



Collection Development Policy

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

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

- 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

Ultimate responsibility for material selection rests with the library director. All staff members may participate in the selection of library materials.

Library staff take its role as a steward of public funds seriously and is mindful in applying those 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 consult professional review sources, such as but not limited to *Booklist*, *Library Journal*, *School Library Journal*, and *Kirkus*, when selecting new materials for the collection.

Staff will judge materials on the basis of the content and style of the work as a whole, not by selected or random passages or scenes.

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 majority of the library clientele within budget limitations.

General selection criteria includes:

- Purpose and scope of the resource
- Intended audience
- Accuracy
- Impartiality
- 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 resource(s) 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 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 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 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 their 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, 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 is limited demands 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. 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 to 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 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, it 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.

Objections to materials, displays, program, 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.

Upon receipt of a formal written request, the director will ask for background information and confer with the library staff in an attempt to resolve the reconsideration.

In the event that the person(s) who initiated the request is not satisfied with the decision of the Director, the Director will form a reconsideration committee of library board members and staff to review and present the reconsideration to the Library Board.

The Board will determine whether the request for reconsideration has been handled in accordance with stated policies and procedures of Bastrop Public Library, will review the provided background information, will review the position of the patron, will also review the decision of the Director, and will consider the best interests of the community as a whole. Based on the information presented, the Board may vote to uphold or override the decision of the Director.

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: _____

Library Board approved: _____

City Council approved: _____



Bastrop Public Library

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?

Staff use only.

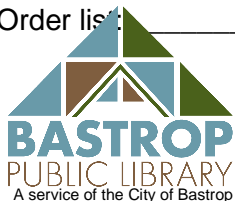
Selector: _____ When patron was contacted: _____

- 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*

Donor's name and address:

Memorial Honorarium Presentation Monetary

To be given in the name of:

Acknowledgement card sent to:

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

For Staff Use Only

Date acknowledgement sent to donor: _____

Date acknowledgement sent to family: _____

Amount: _____

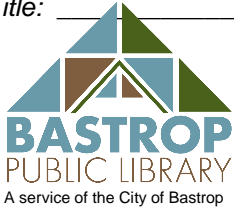
Check

Cash

Special designation: _____

Date ordered: _____ Date received: _____

Title: _____ Barcode: _____



Request for Reconsideration Form

This form is to be filled out according to the library's Collection Development Policy.

Name: _____ Date: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____

Email: _____

Do you represent self? _____ Or an organization? _____

Name of organization: _____

Title: _____

Author: _____

Call # of item: _____

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 notification of the decision.

Signature of library patron submitting reconsideration form

Signature of staff member receiving reconsideration form

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