



## Collection Development and Access Policy

Adopted September 17, 2015 by the North Richland Hills Library Board; Revised May 19, 2016;  
Revised September 15, 2016; Revised January 15, 2018

### Introduction

This policy guides the development and continuous evaluation of the collection to reflect North Richland Hills Library's mission to provide access to resources and opportunities that change individual lives and build community.

The purpose of our collection is to:

- Inform the community of timely issues and timeless ideas
- Empower citizens to explore diverse opinions and basic treatments of topics of interest
- Inspire people to learn, create, and discover
- Entertain all ages seeking recreation and leisure

### Philosophy and Objectives

The Library's service commitment is to the people within its service area; including people of every age, background, personal philosophy, religious belief, occupation, sexual orientation, economic level, ethnic origin, and human condition. Our collection development philosophy is based upon the following principles:

- The freedom to read, along with the freedom to hear and to view, is protected by the First Amendment to the United States Constitution. These freedoms are held to be essential to our democracy and will be upheld, supported, and defended in the selection and provision for access to all library materials and resources.
- Freedom of choice in selecting materials and resources is a necessary safeguard to the freedom to read, to hear, and to view.
- It is the essence of democracy that citizens shall have the right to free inquiry and the equally important right of forming their own opinions. In a free society, each individual is free to determine for themselves what they wish to read, to hear, or to view, and each group is free to determine what it will recommend to its freely associated members.
- The Library and its staff do not act *in loco parentis*. It is the right and responsibility of the parent, grandparent, or legal guardian to restrict their children, and only their children, from access to library materials and resources.

The Library has adopted the following American Library Association guidelines for public access to information:

- ALA Code of Ethics: <http://www.ala.org/advocacy/proethics/codeofethics/codeethics>
- ALA Freedom to Read Statement: <http://www.ala.org/advocacy/intfreedom/statementspols/freedomreadstatement>
- ALA Freedom to View Statement: <http://www.ala.org/advocacy/intfreedom/statementspols/freedomviewstatement>
- Library Bill of Rights <http://www.ala.org/advocacy/intfreedom/librarybill>

The Library's collection contains information on a variety of subjects and views and is organized to provide free access to patrons within the limitations of space and budget. A complete collection of all that is published is not a feasible goal, but the Library seeks to include the best, most useful, and most popular materials. The Library strives to make efficient use of financial resources, work in conjunction with other area libraries and resources, and provide appropriate formats.

### **Responsibility**

Ultimate responsibility for the collection rests with the Library Director. The Director, in turn, delegates selection responsibility to the Collection Management staff. The staff uses this policy and their training and expertise in selecting Library materials. Patrons and staff are encouraged to recommend titles for consideration; though there is no guarantee these will be purchased.

### **General Selection Criteria**

The Library strives to provide materials reflecting a variety of perspectives, with emphasis on new and popular materials. Not all criteria must be met and no one criterion will be decisive. Additional criteria may be used to select materials for specific collections. Materials added to the collection are not an endorsement by the Library or the City of North Richland Hills of either the content or viewpoint presented in them.

The following general criteria are used to evaluate potential purchases and donated materials:

- Community interest patterns as indicated by requests for purchases, patterns of usage of existing materials, patterns of purchases of similar resources from retailers, and any other source of information that is indicative of community interest patterns
- Relevance to needs and interests of entire community
- Favorable attention of critics, reviewers, and the public
- Reputation/qualifications of an author, artist, publisher, or producer without regard to political, religious, or other affiliations
- Date of publication
- Artistic merit, literary value, or recognized award recipient
- Local or national significance
- Permanence or timeliness
- Suitability of physical format for library shelving and circulation including binding, paper quality, readability of type, packaging, specialized equipment needs, and technical quality for electronic media
- Evaluation of titles in relation to current holdings, available shelf space, patron demand, and budget
- Cost in relation to value to the collection
- Availability of information within region or electronically
- Availability from preferred vendors, where possible
- Representation of various cultures, viewpoints, and interests
- The number of copies purchased of a title for the collection is based on patron demand. A holds-based ratio is used to determine additional copies. The same ratio is used for local school reading assignments
- Number of copies purchased may exceed the holds-based ratio for library-supported groups and library programs

Excluded from selection:

- Self-published/subsidy published materials unless they are reviewed in established publications with the exception of participants in Library-sponsored author events
- Textbooks and curriculum-related works unless they are considered useful to the general reader as an introduction to a subject and their presentation is superior to other sources
- Scholarly and technical materials above high school level
- Items having removable media such as memorabilia, patterns, stickers, or toys unless the book is usable without these items

- Reprints except where there is large public demand
- Spiral-bound items
- Puzzle or workbooks that encourage filling in blanks
- Materials that are publicized solely through infomercials or personal websites where authoritative and evaluative information about them is lacking

Exclusion of material may occur due to age, cost, accessibility, limited demand, or lack of documentation, but never solely because of frank expression, coarse language, viewpoint or mature content. Materials not found in the collection may be available through interlibrary loan.

### **Recommendations for Purchase**

Patrons are encouraged to submit suggestions for possible addition to the Library collection. These suggestions will be considered for inclusion, judged on the same criteria for selection as all other resources identified for consideration. However, while suggestions are encouraged, Library staff will only add materials or resources if they meet the General Selection Criteria and there are no budgetary constraints.

### **Donations and Memorials**

The criteria for materials selection also apply in the acceptance of donations of books and other materials. Please see the Library's Donations Policy for details.

### **Collection Maintenance**

The North Richland Hills Library seeks to offer its community a current, accessible, and attractive collection. To this end, the collection receives ongoing review in order to maintain its relevancy and physical condition.

Under the guidance of the Library Director, the Library Collection Manager facilitates access to statistical reports from the Library's ILS for all selectors. Staff uses the statistical reports, CREW: A Weeding Manual for Modern Libraries produced by the Texas State Library and Archives Commission, and the following criteria in choosing materials for retention or withdrawal:

- Condition: worn, missing or stained pages, water damaged, mildewed, or defaced
- Circulation statistics, except when an item is part of a series
- Relevance to community needs
- Information: accurate, timely, up-to-date
- Number of copies in the collection
- Shelf space
- Sustainability of format
- Availability elsewhere, including other area libraries, online or via interlibrary loan

Selectors are responsible for weeding the areas of the collection for which they order. Except when in high demand, previous editions of works are discarded when a new edition is acquired. Materials withdrawn from the collection are given to the Friends of the Library or a vendor for resale. Materials that are damaged or otherwise unsuitable for sale will be recycled.

### **Multiple Copies**

The number of copies of a title that are purchased varies with the expected popularity of the title. Demand for individual titles is monitored and additional copies are purchased to meet demand based on a holds ratio of 3:1 until 30 holds are placed and then ordered as needed. The cap on the number of copies of a single title the Library will purchase is 15.

## **Request for Reconsideration of Materials**

The North Richland Hills Library believes in freedom of information, as granted to citizens by the First Amendment to the Constitution, for all, and does not practice censorship. This is a core philosophy of the American Library Association (ALA), detailed in the ALA Code of Ethics, ALA Freedom to Read Statement, and the ALA Freedom to View Statement linked in this document.

This principle applies to all formats included in the Library's collection. Selections are not made on the basis of anticipated approval or disapproval, but on the merits of the material and the entire community's needs. Exclusion of materials may occur due to cost, accessibility, limited demand, or lack of documentation, but never solely because of frank expression, coarse language, viewpoint, or mature content.

A formal process has been developed to assure that complaints and Requests for Reconsideration from North Richland Hills residents are handled in an attentive and consistent manner. The Library will carefully re-evaluate an item when a Request for Reconsideration Form is submitted. The Library considers the value of each item in its entirety and within the context of the collection, not on specific passages or sections within the item itself.

The North Richland Hills Library will only consider Requests for Reconsideration from North Richland Hills residents.

The North Richland Hills Library holds choice of materials to be a purely individual matter. While anyone is personally free to reject books and other materials, they may not restrict the free choice of others.