

## ARTICLE 3: COLLECTION DEVELOPMENT POLICY

### 3.01 OBJECTIVES

To meet the library's mission of providing quality resources and information to the Greater Leon Valley area this collection development policy is created with the following objectives:

- a) Meet community interests and needs;
- b) Acquaint the public with the principles of selection and weeding;
- c) The Library Bill of Rights ([Attachment 6](#));
- d) The Freedom to Read Statement ([Attachment 7](#)); and
- e) The Freedom to View Statement ([Attachment 8](#))

### 3.02 RESPONSIBILITY FOR SELECTION

The final responsibility for material selection rests with the Library Director who operates within the framework of the policies.

### 3.03 CRITERIA FOR SELECTION

Staff should keep the following in mind when recommending titles for selection. However, an item need not meet all considerations to be acceptable.

- a) Consider the identified, expressed or anticipated needs and interests of the community.
- b) Consider the quality of content, such as timeliness, accuracy, literary merit, illustrations, indexes, and bibliographies.
- c) Include different viewpoints, values, philosophies, cultures, and religions whenever possible. Selections will not be based on any assumed approval or disapproval by the community.
- d) Select a broad range of materials in all subject areas.
- e) Attempt to balance the collection with in-demand, current interest titles.

- f) Assess the significance in relation to library resources already available.
- g) Utilize standard selection sources recognized by librarians to identify materials to be purchased.
- h) Utilize specialized knowledge of Library staff.
- i) Consider the reputation and/or significance of author, publisher and/or producer.
- j) Select a variety of reading and comprehension levels based on community needs.
- k) Provide a wide variety of formats to meet the differing needs of the community.
- l) Maximize the effectiveness of the available materials budget.
- m) Consider other community resources, interlibrary loan, etc. to maximize the Library's resources. Out-of-print, used items, or items that require Library staff to go beyond the scope of its normal purchasing procedures are usually not purchased.
- n) Strive to develop a collection that complements the curriculum of area educational institutions but does not duplicate curriculum materials in use by educational institutions or home-schooled students.
- o) Consider member requests within the overarching principles of selection.
- p) Book reviews from professional accepted sources such as Kirkus Reviews, Library Journal, School Library Journal, and Booklist.

### 3.04 WEEDING

An up-to-date, attractive, and useful collection is maintained through a Continuous Review, Evaluation, and Weeding (CREW) process. The CREW method ([Attachment 9](#)) evaluation for weeding materials includes poor content, poor appearance, and unused materials.

Replacement of materials with a poor appearance is dependent upon current demand, usefulness, more recent acquisitions, and availability of newer editions. This process of weeding is the responsibility of the Library Director.

See Weeding Rotation ([Attachment 10](#)) for an estimated weeding schedule.

Withdrawn materials will be handled in a similar manner and under the same authority as donated materials.

### 3.05 POTENTIAL PROBLEMS AND CHALLENGED MATERIALS

Although materials are carefully selected, there can arise differences of opinion regarding suitable materials. The Leon Valley Public Library recognizes that some materials are controversial and that any given item may offend some members.

Responsibility for the reading of children rests with their parents or legal guardians. Selection of library materials will not be restricted by the possibility that materials may come into the possession of children.

Library materials will not be marked or identified to show approval or disapproval of their contents, and no library material will be sequestered except to protect it from damage or theft.

Patrons requesting material be withdrawn from or restricted within the collection may complete and turn-in a Request for Reconsideration of Library Resources ([Attachment 11](#)) form. Only citizens of Leon Valley may submit a Request for Reconsideration of Library Resources.

The challenge will be placed on the agenda of the next regular meeting of the Leon Valley Public Library Board of Trustees (LVPLBOT).

After review of the challenge, the LVPLBOT will schedule a public hearing for library patrons to speak either for or against a book challenge. In making their decision, the LVPLBOT and the Library Director will consider public testimony, professional reviews, selection criteria listed in the Collection Development Policy, the American Library Association's Library Bill of Rights ([Attachment 6](#)), Freedom to Read Statement ([Attachment 7](#)), the Freedom to View Statement ([Attachment 8](#)), as well as , Article 1, Section 8, Texas Constitution ([Attachment 23](#)), and Amendment 1, U.S. Constitution ([Attachment 12](#)).

The Library Director, with the advisement of the Leon Valley Public Library Board of Trustees, will ~~determine~~ present the challenge and recommendation to City Council for the ~~a~~ final decision ~~for on~~ the challenged material(s).

#### ARTICLE 4: MATERIALS DONATION AND GIFTS POLICY

The Leon Valley Public Library appreciates your consideration in finding a home for your items. The library accepts books and other items with the understanding that they are added to the collection only if appropriate and needed. The Library Director will dispose of unneeded items as they see fit. The same criteria of selection which are applied to purchased materials are applied to gifts.

When accepting used books, publication dates and condition are important. The library will only accept books if the following criteria are met:

- a) Published within the last five years
- b) In good to excellent condition
  - a. Intact covers
  - b. No ripped pages
  - c. No names or identifying markers of previous owners
  - d. No apparent odor
  - e. No apparent soil
- c) Not weeded from another library

DVDs in good condition or better will be accepted if they are in their original packaging.

We do not accept:

- VHS
- Encyclopedias
- Textbooks

## ATTACHMENT 6: ALA - THE LIBRARY BILL OF RIGHTS

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

- I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.
- VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019.

Inclusion of “age” reaffirmed January 23, 1996.

Although the Articles of the Library Bill of Rights are unambiguous statements of basic principles that should govern the service of all libraries, questions do arise concerning application of these principles to specific library practices. See the documents designated by the Intellectual Freedom Committee as Interpretations of the Library Bill of Rights.

"Library Bill of Rights", American Library Association, June 30, 2006.  
<http://www.ala.org/advocacy/intfreedom/librarybill>

Document ID: 669fd6a3-8939-3e54-7577-996a0a3f8952

**ATTACHMENT 7: ALA - THE FREEDOM TO READ STATEMENT**

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every

enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain



themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies

are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee;  
amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.

A Joint Statement by:

- American Library Association
- Association of American Publishers

Subsequently endorsed by:

- American Booksellers for Free Expression
- The Association of American University Presses
- The Children's Book Council
- Freedom to Read Foundation
- National Association of College Stores
- National Coalition Against Censorship
- National Council of Teachers of English
- The Thomas Jefferson Center for the Protection of Free Expression

"The Freedom to Read Statement", American Library Association, July 26, 2006.

<http://www.ala.org/advocacy/intfreedom/freedomreadstatement>

Document ID: aaac95d4-2988-0024-6573-10a5ce6b21b2

## ATTACHMENT 8: ALA - THE FREEDOM TO VIEW STATEMENT

The **FREEDOM TO VIEW**, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore these principles are affirmed:

1. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989.

Endorsed January 10, 1990, by the ALA Council

"Freedom to View Statement", American Library Association, May 29, 2007.

<http://www.ala.org/advocacy/intfreedom/freedomviewstatement>

Document ID: 95444382-9c6c-e904-0962-be3aa96cdb5a

## ATTACHMENT 9: CREW - A WEEDING MANUAL FOR MODERN LIBRARIES

*“CREW: A Weeding Manual for Modern Libraries attempts to describe clearly, practically, and in a step-by-step fashion a now tried-and-true method of carrying out the five processes of ‘reverse selection:’ inventory, collection evaluation, collection maintenance, weeding, and discarding. Keep in mind that no single process will serve the needs of all libraries. CREW: A Weeding Manual for Modern Libraries offers guidelines, and attempts to explain the reasons behind the guidelines, but every library should consider the needs of their particular community and adjust the guidelines accordingly.” - CREW: A Weeding Manual for Modern Libraries. Texas State Library and Archives Commission*

CREW: A Weeding Manual for Modern Libraries can be found in .pdf here:

<https://www.tsl.texas.gov/sites/default/files/public/tslac/ld/ld/pubs/crew/crewmeth12.pdf>

The CREW Manual and resources are available online through the Texas State Library and Archives Commission here: <https://www.tsl.texas.gov/ld/pubs/crew/index.html>

ATTACHMENT 11: REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS

Date \_\_\_\_\_

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Address \_\_\_\_\_

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

Phone \_\_\_\_\_ Library Card Number \_\_\_\_\_

Do you represent: Self \_\_\_\_\_ Organization \_\_\_\_\_

Type of Resource

☐ Book

☐ Audio Book

☐ Magazine

☐ Newspaper

☐ DVD

☐ Electronic Information

☐ Content of Library Program

☐ Other

Title of Resource \_\_\_\_\_

Library Material # \_\_\_\_\_ Call # \_\_\_\_\_

What brought this resource to your attention? \_\_\_\_\_

\_\_\_\_\_

Did you read/view/hear the entire work? \_\_\_\_\_ Yes \_\_\_\_\_ No

If not, what parts did you read/view/hear? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Have you read any published reviews of this item? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, please give name and date of publication(s): \_\_\_\_\_

What concerns you about the resource? Please be as specific as possible and point to specific examples within the resource including page numbers and time estimates. \_\_\_\_\_

Are there resources you suggest which provide additional information and/or viewpoints on this topic? \_\_\_\_\_

*All Requests for Reconsideration of Library Resources will go before the Leon Valley Public Library's Board of Trustees. The next Board of Trustees meeting will be \_\_\_\_\_.*

Received by the Library Director on \_\_\_\_\_.

Library Director Signature of Receipt \_\_\_\_\_.



## ATTACHMENT 12: AMENDMENT 1 OF THE US CONSTITUTION

Congress shall make no law respecting an establishment of religion or prohibiting the free exercise thereof; or abridging the freedom of speech, or of the press; or the right of the people peaceably to assemble, and to petition the Government for a redress of grievances.

Amendment 1 of the US Constitution can be found online here:

[https://www.senate.gov/civics/constitution\\_item/constitution.htm#amdt\\_1\\_\(1791\)](https://www.senate.gov/civics/constitution_item/constitution.htm#amdt_1_(1791))

## ATTACHMENT 23: ARTICLE 1, SECTION 8 OF THE TEXAS CONSTITUTION

Sec. 8. FREEDOM OF SPEECH AND PRESS; LIBEL. Every person shall be at liberty to speak, write or publish his opinions on any subject, being responsible for the abuse of that privilege; and no law shall ever be passed curtailing the liberty of speech or of the press. In prosecutions for the publication of papers, investigating the conduct of officers, or men in public capacity, or when the matter published is proper for public information, the truth thereof may be given in evidence. And in all indictments for libels, the jury shall have the right to determine the law and the facts, under the direction of the court, as in other cases.

Article 1, Section 8 of the Texas Constitution can be found online at:

<https://statutes.capitol.texas.gov/Docs/CN/htm/CN.1/CN.1.8.htm>