

Moore Memorial Public Library Collection Development Policy

(Approved by the City of Texas City Commission Date??)

MISSION AND PURPOSE

Moore Memorial Public Library (MMPL) was founded to meet the informational and reading needs of the citizens of Texas City. Recognizing the diversity of the community and the surrounding area, the library strives to provide information in a variety of formats to meet the educational, professional, cultural, and recreational needs of our patrons. The library's mission is to create a community of life-long learners in which all citizens share equally in the opportunities to increase skills, knowledge and understanding in all fields, regardless of wealth, race, age, or cultural background. Our collection reflects the diversity of ideas and interests of the community and its patrons.

GOAL

The goal of this policy is to provide general principles and more detailed information to library staff and our community regarding the following:

- Professional standards used to guide the development of the collection
- Criteria and methods used by library staff to select new material
- Collection maintenance, including how materials are deselected from the collection
- How community input is used to maintain the collection

GENERAL PRINCIPLES AND PROFESSIONAL STANDARDS

Freedom to Read/Intellectual Freedom

The freedom to read, along with the freedom to hear and to view, is protected by the First Amendment to the U. S. Constitution and shall not be restricted or abridged based on the content or viewpoint expressed in the materials in the MMPL collection. The library affirms the American Library Association's Library Bill of Rights, Freedom to View, and Freedom to Read policy statements in support of acquiring and managing collections.

Quality

Quality is pursued and maintained by applying professional discretion and standards established by the library profession and using appropriate selection aids, including book reviews, best seller lists, professionally recognized periodicals, standard bibliographies, and booklists. Professional review sources provide more objective information about the materials than appears in publishers' catalogs or advertisements. Reviews are usually written by subject experts in the field, by professional reviewers, or by librarians. Library review sources often assess how well a publication serves a particular audience.

Collection Classification and Arrangement

Books and other materials are initially placed in areas of the collection based on the publisher and author's intended audience and review source recommendations. Occasionally, materials are subsequently referred to their respective age-appropriate selectors for reevaluation. Materials will be organized and maintained according to subject, format, type, user level or other category to achieve their most effective utilization by the public and by library staff. An item's placement in a collection allows for the organization of resources and provides viewpoint-neutral guidance to users. It is not intended to imply that every item in that collection will be of interest to or relevant to the collection's intended user.

Diversity and Inclusion

Moore Memorial Public Library strives to meet the informational needs of all ages, backgrounds, and educational levels of our community by providing alternative perspectives and/or opposing views on topics including those that may be perceived as less popular and/or unorthodox. The collection broadly reflects the diversity that exists in our culture and society. The existence of a particular viewpoint in the collection is an expression of MMPL's policy of intellectual freedom, not an endorsement of that point of view.

SELECTION CRITERIA AND GUIDELINES

To accomplish its mission, Moore Memorial Public Library provides free access to a full range of ideas and information in a variety of formats. MMPL selects materials for its collections in accordance with the professional guidelines stated by the American Library Association in the Library Bill of Rights and interpretations.

Materials are evaluated as a whole, rather than on the basis of specific passages or parts. A work will not be excluded from the library's collection solely because of frankness of expression, depiction of a particular lifestyle or aspect of life, or controversial subject matter. Personal behavior of the author or creator of the material shall have no relevance to the selection decision. Materials which have the primary purpose of advertising, proselytizing, or sensationalizing will not normally be selected.

Although Moore Memorial Public Library tries to supplement materials at all educational levels, it is the responsibility of the schools to provide curriculum materials. The library will not normally purchase textbooks or curriculum guides.

Selection Criteria

- Relevance to interests and needs of the community
- Significance of subject matter
- Accuracy of information
- Authority of the writer, producer, or publisher
- Current or historical significance of the author or subject
- Extent of publicity, critical reviews, and current or anticipated demand
- Timeliness and or popularity of a subject, title, or author

- Professional reviews from reputable journals and sources
- Literary and/or artistic merit, including award winning/nominated material
- Value of resource in relation to cost
- Format
- Technical characteristics, ex. Binding, size, quality of paper

The order of the criteria listed above does not indicate its relative importance or priority as selection criteria.

Children’s and Young Adult Collections

Moore Memorial Public Library’s Children’s Collection is intended to serve children from birth through 12 years of age. The Young Adult Collection is intended to serve teens ages 13-18. MMPL contains a wide variety of materials and opinions reflecting various points of view. MMPL does not serve as “in loco parentis”. Responsibility for overseeing a minor’s use of the Library collection rests with the parents and/or legal guardians, not the Library. It is the right and responsibility of the parent or legal guardian to restrict their children, and only their children, from access to library material and resources to which the parent or legal guardian may object. The Library does not knowingly make available to minors either pornographic or obscene materials as defined by state and federal law. Library staff will not regulate material choices for young patrons, nor prohibit their selection of controversial materials. Parents or legal guardians may find certain materials objectionable or inappropriate for their children, and they may want to carefully review the content of library materials being accessed by their minor children. Selection of library materials, in this and other collections, will not be restricted by the possibility that materials may inadvertently come into a child’s possession.

Digital Resources

The digital resource collection includes downloadable and non-downloadable eBooks, e-audiobooks, streaming video/films, periodical and reference databases, language learning resources, online and distance education learning resources, and specialized databases. Downloadable music is not currently collected but may be added in the future.

Digital resources fall into two classes: Owned materials and accessed materials. Owned or purchased material is selected by librarians and will fall under the “Selection Criteria” listed above. Accessed material will undergo additional considerations including:

- Cost
- Ease of Use / Accessibility of platform
- Accessibility to patrons (in-house use and /or remote access; 24/7 access)
- Availability from contracted vendors
- Need or interest from the community
- Terms of licensing agreements
- Cost per use analysis

Many accessed digital resources are curated by third-party sources, and as such Moore Memorial Public Library does not control the content. Digital resources are evaluated annually to determine ongoing need for the collection.

Responsibility for selection

Ultimate responsibility for the selection of library materials rests with the Library Director who operates within the framework of approved policies. Those staff members who are qualified by education, training and experience may share this responsibility. Suggestions from the public and from other staff members are welcomed.

Selection tools

Librarians making selection decisions for materials for the library collection will utilize a variety of selection tools to include professional and trade journals and books, bibliographies, reviews from authoritative sources in various subject areas, professional discussions, magazines, newspapers, broadcast media, and publisher and vendor information. It is not possible to apply single selection criteria to cover all formats and types of materials. An item need not meet all criteria to be acceptable. It is understood that certain controversial topics or viewpoints may be objectionable to individual patrons. The Library attempts to represent all approaches to controversial issues. The Library neither endorses nor refutes the materials in its collections, it simply makes them available. Selection of materials will not be made based on expected approval or disapproval, but on the principles stated in this policy. Responsibility for choosing materials rests solely with the individual. In the case of children or young adults, this responsibility rests with their parents or legal guardians.

Patron Requests

Patrons are encouraged to submit suggestions for possible addition to the library collection. Moore Memorial Public Library will consider all requests from patrons using the same selection criteria used for all materials. If MMPL cannot fulfill a request, the use of the Interlibrary Loan (ILL) service will be recommended.

Self-published materials

The addition of self-published materials to the library collection is at the discretion of the Library Director or other designated staff members. All such materials will be evaluated using the selection criteria listed in this policy.

Gifts and Donations

Moore Memorial Public Library will accept gifts of library materials (books, videos, audio books, magazines, etc.), if no condition is placed on their use, reuse, or resale. The library reserves the right to reject donations of molded, mildewed, damaged, outdated, or unusable items. Receipts for gifts can only indicate the type and number of items donated. The donor is responsible for determining the value of the donated items.

The library reserves the right to dispose of all gifts received. Gifts not added to the collection are not returned to the donor but may be given to the Friends of the Moore Memorial Public Library for resale, discarded, given to another library, or disposed of in another way.

Memorial donations

Persons wishing to make a memorial donation may give cash or a check made out to Moore Memorial Public Library for that purpose. This money may be used to purchase library materials. Donors may request a general subject area or format for the donation. Materials will be chosen by the Director or designated staff member in accordance with the selection criteria listed in this policy.

Donations to the Local History Collection

The purpose of the Local History Collection is to collect, preserve, and make accessible to all interested patrons information relating to the history of Texas City. More information on the types of materials collected and the process for donating to this collection can be found on the Library's website at <https://library.texascitytx.gov/441/Collection-Policies-Forms>.

Local Author Collection

The Texas City Local Author Collection is provided to highlight the authors of Texas City and Galveston County. These items will circulate under normal rules to library patrons. The purpose is to connect readers with the authors of the community. All items must be donated to be considered for inclusion.

Procedures for submitting to the Local Author Collection

- Local authors must reside in Galveston County. Authors residing in Texas City will be given priority if shelf space is an issue.
- No more than three books from a single author will be accepted in a 12-month period.
- Authors may be limited even further based on shelf spacing issues.
- Authors must submit a donated copy of their book for review to MMPL.
- Local Authors must be 12 years or older; authors younger than 18 must have parental consent to donate books.
- Printed books must be bound in hardcover or trade paperback formats and in suitable condition for circulating.
- The author must represent and warrant full ownership and/or legal rights to publish all material in this book, including artwork.
- Books will not be accepted if:
 - There are potential loose pieces – loose-leaf pages, items glued inside the book, etc.
 - They have multiple typographical or other errors.
 - They are workbooks or other books in which the borrower is meant to write.
 - They have legally defamatory content.
- Books donated to the Local Author Collection may become damaged or go missing and thus be removed from the collection. Authors will not be informed of this removal. A second donated copy may be accepted to replace a damaged or missing copy.
- Books donated to the Local Author Collection become the property of the Library, which has the right to keep or dispose of the items.
- Works of non-fiction will not be considered without accompanying professional reviews. An exception is works shelved in non-fiction such as poetry or drama that are artistic in nature.

- It is up to local authors to solicit reviews for their works. You may resubmit your work if professional reviews appear later.
- Library representatives will not meet with every author to discuss the work. Decisions made by the library are final.
- The library will not provide professional reviews, promotion, or marketing of an author's work.

Weeding and replacement of library materials

Weeding is a continual and necessary part of the collection management process. Weeding in this context is defined as the process of evaluating books and other physical materials to determine whether they will be retained, relocated, or replaced. Selection of materials for discarding is based on the "CREW" method, which stands for Continuous Review, Evaluation, and Weeding, and is a professional guide for reviewing and withdrawing materials from each library collection.

Materials are withdrawn from the collection for a variety of reasons including physical damage, age, unnecessary duplication of materials, outdated or inaccurate information, superseded information, lack of demand, loss in circulation, format, or lack of relevance.

While the library tries to maintain copies of important works and series, it does not automatically replace all materials withdrawn. Many factors are considered in the decision to replace an item including availability, demand, historic value, subject matter coverage, cost, and whether the item could be borrowed from another source.

Items in good condition that are weeded from the collection are donated to the Friends of Moore Memorial Public Library to be placed in their used book sale. Items that are in disrepair or are suffering from water/mold damage will be disposed of appropriately.

Reconsideration of Library Materials

Moore Memorial Public Library staff and Board of Library Trustees support intellectual freedom and subscribe to the principles outlined in the American Library Association's Library Bill of Rights and its statements Freedom to Read and Freedom to View. The library does not advocate, condone, or reject the ideas found in its collection – it simply makes them available. While everyone is free to reject for themselves materials of which they do not approve, they cannot exercise this right of censorship to restrict what others may read, listen to, or view.

A formal process has been developed to ensure that complaints and requests for reconsideration of library materials are handled in an attentive and consistent manner. When a patron wishes the Library to discard or reclassify a book or other library materials, they are asked to complete a *Request for Reconsideration of Library Materials* form, which is included in the *Request for Reconsideration Packet*. Moore Memorial Public Library has set these regulations in place to assist in fulfilling the Library's goal to serve all the residents of Texas City.

- Any patron is encouraged to speak with the Library Director or Assistant Director if they have questions about the Library's collection development policies.

- Patrons who are residents of Texas City, who hold a library card in good standing, and who feel their concerns have not been addressed, may request a *Request for Reconsideration Packet* at the Library's Information Desk. The packet contains a *Request for Reconsideration of Library Materials* form, a copy of the MMPL Collection Development Policy, the American Library Association (ALA) Library Bill of Rights, and the ALA Freedom to Read Statement.
- For a *Request for Reconsideration of Library Materials* to be considered by the Library Administration, it must meet the following criteria:
 - The request form must be completed in full.
 - The patron must be a resident of Texas City.
 - The patron must hold a library borrower's card in good standing* from Moore Memorial Public Library.
 - The form must be submitted to the Library Director or their designee. Submission may be completed in person or by mail.
 - An item will be evaluated for reconsideration only once in a twenty-four (24) month period.
- The Library Director will form a committee of professional librarians from the Library staff to review the request, undertake a review of the material subject to the Request, and prepare a report. The committee shall consider the following criteria, in addition to the criteria listed on pages 2 and 3, when drafting their report:
 - Consistency with the Library's Collection Development Policy
 - Cultural and/or literary significance and quality
 - Audience for this material
 - Circulation history and patron requests for the material
 - Profession reviews and awards
- The review committee may recommend one of various actions including removal of the material, re-labelling/reclassification of the material, providing other restrictions on the material, or no action at all. The review process will be completed and the report submitted to the library director within thirty (30) days from the submission of the request
- The Library Director shall have final discretion as to whether to follow or modify the recommendation of the Review Committee.
- The Library Director shall inform the patron in writing of their decision regarding the *Request for Reconsideration of Library Materials* no later than ten (10) days after receiving the report from the Review Committee.
- If the library patron is not satisfied with this response, they may appeal the result in writing to the Board of Library Trustees. The Board will address the matter at their next regularly scheduled meeting and will review the material using the same criteria previously listed.
- The decision of the Board of Library Trustees is final.
- Library resources will not be removed from the collection during the review period.