

**City of Lubbock, TX
Library**

Administrative Policies and Procedures

Subject: Collection Development **Effective Date:** 01/22/04

Approved by: 
City Manager **Revised Date:** 09/17/07
06/06/08


Assistant City Manager


Executive Director


Library Director

Applies to: Library Staff/Patrons

Policy: The Lubbock Public Library materials collection provides resources to assist individuals in their pursuit of educational objectives, intellectual and emotional growth, the enjoyment of leisure time and practical solutions to daily problems.

Roles and Responsibilities: *Library Staff*

The responsibility for book selection rests with the library staff, operating within the framework of the policies enunciated herein, and adhering to general accepted professional practices.

Procedures: **Materials Selection**

The library keeps the collection vital and useful by retaining or replacing essential materials, and by removing, on a systematic and continuous basis, those works that are worn, outdated, of little historical significance, or no longer in demand. Materials that are removed from the library collection may or may not be made available for public purchase through the Friends of the Library.

The Lubbock Public Library endeavors to build a collection representing varying points of view. The choice of library materials by users is an individual matter. Responsibility for the reading materials of children and adolescents rests with their parents or legal guardians. While a person may reject materials for himself or herself and for his or her children, he or she cannot exercise censorship to restrict access to the materials by others. The library supports intellectual freedom and has adopted the following statements as policy: ALA Freedom to Read Statement, ALA Library Bill of Rights, and the "Freedom to View" statement of the American Film and Video Association.

Requests for reconsideration may be made only by registered patrons, and shall be made in writing and given to the library director for a written response. Appeals are directed to the Library Board for a final decision.

The Purpose Statement assumes specific definitions for the term "Resources" and for the four categories of activity to which these resources are directed. The term Resource includes the following:

- Print and non-print materials available within the Lubbock Public Library,
- Electronic database sources, and
- Resources in other libraries or locations to which the library may achieve access through interlibrary loan or a similar resources sharing process.

These resources respond to four categories of activity, which are as follows:

- Resources for education,
- Resources for emotional/intellectual growth,
- Resources that enhance the enjoyment of leisure time, and
- Resources that assist in the practical solution of daily problems.

Selection is the decision to add, retain or delete material as part of the library's resource collection. All materials, whether purchased by the library or donated to it, are evaluated in accordance with these guidelines. Each item is evaluated on its significance as an entire work rather than upon the merit of individual parts. Selection decisions may be made upon one or a combination of guidelines as applicable to the item in question.

Guidelines used by the Lubbock Public Library to evaluate materials to be selected for its collection include the following:

- The needs of the community,
- The collection's overall balance,
- The spirit of service and philosophy of the library,
- The availability of material from other sources,
- Limitations of the budget,
- Suitability of the format of the item for library use,
- Relation to existing collection and other material on the subject,
- Reputation or significance of the author,
- Reviews in professional literature or patron request,
- Accuracy of the item,
- Appearance in standard bibliographies and indexes,
- In-print availability,
- Evidence of literary merit,
- Material authored and produced locally,
- Price of the item,
- Suitability of reading level, interest level and treatment of subject of the age of the intended audience, and
- Use of the material locally as assigned reading, viewing or listening.

Selection Tools

- Because it is impossible for librarians to examine all items being considered for purchase, they depend on reliable selection aids. The librarians regularly depend on reviews found in standard sources. Other selection aids, such as "Notable Book" lists chosen by the

American Library Association, National Book Award lists, and published lists of bestsellers may also be used as required.

Non-Book Materials Selection

- The criteria and the methods of selection of non-book materials are the same as for books.
- Non-book items purchased by the library for in-house use or for circulation may include pamphlets, computer software, microfilm/microfiche, compact discs, MP3 and other digital formats, DVDs, recordings of books on CD, multimedia kits, games, etc.

Collection Maintenance

- *Duplicate Copies* - The number of copies purchased varies with the expected use of any item. As extensive use for individual titles is demonstrated, duplication to meet the demand is implemented.
- *Material Weeding* - In order to maintain the best possible collection of materials, a continual weeding process takes place, according to *The CREW Method: Expanded Guidelines for Collection Evaluation and Weeding*. Items may be discarded if they are outdated, if they no longer circulate, if there are more duplicate copies than needed, or if they are in poor physical condition.
- Discarded materials become surplus property and may be sold by the Friends of the Library for fund-raising purposes.

Patron Requests

- The library welcomes patron interest in the collection and seriously consider requests that specific materials be acquired. The library is under no obligation to fill any particular request if not deemed suitable to the collection. Patron requests are reviewed using the materials selection criteria set forth in this policy.

Reconsideration of Materials Request

- If a patron objects to the Library's ownership of a particular item or items, the Library will be governed by the guidelines set forth in the American Library Association's "Challenged Materials: An Interpretation of the Library Bill of Rights."
- The patron is offered the opportunity to complete a "Patron's Request for Reconsideration of Library Material" form.

- The Library Director and staff review the request and a recommendation is formulated. The patron is notified in writing of the recommendation.
- If the patron is not satisfied with the recommendation, written appeal may be made to the Library Advisory Board, c/o Library Director, 1306 9th Street, Lubbock, TX 79401. The Library Director places the appeal on the next meeting agenda of the board.
- The challenged material remains in the collection until a determination is made.

Copyright Restrictions

- The copyright laws of the United States (Title 17, United States Code) govern the reproduction, distribution, adaptation, public performance, and public display of protected material.
- Under certain conditions, public libraries are authorized to lend, lease, or rent copies of computer programs and videotapes to patrons for nonprofit purposes. Any person who makes an unauthorized copy or adaptation of a computer program or videotape or redistributes the loaned copy or publicly performs or displays the computer program or video, except as permitted by Title 17 of the United State Code, may be liable for copyright infringement.
- This library reserves the right to refuse to fulfill a loan request if, in its judgment, fulfillment of the request would likely lead to violation of the copyright law.

Checks and Balances:

The Public Services Manager reviews all orders for materials prior to submission.
The Library Director has final responsibility for material selection and the development of the library collection.

Forms and Required Documents:

Request for Reconsideration of Library Materials

ALA Freedom to Read Statement
www.ala.org/ala/oif/statementspols/ftstatement/freedomreadstatement.htm

ALA Library Bill of Rights
<http://www.ala.org/ala/oif/statementspols/statementsif/librarybillrights.htm>

Freedom to View Statement

<http://www.ala.org/ala/oif/statementspols/ftvstatement/freedomviewstatement.htm>

Challenged Materials: An Interpretation of the Library Bill of Rights

<http://www.ala.org/ala/oif/statementspols/statementsif/interpretations/challengedmaterials.htm>

The CREW Method

<http://www.tsl.state.tx.us/ld/pubs/crew>

**City of Lubbock, TX
Library
Request for Reconsideration of Library Material**

Author _____ Publisher (if known) _____

Title _____

Form of material (i.e.: book, video, recording, etc.) _____

Request initiated by _____

Address _____

Telephone No. _____ City _____ State _____

Whom do you represent?:

_____ Myself

_____ Organization (Please Specify) _____

_____ Other (Please Specify) _____

1. Did you read, see, listen to or otherwise use the material in its entirety?

_____ Yes

_____ No If not, then which parts?

2. Have you seen or heard reviews of this material?

_____ Yes

_____ No

If yes, please name the source. _____

3. What do you think the material is about?

4. To what in the work do you object? (Please be specific)

5. What do you feel might be the result of reading, viewing, or hearing this work?

6. For what age group would you recommend this work? _____

7. Is there anything good about the work? _____

8. What would you like your library to do about this material? _____

9. In its place, what work would you recommend that would convey as valuable a picture and perspective of the subject treated? _____

Your Signature _____ Date _____

The Library appreciates your interest. Your comments will be forwarded to the Director, who will respond to you by letter.