



Farmers Branch Manske Library – COLLECTION DEVELOPMENT POLICY

Proposed to the Library Board May 11, 2017

PURPOSE

The mission of the Farmers Branch Manske Library (FBML) is to provide the community with an inviting center for learning, culture, recreation, and information in all its forms. One way the FBML achieves this mission is by providing materials to meet the educational and recreational information needs for users of all ages, education levels, and socio-economic backgrounds. The FBML provides users with a variety of materials including books in print, audio-visual materials, and electronic resources. The intent of the Collection Development Policy is to increase public understanding of the purpose and nature of the Farmers Branch Manske Library collection and to serve as a guide for Library staff in the development and maintenance of the Library's collection.

OBJECTIVES

1. Maintain the collection by purchasing new materials and withdrawing obsolete and dated materials.
2. Ensure the collection meets the educational and recreational needs of the community.
3. Maintain a core collection of materials that meets the community's need for basic information and standard or classic works.
4. Provide popular and best-selling titles to the community in a timely manner.

SELECTION AND EVALUATION CRITERIA

SELECTION CRITERIA

General criteria used for the selection of print materials include user demand, necessity of purchasing an item with similarities to items already in the collection, reading level of the intended audience, suitability of subject, cost, availability at other locations, and recognition by established reviewers. Materials are evaluated as a whole and chosen with the intent of creating a balanced collection that represents a wide array of viewpoints, attitudes, and ideas.

Nonfiction items are selected with additional criteria including timeliness and accuracy of information presented, comprehensiveness, objectivity of the author, and availability of other materials on the subject. *Fiction* items are also selected with additional criteria including current trends, popularity, artistic presentation, originality, style, and necessity of expanding an existing series in the collection.

SELF-PUBLISHED MATERIALS

The Library generally does not purchase self-published materials unless they meet the same guidelines as other materials purchased for the collection, have received positive professional reviews, or are in particularly high demand.



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AUDIOVISUAL MATERIALS

The Library collects audiovisual materials in the form of DVDs and audiobook CDs. New formats may be considered in the future if a significant portion of the community has the necessary technology to make use of the new format.

Audiovisual materials are purchased for recreational, educational, and instructional use. The primary influencing factors of selection are: current appeal and popularity of a title or subject, relevance to community needs, availability from vendors, price, and professional reviews. In addition, selection of audiovisual materials shall follow, where applicable, the selection criteria for fiction and nonfiction print materials.

ELECTRONIC MATERIALS

Digital resources, including eBooks, eAudiobooks, streaming video and music, and databases are subject to the same general selection criteria as other materials. The Library's customer base includes a segment that is exclusively virtual. Digital resources extend the reach of the Library because they are available remotely, 24/7. The eBook landscape is an area of rapid growth and development, and the Library is moving toward a collection that is as diverse and encompassing as the print collection. Additional selection criteria for digital resources include accessibility and compatibility; for example, universality of format and compatibility with current digital platforms.

USER RECOMMENDATIONS

The Library encourages input from the Farmers Branch community concerning the collection. A *Suggestion for Purchase* procedure enables users to request that a particular item or subject be purchased by the Library. All suggestions for purchase are subject to the same selection criteria as other materials and are not automatically added to the collection. It is the Library's intent that suggestions for purchase be used to help the Library in developing collections which serve the interests and needs of the community. In addition, the Library will not fill customer requests that require on-going costs (memberships, subscriptions), not accessible to more than one user over the life of an item, or textbooks. Users can make a suggestion online or by returning a *Suggestion for Purchase* card to Library staff.

INTERLIBRARY LOAN

Items which are older or less popular, no longer available for purchase, or otherwise outside the guidelines set forth in this collection development policy may be obtainable through interlibrary loan. If a requested item is not selected for purchase, users are encouraged to fill out an ILL request form.



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GIFTS AND DONATIONS

The Library accepts gifts or donations of books or other materials. Decisions on whether and how donated items will be added to the Library's collection are based on the same evaluative criteria that are applied to purchased materials. Donations not added to the collection will be disposed of as Library staff determine is appropriate. The Library will provide a receipt for donations but will not evaluate or appraise gift materials for tax purposes.

DESELECTION AND COLLECTION MAINTENANCE

Continued growth of the Library collection requires periodic removal of worn, damaged, or outdated materials. In general, the Library follows the guidelines set by the CREW Method.

REPLACEMENT OF WITHDRAWN MATERIALS

Criteria for the replacement of withdrawn materials include popularity, status as a standalone item or part of a series, accuracy, manner of withdrawal, and number of copies. Items that have not checked out in a period of four or more years are not replaced. If an item is part of a series, it is evaluated based on the series' popularity. Items withdrawn because of loss, damage, or wear are not automatically replaced. Items containing inaccurate or outdated information are withdrawn. In addition, if multiple copies of an item are present, the item is not replaced unless extra copies are deemed necessary due to popularity.

DISPOSAL OF WITHDRAWN MATERIALS

Materials withdrawn from the Library may be disposed of through book sales, giveaways, exchanges, or recycling. All material must be fully withdrawn before any action is taken. This includes marking the item as 'Withdrawn' in the digital record, marking out any mention of Farmers Branch Library, and deactivating the RFID tag.

CONTROVERSIAL MATERIAL

The Farmers Branch Manske Library supports the American Library Association's "Library Bill of Rights." It is the purpose of the Library to provide materials for all ages, education levels, and socio-economic backgrounds. In some cases, users may take issue with materials that they find offensive or inappropriate for the collection. If a user feels that an item should be removed or reclassified, they are encouraged to first speak to the youth or adult supervisor, as appropriate. If their concerns are not then alleviated, the user may complete a form and submit it to library staff.



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1. All completed forms will be forwarded to the Library Director, who will then send an acknowledgement of receipt to the user within seven days of its submission.
2. The Director along with the other library department heads will form a committee to rule on the request. The committee will consider the request in light of the "Library Bill of Rights" and the principles of intellectual freedom. A written response indicating the committee's decision will be provided to the user from the Director within 30 days of submission of the Request for Reconsideration. A copy of this written response will also be provided to the Library Board.
3. If the Library's response does not satisfactorily resolve the issue, the user may submit in writing that the issue be reviewed by the Library Board. At the next regularly scheduled Library Board meeting, the user will have an opportunity to present their arguments as to why the material in question should be removed or reclassified. The user will receive written notification of the Library Board's decision within 30 days of the session. During the review process, the material in question will remain in the library collection.



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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.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; inclusion of "age" reaffirmed January 23, 1996.

Link: <http://www.ala.org/advocacy/intfreedom/librarybill>