



# Collection Development Policy

Emphasize enjoyment, discovery, and exploration; build community through stories; commit to expanding the depth and diversity of material

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## Purpose of the Collection Development Policy

The library's collection development policy is intended for use by the library staff, library advisory board, governing officials, and community members. It provides information about the library and community, the scope of the collection, the library's goals for providing books and materials, and specific practices for selecting, deselecting, and maintaining books and other library materials.

## Library Collection Goals

- Improve access to the information and collections of the library.
- Provide a high-quality collection of materials that meets the life-long learning needs of our community.
- Develop a popular materials collection in multiple formats that emphasize enjoyment, discovery, and exploration.
- Develop a collection of historical and genealogical materials that celebrates the rich heritage of Bastrop and Central Texas.
- Provide a broad and diverse collection of materials.

## Principles and Objectives

- Bastrop Public Library selects materials for general informational purposes and recreational reading for all ages.
- The purpose of Bastrop Public Library is to provide all library users with carefully selected materials and to assist individuals in the pursuit of educational and recreational information. The library collection, as a whole, will be an unbiased and diverse source of information, representing multiple viewpoints on a wide range of topics. Materials are selected to best meet these objectives.
- The library neither encourages nor discourages any particular viewpoint. No material will be excluded because of the race, nationality, religion, gender, sexual orientation, and political or social views of the author. Selection of materials by the library does not mean endorsement of the contents or views expressed in those materials.
- The freedom to read, along with the freedom to hear and to view, is protected by the First Amendment to the Constitution of the United States. To this end, the Bastrop Public Library upholds the principles of the American Library Association's [Bill of Rights](#), [Freedom to Read](#), [Freedom to View](#), [Statement on Labeling](#), [Free Access to Libraries for Minors](#), and the Texas Library Association's [Intellectual Freedom Statement](#).
- The library realizes that some materials are controversial and that any given item may offend some customers. While the library staff is available to assist individuals and groups to select materials, the ultimate responsibility for the choice of materials lies with the patron.
- The library staff does not serve *in loco parentis*. It is the responsibility of the parent or legal guardian to supervise and monitor the material choices of their child.

## **Selection Process**

Responsibility for material selection rests with the library director. All staff members may participate in the selection of library materials. A process for reconsideration is available for the public under the direction of this policy.

Library staff are a steward of public funds and mindfully apply budgeted funds to the greatest benefit of the community.

Primary considerations for materials selection include but are not limited to:

- Individual merit of the item
- Popular demand and/or patron request
- Library need for the material
- Budget limitations
- Authority of author and/or publisher
- Local significance
- Regional/national awards

An item need not meet all of these criteria to be considered.

## **Selection Tools**

Library staff will apply professional discretion and standards established by the library profession and will consult professional review sources and tools, such as but not limited to *Booklist*, *Library Journal*, *School Library Journal*, and *Kirkus*, when selecting materials for the collection.

Materials are selected to provide depth and a diversity of viewpoints to the existing collection. While widespread interest and usage are the prevailing influences on selection and maintenance, the library strives to sustain an inclusive and balanced collection.

## **Selection Criteria**

The library's collection includes informational, educational, and recreational library materials for children, teens, and adults in both English and Spanish. It contains a wide variety of formats, including print, audio-visual, and electronic. Dependent on user demand, budget constraints, space considerations, and suitability, new formats may be periodically added to the collection. Older formats will be phased out as user demand declines.

In general, the library's policy is to purchase materials that best satisfy the diverse interests and needs of the community within budget limitations.

General selection criteria include:

- Purpose and scope of the resource
- Intended audience
- Accuracy
- Depth and breadth of coverage
- Currency and timeliness of the material, if applicable
- Format, including style, aesthetic qualities, technical aspects, physical characteristics, and special features
- Comparison to other resources available for purchase or already in the collection

### **A/V Materials**

When selecting audio-visual material, the following factors are taken into consideration in addition to the aforementioned selection criteria:

- Vulnerability to damage and/or theft
- Types of equipment customers are likely to own
- Types of materials available for purchase
- Produced by a respected production or distribution company or be of local interest
- Films and documentaries must have an MPAA rating no greater than R
- Mass-market releases or educational programs without formal rating may be considered on the aforementioned selection criteria

### **Digital Content**

In order to meet the information needs of the community in a variety of formats and environments, library staff will select digital content that may include, but are not limited to:

- eBooks
- eAudiobooks
- Digital magazines
- Database resources
- Other digital materials

Websites and other internet resources will be selected based on the aforementioned criteria.

### **Consortium Membership**

The library may belong to a consortium in order to better provide a variety of sources and content to patrons in line with good stewardship of public funds.

Bastrop Public Library is only responsible for items purchased with City of Bastrop funds. Each library in the consortium follows its own governing body-approved collection development policy to determine what titles to add or delete from the consortium.

### **Texana and Local History**

The library selectively collects Texana and local history and genealogical materials based on availability and relevance to the community. Self-published titles relevant to local history may be considered for the collection.

Many local history and genealogical materials are one-of-a-kind and cannot be replaced; therefore, they are only available for use in the library.

### **Limits of the Collection**

In consideration of user demand, appropriateness for the collection, budget, space constraints, and other information sources available, the following types of materials will not be collected or maintained in the library:

- Textbooks and curriculum materials
- Technical manuals
- Scholarly or professional journals
- Subjects for which there are limited demand and/or are easily obtainable through interlibrary loan
- Self-published materials without professional reviews or local historical significance

## **Public Requests**

A patron may request that a particular item be purchased. Items will be purchased at the Selector's discretion if they meet the guidelines of the Collection Development Policy and funds are available. A Purchase Request Form is available upon request. A patron may request up to three titles per month.

## **TexShare and Interlibrary Loan**

Bastrop Public Library is unable to purchase all materials that are of interest to our community.

The library participates in the TexShare card program to allow members to have direct access to materials available at other TexShare member public and academic libraries.

The library participates in the interlibrary loan program in an effort to obtain requested materials that are not in the collection. In return, other libraries may request materials from the Bastrop Public Library collection.

## **Gifts and Donations**

All gifts or donations become the property of Bastrop Public Library, a department of the City of Bastrop. The library accepts monetary donations and gifts or donations of books and other materials.

Donations with stipulations or restrictions will not be accepted. Donations and gifts are subjected to the same principles and collection criteria as new materials purchased by the library.

The library will determine if materials will be incorporated into the existing collection. Materials not added to the collection may be used for programs or given to the Friends of the Library.

The library will not appraise the value of donated items. A donation receipt is available upon request.

Monetary donations provide an opportunity for citizens to honor and memorialize an individual, family, or group. The library welcomes general suggestions for the purchase of materials. Any items purchased must fall under the general criteria of the collection development policy. Appropriate bookplates will be added to materials in memory of or honoring individuals.

Once added to the collection, donated materials and materials purchased with grant or memorial funds are the property of Bastrop Public Library and are eligible for maintenance and withdrawal according to the same guidelines as all other materials.

Donated items withdrawn from the library will not be returned to the donor.

## **Collection Maintenance**

### **Duplicates and Replacements**

While library staff attempt to have copies of all standard and classic works, they cannot replace each copy that is damaged, lost, or withdrawn.

Basis for replacement includes but is not limited to:

- Demand for a specific item or subject
- Existing coverage of that item or subject in the collection
- Availability and cost of a replacement

Wide demand for timely and significant materials may require duplication. Demand for individual titles is monitored and additional copies are purchased to meet that demand.

### **Deselection**

To maintain an up-to-date, attractive, and useful collection, a continuous schedule of withdrawal and replacement is required.

The CREW Method: Expanded Guidelines for Collection Evaluation and Weeding for Small and Medium-Sized Libraries is used for the weeding process. This method is the established best practice set forth by Texas State Library and Archives Commission.

Donated materials and materials purchased with grant or memorial funds are eligible for maintenance and withdrawal according to the same guidelines as all other materials.

When materials are selected for withdrawal, at least two staff members will determine if CREW was followed and that the integrity of the collection has been maintained.

The Friends of the Library will be allowed to sell discarded or withdrawn materials, and proceeds of such sales will be used to support the library's mission and programs or to enhance the library's collections.

### **Reconsideration of Library Materials**

The Bastrop Public Library is aware that some materials, displays, programs, artwork, or digital resources are controversial and may offend certain patrons. Individuals or groups have the right to make a complaint about library resources. The library welcomes expressions of opinion by patrons but will be governed by the Collection Development Policy in making additions to or deleting items from the collection, program schedule, or display in the library.

Bastrop County residents with objections to materials, displays, programs, artwork, or digital resources should be brought to the attention of the library director and presented in writing using the Request for Reconsideration form, which can be found in the index of the policy. Requests for Reconsideration will be reviewed in the order they are received. Additionally, in order to maintain the level of service all library patrons deserve, staff will review one Request per patron per month, up to three Requests for Reconsideration per month. If the Request process interferes with library service delivery, the City Council will be notified and asked for direction.

Reconsideration Process:

1. A Reconsideration Request is completed and returned to the library.
2. The library director receives the request and notifies the patron about the process and when a decision will be available.
3. Library staff gather information and confer with the director to resolve the reconsideration.
4. The library director will send a written notice to inform the patron of the reconsideration decision.

5. The patron may appeal to the Library Advisory Board if the decision is unsatisfactory. Appeals to the Library Advisory Board are made as a Citizen's Comment during a monthly board meeting. Citizen's Comments cards may be obtained at the library.
6. Under the direction of the Board, a Reconsideration Committee will be created to determine if the Request has been executed in accordance with the Collection Development Policy and established library procedures.
7. The Committee will report to the Board with a recommendation to uphold or overturn the library director's decision.
8. The board president will send a written notice of the decision within three business days of the board's vote.
9. The patron may appeal to the City Council if the decision is unsatisfactory. Appeals to the City Council are made as Citizen's Comments during a regular meeting. Citizen's Comments are submitted through the City Secretary.

Reconsideration decisions will stand for two years from the final review date and may be provided to any other individuals that request Reconsideration of the same item within the 24-month period.

### **Reevaluation of Collection Development Policy**

The Bastrop Public Library Collection Development Policy is reviewed every two years so that it adequately reflects changes in the library's goals and community's needs. The staff may bring forward issues and recommendations for the Director's consideration as part of the amendment process for the policy.

### **Appendix**

- American Library Association's [Bill of Rights](#)
- American Library Association's [Freedom to Read Statement](#)
- American Library Association's [Freedom to View Statement](#)
- American Library Association's [Statement on Labeling](#)
- American Library Association's statement on [Free Access to Libraries for Minors](#)
- Texas Library Association's [Intellectual Freedom Statement](#)
- Purchase Request Form: page 7
- Memorial & Donations Form: page 8
- Request for Reconsideration Form: pages 9-10

Legal review: July 18, 2022

Library Board approved: April 6, 2023

City Council approved: \_\_\_\_\_



## **Purchase Request Form**

*In general, only items published within the last two years will be considered for purchase. All library materials are selected in accordance with the library's collection development policy. A copy of the policy is available upon request.*

Your name: \_\_\_\_\_ Library card #: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Date of request: \_\_\_\_\_

☐ Children's item

☐ YA item

☐ Adult item

☐ ebook (on Libby/OverDrive)

☐ eaudiobook (on Libby/OverDrive)

Title: \_\_\_\_\_

Author: \_\_\_\_\_ Year published: \_\_\_\_\_

How did you hear about this title?

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*Staff use only.*

Selector: \_\_\_\_\_ When patron was contacted: \_\_\_\_\_

☐ Will order ☐ Will not order

☐ Phone

☐ Email

☐ In person

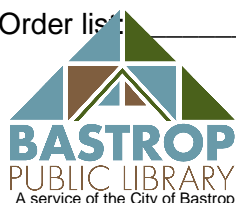
☐ Not available

☐ Already ordered; please put on reserve list

Notes about conversation:

Notes:

Order list: \_\_\_\_\_



## Memorials & Donations Form

Bastrop Public Library  
P.O. Box 670, Bastrop, TX 78602

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**Donor's name and address:**

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☐ Memorial

☐ Honorarium

☐ Presentation

☐ Monetary

**To be given in the name of:**

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**Acknowledgment card sent to:**

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Special designation or request (such as Texana, children's, gardening, etc.) **OPTIONAL**

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*For Staff Use Only*

*Date acknowledgement sent to donor:* \_\_\_\_\_

*Date acknowledgement sent to family:* \_\_\_\_\_

*Amount:* \_\_\_\_\_

☐ Check

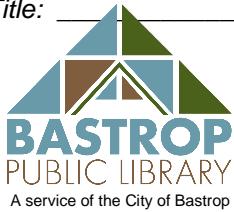
☐ Cash



Special designation: \_\_\_\_\_

Date ordered: \_\_\_\_\_ Date received: \_\_\_\_\_

Title: \_\_\_\_\_ Barcode: \_\_\_\_\_



## Request for Reconsideration Form

*This form may be filled out by Bastrop County residents according to the library's Collection Development Policy.*

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Do you have an active Bastrop Public Library card? Yes \_\_\_\_\_ No \_\_\_\_\_

Do you represent yourself? \_\_\_\_\_ Or an organization? \_\_\_\_\_

Name of organization: \_\_\_\_\_

Title to be Reconsidered: \_\_\_\_\_

Author: \_\_\_\_\_

Call # of item:

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Format of item:

- ☐ Book      ☐ ebook      ☐ Movie      ☐ Audiobook      ☐ Magazine  
☐ Newspaper      ☐ Digital resource      ☐ Program      ☐ Display      ☐ Artwork

*Please answer the following questions.*

1. What do you find objectionable and/or offensive about this item, program, display, digital resource, or artwork?

2. Please list the specific page number(s), URL, promotional material, or other evidence of what you find objectionable or offensive.

3. Have you read/listened to/viewed/attended the item in its entirety? If not, what have you read/listened to/viewed/attended?

4. Have you read any critical reviews of this item? Please include the source.

5. For collection items, do you recommend that the library reclassify this item or remove it from the collection? For artwork or other displays, do you recommend that the library move it to another location in the library? For programs, do you recommend that the library present the program to another age group?

6. Do you have a recommendation for an alternative to this item, display, digital resource, artwork, or program?

**Bastrop Public Library appreciates your interest in the library's collection. You will receive progress notifications as your request is reviewed.**

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Signature of library patron submitting reconsideration form	Date
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Signature of staff member receiving reconsideration form	Date
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