

Collection Development Policy

APPROVED BY: LIBRARY ADVISORY BOARD

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SIGNED APPROVAL BY: KIM DAVIS, CITY MANAGER

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Collection Development Policy

I. Mission

The mission of the Hondo Public Library is to provide and promote open access to reading, intellectual, and informational resources that will enrich and enlighten all segments of the community.

The Hondo Public Library accomplishes our mission by providing a diverse collection of books and other materials, programs and services, including electronic information sources. The Library also provides materials for independent learning and resources for local history and genealogical research. Special emphasis is placed on children and family reading to promote the joy of reading and lifelong learning.

II. Purpose

The Collection Development Policy provides our community with an understanding of the purpose and nature of the Library's collection. It also serves as guidance for the staff in the Library's work with the collection, including selection, evaluation, weeding, donations, and preservation.

III. Community Analysis and User Group

The Hondo Public Library serves the population of the City of Hondo as resident members and the surrounding Medina County area and others as non-city residents. The Library considers the population based on the most recent census figures for race, sex, and age to determine the most effective use of funds in providing materials to all segments of our population.

IV. Collections

A. Circulating Materials

Fiction and Large Print – Current popular fiction, contemporary novels, and classics in regular print and in large print to support patrons who cannot read regular print.

Non-fiction – Factual material in varied subject areas of both current interest as well as of historical significance. Materials support independent study and lifelong learning and provide entertainment and recreational value.

Biography – Includes both biographies and autobiographies of current and past cultural, sports, entertainment, historical, and political persons of interest.

Young Adult – Materials designated for users between the ages of thirteen (13) and eighteen (18) although they may be used by other patrons. Young adult (YA) materials are available in fiction, non-fiction, and biography categories and follow the category rules of the general or adult collection.

Junior - Materials designated for users between eight (8) and twelve (12) years of age although they may be used by other patrons. Junior (J) materials are available in fiction, non-fiction, and biography categories and follow category rules of the general or adult collection. The Junior collection includes Texas Bluebonnet award winners, Newberry award winners, and Caldecott award winners.

Easy – Materials designated for users from infancy to seven (7) years of age and their parents or caregivers; materials may be used by other patrons also. Easy (E) materials are available in fiction, non-fiction, and biography categories and follow the category rules of the general or adult collection. The Easy collection includes Caldecott award winners.

Board Books – Materials specifically designed for our youngest users with hard, thick pages, bright colors, and appropriate vocabulary.

Ready-2-Read – Materials designed for those just learning to read and using limited vocabularies, repetition, and lots of visual stimuli.

DVDs and Blu-ray discs – Materials in visual format with children’s, entertainment, historical, instructional, Spanish, science, anime, and religious titles to meet a wide variety of tastes, interests and backgrounds.

Audio Books – Sound recordings on compact discs are available for fiction, non-fiction, biography, young adult, and juvenile titles.

B. Non-circulating collections (for use within the library):

Reference – Materials that contain facts and information in demand or of potential use to many users. Materials vary from basic introductory level to beginning research level.

Newspapers/Periodicals – The newspaper collection includes the *Hondo Anvil Herald*, the *Medina Valley Times*, and the *San Antonio Express-News*. Space considerations permit the library to keep only the most current month’s copies

of the *Hondo Anvil Herald* and the *Medina Valley Times* and only the most current week of the *San Antonio Express-News*. The periodical collection contains recent copies of several Texas titles and some popular and informative national titles. Periodical titles will be retained for one year or less depending on demand. Online access is available for many older issues.

C. Special collections

Spanish Language collection – Circulating collection – Materials for adults, young adults, juveniles, and children written in the Spanish language or in dual (English/Spanish) format. The collection contains both fiction and non-fiction material.

Celebration of Life collections – Circulating collections – The Sigma Tau Sorority has provided multiple memorial collections which are housed together in the Archive area separate from other library collections. Books in the collection are identified with the word “LIFE” in the call number. These collections are:

Susan P. Zuberbueler “Celebration of Life” (Women’s Health)
Books on Multiple Sclerosis in Memory of Loraine Neuman,
Books on Women in Politics in Memory of Ann Peden, and
Cancer Related Audio Books in Memory of Ginger Fohn,

Enhancement to the collection is provided through donations made by the sorority.

Caregivers Resource Center – Circulating collection – This special collection was acquired through the combined efforts of the Alzheimer’s Association, Alamo Area Agency on Aging, and the Texas Department of Aging. It includes hardbacks, paperbacks, and videos. The majority of the collection provides information for the adult level, with a small selection for children. Books in the collection are identified with the “CRC” in the call number. The collection is kept in the Archive area separate from other library collections. Addition to the collection is provided by the contributing agencies listed above.

Rotary (Adult) – Circulating collection - Books in the collection are identified with “ROT” in the call number. The collection is kept in the Archive area separate from other library collections.

Rotary (Children’s) – Circulating collection - Top 100 children’s books of all time were purchased through donations by the Rotary Club.

Rowland (Children's and Juvenile) – Circulating collection - Materials provided by donation from the Rowland family and friends in honor of the Rowland's son, Alex. Special areas of interest include trains and sports.

Texana - Circulating and non-circulating collections – Materials from all genres and general categories with an emphasis on Texas and local area history, culture, customs, ... or by Texas authors. The local history and genealogy materials are non-circulating due their irreplaceable nature while general Texas history and Texas author materials do circulate.

Fletcher and Roberta Hopp Davis Memorial Texana Collection – Non-circulating collection – Materials acquired through donation by the Davis family. Books in the collection are identified with the “DMC” in the call number. The collection is kept separate from the rest of the library's collections in a bookcase also donated by the family. Special care is required for their storage and handling; gloves are available for use in the physical handling.

Library Reference Special collection – Non-circulating – Library reference materials for staff use. Materials in the collection are identified with the “SPEC” in the call number. The collection is kept in the Administration office or the Children's Librarian's storage and separate from the rest of the library's collections. Materials are acquired through donations and/or purchase.

V. Library Advisory Board's Collection Development Goals

To select, acquire and maintain a sufficient and balanced collection of materials and electronic resources to meet the needs, values and interests of the community.

To support the American Library Association's (ALA) *Library Bill of Rights* and *The Freedom to Read Statement*, and the *Freedom to View Statement*. All can be found the American Library Association website: www.ala.org.

VI. Responsibility for Selection

The final responsibility for selection and placement of materials resides with the Library Director, who strives to provide the most varied collection possible within financial and practical limitations.

VII. Objectives of Selection

To assure the library is a place where information, ideas, and resources are available to all patrons, the following selection objectives are adopted:

To provide materials that enrich and support the personal needs of users while taking into consideration their varied interests, abilities, and learning styles.

To provide materials that will stimulate growth in factual knowledge, literary appreciation, aesthetic values, and ethical standards in a pluralistic society.

To provide a background of information which will enable patrons to make intelligent judgments in their daily lives.

To provide materials on opposing sides of controversial issues so that no one viewpoint is unduly represented.

To place principle about personal opinion and reason above prejudice in selection of materials of the highest quality in order to assure a comprehensive collection appropriate for the users.

VIII. Criteria for Selection

Selection of books or other library material shall be made on the basis of the material's value of interest, information, and enlightenment to any members of the community. No book or library material shall be excluded because of the race, gender, nationality, or the political or social views of the author. The Hondo Public Library will uphold the principle that censorship is largely an individual matter and declares that while anyone is free to reject for oneself books which do not meet with the individual's approval, one cannot exercise this right of censorship to restrict the freedom to read of others except where the law has determined that the material is obscene or illegal and may be restricted from public viewing (such as child pornography).

IX. Guidelines for Evaluation and Selection of Resources

Materials should be relevant to today's world, reflecting problems, aspirations, attitudes, and ideals of society.

Materials should be needed and of value to the collection.

Materials should be representative of differing viewpoints on controversial subjects.

Materials should be representative of artistic, historic, and literary qualities or significance of author or producer.

Material should be clear and accurate.

Materials should be of quality format and value, commensurate with cost and/or need.

Materials should not be obscene or illegal as determined by applicable law (such as child pornography).

X. Policy for Selection

In selecting materials, the librarian will:

- Evaluate the existing collection.
- Assess space and budgetary concerns.
- Examine materials for literary, artistic, political, educational, social, or scientific value.
- Consult reputable, professionally prepared selection aids.
- Solicit and consider recommendations for acquisitions from patrons.
- Judge gift materials by the same selection criteria as new materials.
- Consider a) local interest or popular demand and b) compatibility with current resources and equipment.
- Give preference to hardback or library bound formats for most collections and where possible. Give preference to large print in adult fiction.

XI. Resources for Collection Development

Purchases for the library's collections are provided by the annual budget with specific amounts for books, audiobooks, and DVDs. Physical item donations may also be added to the collection if they meet material selection criteria. Monetary donations for specific items and special collections are also accepted.

XII. Gifts and Donations

The Hondo Public Library appreciates both monetary donations and the donation of books, DVDs, and audio books that are in good condition. The Library does not accept textbooks, encyclopedias, magazines, or VHS tapes.

The library cannot accept donated materials that are in disrepair or in poor condition. Items cannot be accepted if they have been stored in areas in which water, rodents and bugs affect the materials.

Donations are accepted with the understanding that title to the donations unconditionally passes to the Library and the Library may add the material to the collection, sell it in the Next Chapter Book Store, or otherwise dispose of it as the Library deems appropriate.

The Library will not make a dollar evaluation of gifts but will provide a donation form the patron may use for tax purposes.

XIII. Interlibrary Loan Policy

Interlibrary Loan (ILL) is a service provided to all library users in good standing. The service is meant to supplement, not replace, the Library collection as well as increase the library services to our patrons. The items usually requested are books, videos, audio books, and copies of magazine articles.

An item may be requested from another library in accordance with the interlibrary loan policy of that particular library. Most libraries do not lend rare or valuable material, bulky or fragile items, new releases, or audio-visual materials.

Titles that are part of the Library's collection are not ordered through ILL, unless the title being requested is considered lost, missing, or has an overdue record of more than 3 months.

XIV. Weeding and Disposal of Library Materials

Systematic evaluation of the Library's collection is required to maintain an efficient collection that meets the needs of the users. The library staff will follow the guidelines from the Texas State Library's Crew Manual. All materials will be reviewed annually.

Material will be removed if:

The book or other media has not been borrowed in the last five years for fiction across all age categories and seven years for all other material across all age categories.

The information is outdated, factually inaccurate, or no longer relevant or has been deemed obscene or illegal by applicable law.

The technical quality is poor. Non-print materials that have poor, faded or off color visuals or faulty or inferior sound.

The physical condition is bad; material is stained, water-damaged, moldy, contains markings or underlining – and cannot be restored to circulating condition or restoration is cost-prohibitive.

Duplicate copies are no longer needed.

Some material should not be discarded even though it meets one or more of the criteria listed above. An item should NOT be discarded if:

- It is a work by a local author or illustrator.
- It describes local history or personalities.
- The work is of other significant value to the library or collection.

Library material which is withdrawn will be disposed of as follows:

Materials withdrawn from the Library's collection are placed for sale in the Next Chapter bookstore. To keep the bookstore materials fresh and interesting for the public, materials not sold in six months will be removed and donated to one of the libraries of the Texas Prison System.

XV. Reconsideration of Library Materials

The staff at the Hondo Public Library welcomes comments and suggestions regarding materials in the collection. In the event materials are questioned, the principles of intellectual freedom, the right to access materials, and the integrity of the librarian must be defended rather than the materials. If a complaint is made, the following procedure shall be followed.

Complaints may only be filed by current cardholders of the Hondo Public Library.

The Library Director will inform the complainant of the selection policy and the procedure for questioning materials.

Staff will provide the complainant with a Request for Reconsideration of Library Materials Form to be completed in full and submitted to the Library Director.

The Library Director will inform the Review Committee of the complaint.

The Hondo Public Library will keep challenged materials on the library shelves during the reconsideration process.

Upon receipt of the completed complaint form, the Library Director will request a review of the challenged material by the Review Committee within twenty (20) working days.

The Review Committee shall consist of the Library Director and two current Library Advisory Board members to be determined on a volunteer, rotating basis. The Review Committee takes the following steps after receiving the challenged materials:

1. Reads, views, or listens to the entire material.
2. Consults reviews and recommended lists.
3. Determines the extent to which the material meets the selection criteria.
4. Determines the extent to which the material is subject to deselection.
5. Judges the material for its strength and value as a whole and not in part.
6. Makes a recommendation as to whether the material should be retained as part of the library collection.

The Library Director will inform the complainant in writing of the decision made by the Review Committee. Challenged materials will be retained or withdrawn as mandated by the decision of the Review Committee.

An item is only evaluated for reconsideration once in a twelve-month period. Copies of the Request for Reconsideration Form are available at the Circulation Desk and at the director's office.

XVI. Intellectual Freedom and Access to Information

The library selects materials in accordance with guidelines stated by the American Library Association in its *Library Bill of Rights*, *Freedom to Read Statement*, *Freedom to View Statement*, and *Free Access to Libraries for Minors*. These guidelines are available at www.ala.org.

XVII. Preservation and Disaster Recovery

Purpose

Based on the Library's mission to provide information resources and materials, the Hondo Public Library understands the purpose of preservation to be to facilitate access to those resources and materials and to maintain them in a state fit for use.

Use patterns, intellectual content, and provenance are additional factors in preservation.

Practices

Facility security measures and proper material circulation procedures provide for the physical maintenance of resources.

Maintaining the physical environment as to lighting, temperature, and humidity among other factors is important to the preservation of physical materials.

Proper handling of all materials is required to ensure their longevity.

Digital resources are often provided through associations, consortia, and other multi-unit groups. The Hondo Public Library will work with such groups to maintain access to these resources.

Responsibilities

The Library Director will train library staff in preservation and disaster recovery policies and procedures. The Director will work with City staff to ensure City emergency preparedness plans are followed and the appropriate insurance coverage is provided.

Library staff will maintain appropriate records of all library materials and resources. The library staff will provide guidance to patrons on the proper care and use of materials.

Disaster Recovery

The Library Director will coordinate with City Staff to develop contingency plans and procedures to prevent and if necessary, respond to and recover from emergency situations that may have an adverse effect on the Library collections. This should include physical collections, equipment, and digital or online resources.

XVIII. Review and revision

This collection development policy will be reviewed every three years by library staff and the Library Board.