedom, and free and equal access to information and library materials without restriction. The Board of Library Trustees has adopted the ALA "Library Bill of Rights" with its official interpretations and the "Freedom to Read" statement, and affirms the support of the Wells Branch Community Library for these basic policies.

## Criteria for Selection

The library staff relies upon several sources for assistance in selecting library materials, including book reviews, publishers' catalogs and flyers, professional journals, printed bibliographies, recommendations of other professionals, library patrons, and personal knowledge and expertise. Reviews in professionally recognized periodicals are a primary source for materials selection. Standard bibliographies, book lists by recognized authorities, and the advice of competent people in specific subject areas may also be used.

Factors which determine the value of materials to the collection include:

### *Demand*

- Requests and recommendations from patrons are a significant part of the selection process because they indicate public interest, community relevance, and timeliness of topic.
- Popular authors and series, book club selections, and timely topics are given priority.

### *Value*

- Each type of material must be considered in terms of its own excellence, as no single standard can be applied in all cases. Some materials may be judged primarily in terms of artistic merit, scholarship, or value to humanity; others are selected to satisfy the informational, recreational, or educational interests of the community.
- Materials acquired should meet high standards of quality in content, expression, creativity, imagination, and format. Emphasis is placed on authoritativeness, factual accuracy, effective expression, and significance of subject.
- Materials which are not commonly thought to be of value yet are popular or attention-grabbing, especially for groups that are traditionally difficult to lure into the library, may be selected.
- Other factors influencing the value of materials selected are the current or historical significance of author or subject, current collection objectives, and existing subject coverage.

### *Balance*

- Audience for Material: Libraries should acquire materials to service the diverse needs of the community.
- Diversity of Viewpoint: Individual items, which in and of themselves may be controversial or offensive to some patrons or staff, may be selected if their inclusion will contribute to the range of viewpoints in the collection as a whole.

### *Format*

- The nature of the medium and the technical quality of production are additional factors to be considered in selecting audio, video, electronic, and other formats.
- Materials that are not available in a format that can reasonably circulate may not be considered.

### *Regional Interest*

- Materials specifically related to Austin and Texas are especially important to the collection.

### *Alternate Access*

- The library avoids needless duplication of costly or specialized materials which may be accessed electronically for no or low cost or by interlibrary loan.
- Patrons also have the opportunity to apply for a Texshare card, which would enable them to use larger libraries in the area.

### *Limitations on Specific Materials*

- Rare or out of print material will not be purchased unless it is of significant value to the development of the collection.
- Academic materials with a very specific/narrow subject will not be purchased unless that topic is specific to the area and/or patron base.
- The library will not purchase textbooks for the circulating collection.

### *Language*

- The library maintains a small collection of foreign language books. The majority of the collection is in English. It is the intent of the library to increase its foreign language and ESL offerings pursuant to the needs and requests of patrons.

### *Cost*

- Cost is always a consideration in selection.

### **Electronic Materials**

- Wells Branch Community Library provides on-line computing, networking, and information resources to patrons and staff.
- The library subscribes to a number of informational databases online to augment the available information for patrons.
- The library offers electronic media for patrons to borrow, such as ebooks and audiobooks in digital formats. Patrons must utilize their own equipment to access these materials.
- Selection policies which serve to govern the library's purchase of materials are not applicable to material accessed electronically. The library does not endorse the viewpoints or vouch for the accuracy of information provided, including information obtained through the internet.
- As with all library materials, it remains the responsibility of the patron (or the parent or guardian) to determine what electronic material is appropriate.

### **Special Materials and Other Items**

The library also offers special materials for in house use and circulation. These items are evaluated separately under specific criteria for each item type and may have individual circulation policies attached. Examples of such materials are knitting needles, electronic readers and playaways.

### **Collection Maintenance (Weeding)**

A practical, useful collection will be maintained through a continual process of discard and addition. Materials are withdrawn based upon their being outdated, no longer of interest or in demand, unnecessary duplicates or multiple copies, worn, damaged or mutilated. Weeding should be done with the same care, thought, criteria, and judgment as selection. The library uses the CREW method as a guide for de-selection.

### **Duplication and Multiple Copies**

The library will acquire multiple copies of materials when additional copies are available and necessary to meet collection development goals.

### **Funding for materials**

- Funds expended for materials are collected through sales tax revenues, grants and donations.
- The library solicits and welcomes grants and monetary donations from the Friends of the Wells Branch Community Library and a variety of other sources including private citizens and corporate sponsors.

### **Gifts of Materials**

The Wells Branch Community Library is grateful for unconditional gifts, and its collections have been enriched by contributions from individuals and private collections. The Wells Branch Community Library Donation Policy guides this process.

## **Constitutional Protection**

- The Library Board considers all materials selected under this policy to be constitutionally protected under the First Amendment of the United States Constitution. If a patron claims that a particular item is not constitutionally protected, the burden of proof rests with that patron.
- If a court having jurisdiction over Wells Branch Community Library decides that any material in the collection is unprotected by these constitutions, such material will be removed in accordance with the terms of any court order, subject to any appeal rights.

## **Collection Review Procedure**

- The Board of Trustees recognizes the right of individuals to question materials in the Library collection. The Library will give serious consideration to each patron's opinion. Material being questioned will remain available to patrons until a decision is made.
- The Board of Trustees of the Wells Branch Community Library believes that restriction of materials is a purely individual matter and that while anyone is free to reject for himself/herself books and/or library material of which he/she does not approve, the individual cannot restrict the freedom of others to read, view, or hear.
- Parents or guardians have the responsibility to guide and direct the reading/viewing/listening of their own minor children.
- Any patron questioning materials in the Library collection may complete a Request for Reconsideration form, which will be handled by the Director according to procedure. Additional requests by a patron for reconsideration of similar materials based upon the same criteria as one previously denied will be treated as duplications and returned to the patron without further action.

## **Policy Implementation, Evaluation, and Revision**

The Collection Development Policy will be reviewed in its entirety not less frequently than every two years. Revisions will be referred to the Board of Trustees for final approval.