

## **Sanger Public Library Collection Development Policy**

### **Purpose**

The Sanger Public Library is committed to promoting and providing free access to a wide variety of diverse, high-quality resources that meet the evolving needs and interests of our growing community. The Library's collection is designed to support education, including self-education, foster an understanding of different cultures, and provide access to recreational reading, listening, and viewing materials. It also aims to broaden citizens' perspectives by offering materials that present opposing viewpoints on important societal issues.

This policy provides guidance for the careful selection, maintenance, and retention of materials that align with the **laws of the State of Texas** and the Library's commitment to education, cultural enrichment, and recreational enjoyment.

It ensures that the Library's collections reflect a broad range of perspectives, encourage lifelong learning, and are inclusive of all community members. The policy further ensures that the Library does not prioritize the needs or preferences of one patron over another, maintaining fairness and balance in the collection.

### **Definitions**

- For the purposes of this policy, "collection" means any of the materials or resources provided by or accessed through the Library, including books, media, electronic databases, Internet websites, and non-traditional items.
- A resident of Sanger is defined as living within City limits, confirmed by voter registration rolls.

### **1. Responsibility**

- 1.1 The Library Director and Library Board are responsible for defining the collection development policy. Library staff, under the guidance of the Library Director, select and maintain materials in accordance with the policy and the **laws of the State of Texas**.

### **2. Goals and Philosophy**

- 2.1 The Library serves the entire community and emphasizes the First Amendment to read, view, and listen freely.
- 2.2 The Library does not intentionally restrict or promote any particular idea. It does not endorse or support any specific viewpoint or belief.
- 2.3 Parents and/or legal guardians hold the responsibility for overseeing their children's reading, viewing, or listening choices.
- 2.4 The inclusion of materials in the Library collection does not imply endorsement of the author's perspective by the City or the Library.

### **3. Selection Criteria**

Materials will be selected based on the following factors:

- 3.1 The laws of the State of Texas
- 3.2 Interests and needs of the community
- 3.3 Credibility, accuracy, and qualifications of the author, publisher or producer, with a preference given to professionally edited and published works
- 3.4 Literary, creative, or technical quality
- 3.5 Relevance to the existing collection's strengths and weaknesses
- 3.6 Critical review and current or anticipated patron demand
- 3.7 Availability of similar materials in the area (including other consortium libraries)
- 3.8 Suitability for Library circulation and usage
- 3.9 Date of publication
- 3.10 Online resources are also evaluated based on accessibility and availability of Library licensing
  - 3.a Items do not need to meet all of the above criteria to be considered for selection.
  - 3.b Patron requests and/or donations are evaluated based on the same criteria as purchased materials.
  - 3.c In most cases, the Library will not purchase or accept as gifts self-published materials that are not reviewed in established review journals.

### **4. Selection Aids**

- 4.1 To determine whether materials meet these criteria, Library staff may refer to published bibliographies (e.g., the Texas Bluebonnet List), book reviews, reputable publishers (e.g., National Geographic for natural history titles).
- 4.2 Current events, publicity, media coverage may be used in selecting materials.
- 4.3 Other tools include usage reports and data based collection analysis.

### **5. Purchase Requests, Gifts, Donations**

- 5.1 Patron requests for specific titles or topics are evaluated using the same criteria as other purchased materials. Items with demonstrated demand will be given special consideration. Materials may be added if they offer significant literary or social value and are not already covered by existing resources.
- 5.2 The Library is not able to accept all donations due to limited space, staffing, and processing capacity. Large donations or unsolicited drop-offs may be declined. We encourage donors to contact the Library ahead of time to discuss what materials can be accepted.
- 5.3 Books and other materials may be accepted if they are in very good condition and Library staff are able to accommodate the donations.
- 5.4 The Library does not accept gifts or donations of:
  - Damaged items (e.g. missing pages, mold, water damage, etc.)
  - Large multi-volume sets, such as encyclopedias
  - Spiral-bound books
  - Textbooks

- Magazines and other periodicals (intended for circulation)
  - VHS tapes, audio cassettes, or any other obsolete media formats
- 5.5 Acceptance of donated or gifted items are subject to the discretion of Library staff.
  - 5.6 Gifts and donations are not guaranteed to be added to the Library's collection.
  - 5.7 Items not selected may be offered to the Friends of the Library for use in book sales, sold online, given away, or recycled.
  - 5.8 The Library cannot return unselected items or any containers used to deliver them.
  - 5.9 The Library will not accept materials that are not outright gifts. Gifted materials must meet the same criteria as purchased materials to be included in the collection.
  - 5.10 Books or money may be donated to the Library as memorials.
  - 5.11 Library staff may order specific memorial materials upon patron request if the request meets the established collection development criteria. If no specific material is requested, selection will be made by the Library staff in accordance with selection criteria.
  - 5.12 The Library cannot appraise gifts for tax purposes, and gifts are not guaranteed to remain in the collection permanently.

## **6. Local History**

The Library maintains a collection of local history materials and works by local authors. These materials are not subject to the same weeding criteria as other parts of the collection. Some local history materials are housed in the Sanger Area Historical Society's museum and are cataloged in the Library's system.

## **7. Collection Maintenance**

Collection maintenance is an ongoing process in which materials are regularly added or removed to meet the evolving needs of Library patrons and our growing community. The Library Director and staff evaluate items based on circulation, condition, space, budget, user demand, and the significance of local history or classics. Discarding or weeding helps keep the collection relevant and accessible. Staff use professional guidelines, including the CREW manual, available through the Texas State Library and Archives Commission:

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

- 7.1 Materials that are weeded from the Library's collection, may be used in the Friends of the Library book sale, Library programs, or may be recycled or disposed of.

## **8. Requests for Reconsideration**

The Library fully endorses a diversity of viewpoints, enabling citizens to make the informed choices necessary in a democracy. The Library also selects a wide variety of Library materials that satisfy the diverse interests of our community.

The Library defends each individual's right to access these materials, even if the content may be contentious, unconventional, or unacceptable to some. The Library's varied collection is available to all; it is not expected that all of the collection will appeal to everyone.

To have a reconsideration request considered a patron must meet all of the necessary requirements:

- 8.1 be a Sanger resident and registered adult borrower of the Library for three months or more with an active card in good standing
- 8.2 read or view the material in question in its entirety; decisions regarding the material's reconsideration will be based on a consideration of the work as a whole, and not on any part(s) taken out of context
- 8.3 read this Collection Development Policy in its entirety
- 8.4 complete a Request for Reconsideration of Library Materials form, available upon request
- 8.5 supply their full name and address; anonymous requests will not be considered
- 8.6 complete the affidavit form, ensuring all information provided is accurate and truthful. The completed affidavit must be signed in the presence of a notary public not associated with the library.
  - 8.a Requests will be processed one at a time, in the order they are received.
  - 8.b A material or item may undergo this reconsideration process only once in a twelve month period.
  - 8.c Incomplete requests will not be processed. Requests for Reconsideration must be completed in their entirety.
  - 8.d During the reconsideration process, the material in question will remain accessible to patrons.

## **9. Reconsideration Process**

Patrons who wish to request the withdrawal or reclassification of materials currently owned by the Library are encouraged to discuss their concerns with the Library Director or their designee.

If the patron is not satisfied with the response to their request, the patron will be provided with information and a form to request formal reconsideration of the Library resource. The following steps will be used when an individual feels that further action is necessary to address concerns about a Library resource.

- 9.1 A concerned patron who is dissatisfied with earlier informal discussions will be offered a packet of materials that includes the Library's Mission Statement, Collection

Development Policy, Request for Reconsideration Form, and Affidavit in Support Of Request For Review of Library Material.

- 9.2 Patrons are required to complete and submit the provided Request of Reconsideration Form, and Notarized Affidavit to the Library Director.
- 9.3 The Library Director, or their designee, will respond to the patron in writing within 14 business days to acknowledge receipt of the Request for Reconsideration Form and outline what steps will be taken by Library staff.
- 9.4 The Library Director, with appropriate professional staff, will review the submitted Request for Reconsideration Form and the material in question to consider whether its selection follows the criteria stated in the Collection Development Policy.
- 9.5 The Library Director will review the request and respond within 30 business days with a written decision. The response will include the outcome and the reasoning behind it, sent directly to the patron who submitted the reconsideration request.
- 9.6 If the patron is not satisfied with the decision, they may submit a written request to the Library Director within 10 business days, asking that the reconsideration be referred to the Library Board. Upon receiving the request, the Library Director will add the item to the agenda for the next Library Board meeting.
- 9.7 The Library Board will review the request and the written staff response, discuss the issue at the regular meeting, be available to receive comments from the requesting individual, and determine a course of action.

## **10. Policy Revision**

This policy will be reviewed every 3-5 years, with updates made as needed. The date of the review will be recorded on the document.

**Sanger Public Library**  
**Request for Reconsideration of Library Materials**

Name:	
Date of Birth:	
Address:	
Who do you represent?	<input type="checkbox"/> Myself/Family <input type="checkbox"/> Organization <input type="checkbox"/> Other (specify below)
Organization/Other:	
Library Card Number:	
Phone:	
Email:	
Format:	<input type="checkbox"/> Book <input type="checkbox"/> Movie <input type="checkbox"/> Other
Title:	
Author/Artist/Producer:	

1. How did this item come to your attention?

2. Did you read, view or listen to the entire item? ☐ Yes ☐ No

3. Have you read the Library's Collection Development Policy in its entirety?

Yes No

4. What about this item prompted concern? Please be specific and site pages, discs, video timestamps, etc. (Use additional pages if necessary.)

5. What age group would you recommend this material?

6. What is your overall opinion of this item's value?

7. What reviews, both positive and negative, have you found from literary critics about this material? Please cite specific sources.

8. What would you like the Library to do about the material? (check one)

<input type="checkbox"/>	Move it to another location in the Library more suitable to its intended age group or audience. Please describe the recommended location.
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<input type="checkbox"/>	Withdraw it	<input type="checkbox"/>	Other
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9. Are there any resources you would recommend to provide additional information or different perspectives on this topic?

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

For Staff Use	
Received by:	Date Received:
Notes:	



STATE OF TEXAS

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COUNTY OF DENTON

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**AFFIDAVIT IN SUPPORT OF REQUEST FOR REVIEW OF LIBRARY MATERIAL**

BEFORE ME, the undersigned authority, personally appeared \_\_\_\_\_ known to me to be the person whose name is subscribed below, and after being by me first duly sworn did depose and state the following:

"My name is \_\_\_\_\_ I am over the age of 18 years, I am of sound mind, capable of making this affidavit, and personally acquainted with the facts herein stated:

"I am a resident of the City of Sanger. My Library Card # is \_\_\_\_\_.  
I have read, watched or listened to \_\_\_\_\_ in its entirety. I have read the Sanger Library's Collection Development Policy and I wish to have this publication reviewed and reconsidered for reclassification/exclusion (circle one) in the collection of the City of Sanger Library.

"I have personal knowledge of the facts stated herein, and they are all true and correct.

"Further affiant sayeth not."

\_\_\_\_\_

Before me, the undersigned Notary Public, the above named Affiant did personally appear and has Sworn To and Subscribed this document this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

\_\_\_\_\_  
Notary Public, State of Texas

My commission expires: \_\_\_\_\_