

The Colony Public Library Collection Development Policy

Adopted by The Colony Public Library Board 10/91
Revised 07/04; 01/11; 06/16; 08/17; 12/19

I. Collection Development

It is the purpose of this policy to provide a general set of guidelines for the development and maintenance of the resources of The Colony Public Library. For purposes of this document, the term “resource” shall be defined to include, but is not limited to, print and audiovisual materials in all formats, physical equipment and kits, electronic information, and services and networks provided directly or indirectly by the Library.

II. Philosophy

The Colony Public Library is dedicated to improving its customers’ quality of life by facilitating their search for informational, educational, and recreational resources. The Library strives to select, organize, and provide access to a wide variety of resources, to be responsive to the needs of the public, and to cultivate the maximum use of the Library's resources and services.

In recognition of the constitutional rights of freedom of speech and freedom of the press, collection development will be inclusive, seeking to provide for a wide range of content, viewpoints, interests, and levels of ability in a well-balanced collection selected to meet the needs of a diverse community within the limits imposed by funding and space.

The Colony Public Library endorses the principles of the American Library Association’s *Library Bill of Rights*, *Libraries: An American Value*, *Labeling and Rating Systems*, *The Freedom to Read Statement*, and *The Freedom to View Statement* (see Appendix). In no case will library resources be excluded because of the creators’ origin, race, ethnicity, age, gender identity, sexual orientation, background, or social, political or religious views, nor will resources be proscribed or removed from the Library’s collections because of partisan or doctrinal disapproval. Following the same principles, a person’s right to access and use library resources will not be denied or abridged because of origin, race, ethnicity, age, gender identity, sexual orientation, background, human condition, or views.

III. Principles for Selection

- A. It is the function of The Colony Public Library to provide resources that will meet the educational, informational, cultural, and recreational needs and interests of all members of the community, without exclusion. To fulfill this purpose, the Library endeavors to maintain a carefully selected collection of representative resources of current value. Diversity will be pursued by providing resources for all ages in as many

subject fields as possible, including alternative and/or opposing viewpoints and by providing a variety of resources reflective of a diverse community.

- B. Selection of resources does not constitute or imply agreement with or approval of content, viewpoint, implications, or means of expression of the resource.
- C. The Library does not serve *in loco parentis*. It is the parent—and only the parent—who may restrict their minor children—and only their minor children—from access to library resources and services. Responsibility for children’s reading rests with their parent or legal guardian. Selection will not be inhibited by the possibility that resources may inadvertently come into the possession of children.
- D. Resources will be judged in their entirety, not by isolated passages or passages taken out of context.
- E. The Colony Public Library is not a judicial body. Laws governing illegal or unprotected speech are determined by courts of law. The library does not provide resources that have been deemed, via due process, to be illegal under law.

IV. Criteria for Selection

- A. The selection of resources is the responsibility of the professional librarian staff, under the supervision and direction of the Library Director.
- B. Selection of resources is based on the standards established by the library profession, as well as the professional knowledge and discretion of the librarian staff, whose expertise includes familiarity with a wide variety of resources, awareness of the existing collections, and knowledge of the community served.
- C. Appropriate selection aids may include, but are not limited to, reviews in professionally recognized periodicals as a primary source, standard bibliographies, book lists and recommendations by recognized authorities, published selection guides, and competent subject area specialists.
- D. Suggestions from customers for specific titles or subjects are accepted and will be evaluated according to the standards outlined in Criteria for Selection. These requests may be submitted to the staff at the Reference Desk or via the Library’s website for consideration by the appropriate selection librarian.
- E. Each resource must be considered in terms of its own merit and intended audience. All selections—purchases, requests, and gifts—must meet *some* of the following criteria:
 - 1. Favorable review from a professional journal.
 - 2. Appeal to the interests and needs of individuals in the community.
 - 3. Value as source material or interpretation.

4. Vitality and originality of thought.
 5. Contemporary significance.
 6. Artistic excellence.
 7. Entertaining presentation.
 8. Accuracy and objectivity.
 9. Suitability of physical form to library use.
 10. Skill, competence, and reputation of the creator.
 11. Established authority and reputation of the publisher.
 12. Relationship to other resources and existing areas of coverage in order to maintain a well-balanced collection.
 13. Technical quality in selection of non-book resources.
 14. Popular demand regardless of professional reviews.
- F. Undue duplication of resources is avoided, either in the library itself or with other institutions in the community. Esoteric, specialized, or very technical works for specific interest groups, including students, are generally excluded from the collection. Resources may also be excluded if the existing collection already adequately covers the field.
- G. The distinction between adult, young adult, and children's collections will be made on assumed differential interest patterns.
1. Adult Collection: Resources for the adult collection will be selected to meet the educational, informational, cultural, and recreational interests and needs of the community and will be based on their likely effect on an average adult, not on a susceptible child.
 2. Young Adult Collection: Resources for the young adult collection will be selected to widen the thinking, enrich the life, help fulfill the recreational and emotional needs, and reflect the wide range of maturity levels and reading interests of adolescents. Selection of young adult resources follows the selection criteria with additional emphasis on significant topics or themes that address challenges faced by young adults.
 3. Children's Collection: Resources for the children's collection will be selected to encourage an interest in reading, provide information, and stimulate imagination and mental growth. Due to the wide range of ages served by this collection, resources will differ significantly in reading level, maturity level, and age appropriateness. Library staff can assist children and parents in finding the resources that are best suited to each individual child.

V. Criteria for Display

- A. The selection of display resources is the responsibility of library staff, under the supervision and direction of professional librarian staff.
- B. Appropriate selection aids for display resources may include, but are not limited to, circulation reports, new title reports, book lists and recommendations by recognized authorities, and published selection guides. Display resources may also be chosen to promote availability of library resources, specific themes or topics, and library, local or national events; to commemorate holidays and national days, weeks, or months; and to feature works by specific creators.
- C. Resources will be displayed in designated areas of the library. With the exception of mixed-use spaces, resources will be displayed within or near their subject area or related collection. The display of resources will not be inhibited by the possibility that they may be viewed by those other than their intended audience.
- D. The display of resources does not constitute or imply agreement with or approval of content, viewpoint, implications, or means of expression of the resource.

VI. Gifts

- A. In accepting a gift, the Library reserves the privilege of deciding whether it should be added to its collection.
- B. Donated items will be evaluated according to the standards outlined in Criteria for Selection.
- C. Of the items given, a considerable portion cannot be used to full advantage by the Library.
 - 1. Any donation, though of value in itself, may be a duplicate of an item of which the Library has a sufficient number or is outdated or in poor physical condition and would not justify the expense of processing.
 - 2. Gifts with restrictions will not be accepted.
 - 3. The Library will not accept as a gift any item or object if the condition of acceptance requires permanent exhibition of said item or object.
- D. The Library makes an effort to dispose of all gift materials that it does not add to its own collection. If suitable, resources may be used to support Library programs and projects or offered to other libraries, institutions, and/or 501(c)(3) non-profit organizations as gifts or exchanges. Gifts may be sold by Friends of The Colony Public Library; proceeds from such sales will be used to buy new resources or to support other Library projects.

VII. Request for Reconsideration of Resources

- A. The Library recognizes that it has an obligation to provide resources that will meet the educational, informational, cultural, and recreational needs and interests of all members of the community. The Library also recognizes that such a diverse collection of resources may be controversial and, at any given time, may offend some customers. No resources will be removed from open shelves or kept in a restricted area because of their controversial nature or because their subject matter, viewpoint, or the creator's treatment thereof may be distasteful to certain individuals or groups.
- B. Any customer who is a cardholder of The Colony Public Library may request reconsideration of resources in the collection via the following procedure:
 - 1. All concerns expressed to staff members will be referred to a librarian and/or the Library Director, who will discuss the matter with the customer.
 - 2. If not satisfied, the customer may fill out a "Request for Reconsideration of Library Resources" form (see Appendix); the signed request is to be presented to the librarian on duty or to the Library Director.
 - 3. Copies of the completed form and accompanying relevant material will be sent by the Library Director to the Library Board and the City Manager.
 - 4. Discussion of the request will be placed on the agenda for the next regularly scheduled Library Board meeting for which an agenda has not yet been posted.
 - 5. The customer who signed the request will be sent a copy of the Library Board agenda.
 - 6. The resource in question will remain in circulation until The Colony Public Library Board acts on the request.
 - 7. If the customer who signed the request is not in attendance at the meeting, the Library Board Chair will send written notification of the Board's decision to that person.
 - 8. Once a resource has been reconsidered, it will not be formally reconsidered by The Colony Public Library Board again.
 - 9. If not satisfied, the customer may appeal the matter to The Colony City Council.

VIII. Collection Maintenance

- A. Systematic withdrawal of resources that are no longer useful is necessary in order to maintain an active, accurate, and relevant collection. Resources may be no longer useful

due to condition, lack of circulation, and/or space restrictions; they may also no longer meet the standards outlined in Criteria for Selection. To keep the collection current, resources will be re-evaluated by the librarian staff on an ongoing basis, at which time decisions will be made in regard to retention, replacement, repair, or withdrawal of the resources.

- B. Withdrawn resources may be used to support Library programs and projects or offered to other libraries, institutions, and/or 501(c)(3) non-profit organizations as gifts or exchanges. Items may be sold by Friends of The Colony Public Library; proceeds from such sales will be used to buy new resources or to support other Library projects.

Appendix

- I. Request for Reconsideration of Library Resources
- II. Procedure for Request for Reconsideration of Library Resources
- III. American Library Association Statements
 - A. Library Bill of Rights
 - B. Libraries: An American Value
 - C. Labeling and Rating Systems
 - D. The Freedom to Read Statement
 - E. The Freedom to View Statement