

Rita & Truett Smith Public Library
Collection Development Policy
Approved by the Library Advisory Board
Insert Date

Collection Development Policy (CDP)

The Rita & Truett Smith Public Library collects materials in a variety of popular formats for our community. The collection serves the public's general, educational, recreational, and entertainment needs, and reflects the community's racial, ethnic, and cultural diversity. Please note digital collections may contain titles owned by multiple libraries and therefore this policy applies only to titles owned by the Smith Public Library.

Collection Development Priorities

- Acquire current high-demand, high-interest resources for all ages.
- Cultivate inclusive collections that meet a wide range of interests with varied viewpoints and levels of ability.
- Maintain a high quality of materials by applying professional discretion and standards established by the library profession and through the use of appropriate selection aids, including book reviews, bestseller lists, etc.
- The library supports the principles of intellectual freedom.
 - This support includes each patron's fundamental right of access to all expressions of knowledge, creativity, and intellectual activity.
 - The library provides as wide a range of materials as possible.
 - Patrons make individual choices regarding which materials they use and borrow.
 - Parents and legal guardians retain the responsibility to oversee their children's selection and use of library materials. The library staff does not serve *in loco parentis*. It is the responsibility of the parent(s)/guardian(s) to restrict their children, and only their own children, from access to library materials.
 - The library neither denies nor abridges access to materials because of a person's age.
- The library upholds the principles of the American Library Association's [Library Bill of Rights](#), [Freedom to Read](#), [Freedom to View](#), [Statement on Labeling](#), and [Free Access to Libraries for Minors](#) as well as the Texas Library Association's [Intellectual Freedom Statement](#).

Responsibility for Resources Selection

- The Library Director delegates selection to the professional library staff.
- Staff members and the general public are encouraged to recommend resources for consideration.

- All professional library staff that collect resources are expected to adhere to the selection priorities, guidelines, and criteria expressed in this policy; and to apply their expertise in making selection decisions.
- The selection of materials does not constitute or imply agreement with or approval of the content, viewpoint, implications, or presentation of the materials.
- Professional staff, as selectors, may look for one or more positive reviews from one or more of these sources: *Booklist*, *Horn Book*, *Kirkus*, *Library Journal*, *The New York Times Book Review*, *Publisher's Weekly*, *School Library Journal*, or *VOYA*.
- If reviews are not available from the aforementioned sources, selectors may use their judgment to add resources if they determine it enhances the quality of the collection.

Selection Criteria

When selecting resources for collections, the selectors will consider such criteria as:

1. Accuracy and currency of information
2. Authority and reputation of author, illustrator, publisher, or producer
3. Availability of similar resources within the community and other area libraries
4. Cost and space required relative to the contribution of the resource to the collection
5. Durability
6. Evaluation in reputable review sources
7. Lack of other available resources on the subject
8. Literary quality
9. Objectivity
10. Popular demand
11. Present and potential relevance to community needs
12. Price, format, and ease of use
13. Relation to the existing collection and other material on the subject

Collection Maintenance

- Resources that no longer meet the collection management objectives of the library are identified, withdrawn, and discarded according to accepted professional practices.
- Withdrawn materials are disposed of in accordance with city and library procedures.
- The withdrawal of worn, outdated, and damaged resources will be carried on continuously.
- The Texas State Library and Archives Commission's [CREW: a Weeding Manual for Modern Libraries](#), along with statistical data reports from the integrated library system are the primary sources used to assist selectors in deselection.
- Generally, discarded materials are given to the Friends of the Rita and Truett Smith Public Library. The Friends have permission to sell discarded materials with income to benefit the library. Damaged items are not given to the Friends to sell.

- The library is not a judicial body, therefore, materials will not be removed from the library for complaints of obscenity, pornography, subversiveness, or any other category covered by law until after receipt of an independent court order. Conversely, materials previously judged unlawful will not knowingly be selected.
- Library resources will not be marked or identified to show approval or disapproval of the contents, nor will items be sequestered, or access denied, except for the purpose of protecting resources from damage or theft.

Donations and Gifts

- The library accepts gifts of materials for the collection using the same collection criteria applied to the purchase of materials. Please see our donation [guidelines](#) in order to understand what types of donations we accept.
- The library retains the right to dispose of donated materials by sale or discard.
- Once something has been donated it is considered the property of the library and will not be returned.
- Other monetary gifts, gifts of stock, bonds, endowments, estates, land, etc., are welcomed, provided the Friends of the Library approve the conditions of such gifts.

Stating Concerns about Library Materials

Smith Public Library selects a wide variety of materials that satisfy the diverse interests of our community. The library's varied collection is available to all; however, it is not expected all of the collection will appeal to everyone.

A Wylie resident whose tax dollars support the Smith Public Library and who has been a cardholder for at least six months and is in good standing may submit a concern about materials by the following process:

- Must have completed reading, watching, or listening to the item in question.
- Must read this collection development policy in its entirety.
- Discuss their concerns with the supervisor that oversees the section that houses the material(s) in question.
- If not satisfied, then discuss with the Library Director.
- If not satisfied, a formal letter of concern may be submitted to the Library Advisory Board of The Smith Public Library.
 - The letter must include the name of the item, the reason for the objection and the complainant's name, library card number, current address and contact information.
 - Anonymous requests will not be considered.

Once a letter of concern is received, the Library Advisory Board will review and make a determination on the request within 90 days. The Library Advisory Board may accept as final the review process the library staff has completed as described above on the material in question. They may choose to take further action by designating up to three Board members to serve on a review committee alongside up to three members chosen by the Library Director in accordance with the Library Advisory Board Bylaws.

- The review committee shall determine whether the material in question meets the standards of this Collection Development Policy.
- The review committee members will examine the material independently.
- The review committee will coordinate a discussion within 60 days of appointment except in unusual circumstances (i.e. illness, transition of personnel, etc.).
- The committee will make a recommendation on appropriate action and present it to the Library Advisory Board and the Library Director at a regularly scheduled board meeting.
- All materials will be judged as a whole rather than by isolated passages.
- The material in question will remain in the collection pending the final decision.

Once the recommendation is made, the Library Director will have the final responsibility of deciding what happens to the material in question. When the decision is announced, that item is not eligible for further reevaluation for five years.

Frequency of Policy Review

This collection development policy will be reviewed by the Library Director and Library Advisory Board not less than once every five years.