

Collection Development Policy

MISSION STATEMENT

The Seguin-Guadalupe County Public Library provides resources for information, education and recreation in appropriate print and non-print formats to enrich and enhance the lives and minds of users of all ages.

THE SEGUIN PUBLIC LIBRARY AND THE COMMUNITY IT SERVES

Located in South Central Texas and the seat of Guadalupe County, Seguin was originally founded in 1838 not long after the Texas Revolution. Seguin is a town with a richly layered history and multi-ethnic heritage that has a modern vibrant presence and the promise of future growth. In response to the needs of our dynamic community, the library aims to provide access to a broad range of resources.

CLIENTELE

The library service area includes the City of Seguin and a portion of Guadalupe County. The Seguin Public Library provides for the general reading, recreation and information needs of the service population. The library clientele is comprised of students at all educational levels, casual and recreational users, professionals, independent researchers, retirees, and children.

POLICY

The collection development policy supports the library's mission and defines the goals of the library collection. The collection must be well selected and well maintained, to successfully meet the informational, educational, cultural, and recreational needs and interests of a changing community. This policy provides an approach to selecting, acquiring, maintaining, and deselecting materials.

It is the purpose of the Seguin Public Library to provide equal access to resources, regardless of sex, age, origin, ethnic background, nationality, or socioeconomic status. The Seguin Public Library provides resources that represent the broad range of human experience, reflecting the ethnic, religious, racial, and socio-economic diversity not only of the region the library serves but also the larger global perspective. The library will also select resources that provide a broad range of opinions relating to important, complex, and controversial issues, including views that are unpopular and unorthodox.

The library adheres to the principles of intellectual freedom and access to information, adopted by the American Library Association, as expressed in the Library Bill of Rights (Attachment A), the Free Access to Libraries for Minors (Attachment B), the Freedom to Read Statement (Attachment C) and the Freedom to View Statement (Attachment D).

The library believes that individuals have the freedom to accept or reject an item from the library's collection for their personal use. Works are not excluded or included in the collection

based solely on subject matter or on political, religious, or ideological grounds. In building collections, library staff is guided by the principle of selection, rather than censorship. Furthermore, the selection of a given item for a library's collections should not be interpreted as an endorsement of a particular viewpoint.

Responsibility for overseeing children's use of the library collections rests with their parents and/or legal guardians. Therefore, the library assumes parental consent when youth view/borrow materials in the adult collection. Selection of material, in print and non-print, will not be inhibited by the possibility that an item may inadvertently come into the possession of a child.

- I. The ultimate responsibility for collection development rests with the Library Director, who operates within the framework of policies determined by the Library Advisory Board and the City of Seguin. The Library Director may delegate the responsibility for selection of materials in designated collections to qualified professional staff members.
- II. Since people communicate and learn in different ways, the library does not limit itself to the print medium and offers access to a variety of media resources. The library recognizes that the technologies of sound, image and electronic databases continue to evolve and continually explores all new formats in order to offer current technology within our collection.
- III. The library collects traditional and current mediums: print (books, large print books, graphic novels, and periodicals), non-print (DVD's, Blu-rays, books on CD, microfilm, read along books for children, and muti-media kits) and electronic/digital (online databases, downloadable books, audios, videos, and magazines.)
- IV. Collections
 - A. Children's Collection (Birth-6th grade)

The library collects materials for children in a variety of formats with an eye toward currency, age level suitability and a general balance of the subject collection. The collection contains, but is not limited to:

 1. Books suitable for reading aloud to young children
 2. Picture books, board books, graphic novels, and bilingual (Spanish/English) books
 3. Educational and entertainment sound recordings and video recordings
 4. Muti-media kits
 5. Electronic resources and games for education and recreation
 6. Information sources useful in completing school assignments
 7. Titles that appear on school reading lists
 8. Basic works on a wide range of subjects actually or predictably of interest to the children served, and geared to users of varying ability

9. Current editions of standard children's works that enjoy enduring popularity (including feature films for children)
10. Encyclopedias, dictionaries, almanacs, and other basic reference tools, in both print and electronic format
11. This collection, as far as possible, includes works reflecting diverse views on controversial topics.

B. Young Adult Collection (Ages 13 – 17)

Although young adult collections include many titles on school reading lists, young adults working on school assignments rely primarily on adult collections. This collection is not intended to meet all the needs of teenagers whose interests are specialized or highly developed. These young people must turn to adult collections. Young adult collections, as far as possible, include works reflecting diverse views on controversial topics. The collection includes, but is not limited to:

1. Basic works on a wide range of subjects found to be of interest to the community's young adults
2. Works intended to help young people cope with the challenges of adolescence
3. Titles that appear on school reading lists
4. Works that are widely read by young adults for pleasure
5. Sound recording, video recordings, and downloadable materials of interest to young adults

C. Adult Collection (Ages 18 and up)

The adult collection aims to meet customer's day-to-day needs for information and recreation. To this end, the collection includes standard classic works, high demand materials, and a core collection of items to meet the community's need for basic information.

Budget and space limitations require a focus on materials that appeal to a broad range of users, rather than the academic and highly technical works collected by universities and research institutions. The collection contains, but is not limited to:

1. Best sellers, popular fiction, classics of literature, genre fiction such as mystery, suspense, science fiction, romance, historical fiction, graphic novels, westerns, and urban fiction.
2. Non-fiction in all subject areas. Materials may range in difficulty from high school to undergraduate reading levels.
3. Periodicals and newspapers in a wide range of subjects.
4. Large print books, both fiction and non-fiction, printed in large type format designed to meet the special needs of customers with vision difficulties and learning disabilities
5. Reference materials providing quick, concise, and current information.
6. Unabridged versions of both fiction and non-fiction audiobooks

7. Media materials
8. Downloadable materials (eBooks, eAudios, videos)

D. Spanish Collection (all ages)

The Seguin Public Library is committed to developing and maintaining a high-quality Spanish language collection, within budgetary and space limitations, that addresses the needs and interests of its diverse and rapidly changing population.

The library maintains a core collection of Spanish language materials aimed at meeting the recreational and informational needs of the local Spanish-speaking community. Resources include fiction and non-fiction books, magazines and other media formats for children and adults.

E. Local History Collection

The purpose of the local history collection is to preserve materials that document the history of Seguin and Guadalupe County and to make these materials available to researchers and the general public. The library holds these materials in trust for future generations, and therefore they can be examined in the local history room only.

The major emphasis of the collection is historical and current information about the City of Seguin and the surrounding communities of Guadalupe County. Subject areas include early settlers, ethnic groups, family, business, work, and prominent individuals, and events. Materials on these subjects will not be declined based on their language of origin.

The collection houses materials in a variety of formats including, but not limited to books, pamphlets, posters, diaries, letters, maps, photographs, scrapbooks, and electronic records.

Items will not be accepted on deposit. Under special circumstances, items from the Seguin Public Library will be loaned to other institutions for exhibition.

Occasionally, the Seguin Public Library may enter cooperative arrangements with other organizations to preserve historical materials and/or to make them more widely available.

V. Criteria for Selection

Selection or rejection is rarely based on a single criterion. Decisions are usually made because an item is thought to satisfy several criteria; however, an item need not meet all the criteria to be acceptable. Selection gives the highest priority to those materials most in demand by City of Seguin residents. Materials are selected using selection aids such as the *Fiction Core Collection*, *Public Library Core Collection: Nonfiction*, *Children's*

Core Collection, and reviews in professional journals such as *Booklist*, *Kirkus*, *Publisher's Weekly*, *New York Times Book Review*, *Foreword Reviews*, *Horn Book*, *Library Journal*, and *School Library Journal*. The lack of a review or an unfavorable review is not sufficient reason to reject a title for which there is demand.

A. General Selection Criteria

The following criteria apply to both purchased and donated material:

1. The library's existing collection and relation to items already in the collection
2. Popular demand, public interest or need
3. Attention of critics and reviewers
4. Accurate, current, and impartial content, or content where the bias is clearly stated
5. Qualification, authority and reputation of author(s), creator(s), composer(s), director(s) or publisher(s)
6. Awards and nominations
7. Suitability subject and style for the intended audience
8. Present and potential relevance to community needs
9. Suitability of physical form for library use
10. Budget and space limitations
11. Availability from vendor(s) and/or publishers
12. Quality of production, including ease of use
13. Local or regional interest or significance
14. Licensing requirements
15. Impact on telecommunication and/or network infrastructure

In addition to the general criteria, the following are also considered:

B. Content Criteria

1. Authority
2. Comprehensiveness and depth of treatment
3. Skill, competence, and purpose of the author
4. Reputation and significance of the author
5. Objectivity
6. Consideration of the work as a whole
7. Clarity
8. Currency
9. Technical quality
10. Representation of diverse points of view
11. Representation of important movements, genres, or trends
12. Vitality and originality
13. Artistic presentation and/or experimentation
14. Sustained interest

15. Relevance and use of the information
16. Effective characterization
17. Authenticity of history or social setting

C. Criteria for selecting local history materials

1. Materials that record the history of Seguin and Guadalupe County
2. Materials that record the history and ancestry of Seguin and Guadalupe County families
3. Materials that record the history and contributions of prominent individuals who have lived in or served in the communities of Seguin and Guadalupe County
4. Materials that preserve the histories of local clubs, organizations, schools, churches, businesses, and institutions of Seguin and Guadalupe County
5. Relevance to the histories of Seguin and Guadalupe County
6. Uniqueness and historical value of the item
7. Physical condition of the item. Donated materials must be free of dirt, mold, moisture, and pests and should be in good condition. Scrapbooks/photo albums must be in archival quality albums or enclosures, and photographs must be identified.
8. Space constraints for storage of the item
9. Time needed to arrange the material for use
10. Signed "Deed of Gift" for donated materials

D. Criteria for selecting electronic/downloadable materials

In addition to the General and Content criteria used for selecting materials, the following elements are considered when choosing electronic materials:

1. Ease of access
2. Hardware requirements
3. Comparison of content with other available formats
4. Licensing requirements
5. Networking capabilities
6. Customer service requirements
7. Availability of physical space needed to house and store the information or equipment

E. Textbooks

The Seguin Public Library does not intentionally collect textbooks. Textbooks will not be purchased based on the need of a particular educational course.

F. Local Authors and Self-Published Submissions

For the purpose of this policy, local authors are defined as residents of the City of Seguin, Guadalupe County and the five surrounding counties. The Seguin Public Library wishes to recognize the literary efforts of local authors by including their works in its collections. These works, however, must meet the library's selection criteria as detailed in this policy and the Gifts and Donations Policy.

1. An application form must be submitted (Attachment F). The application form should include name, address, telephone number(s), email address, title of book, vendor/publisher information, professional reviews or critiques, information on pricing, including discounts, shipping and handling fees. With the application you must submit a copy of the published work being submitted to Seguin Public Library Collection Development (Local Author Submission) 313 West Nolte Street, Seguin, TX 78155.
2. The library will acknowledge receipt of the work within 30 days. The library will carefully evaluate all new books using the detailed selection criteria in the Library's Collection Development Policy.
3. The library will notify the author regarding the library's decision within 90 days.
4. Acceptance of a copy of the work for the collection does not guarantee that we will buy additional copies. If the library purchases additional copies, they may not be purchased directly from the author.
5. Some works, especially works of non-fiction, may not be considered without accompanying professional reviews. The library relies in part on professional reviews when making selection decisions, and it is up to local authors to solicit reviews for their works.
6. Authors may resubmit their work if professional reviews appear at a later time. Works not accepted for the collection will not be returned to the author. The Seguin Public Library bears no obligation for marketing an author's work. Authors are fully responsible for promoting their work.
7. The Seguin Public Library does not host individual book signing signings. Local authors are invited to apply for the annual Author Event hosted by the library that features a group of authors.

VI. Interlibrary Loan and Cooperative Agreements

The library supports research, technical and professional needs through Interlibrary Loans. The Seguin Public Library is not equipped to serve as a research or academic library. Because of its limited resources, the Seguin Public Library provides access to materials from other libraries through Interlibrary Loan. The library lends and borrows materials from other libraries as part of a Resources Sharing Agreement with TexShare.

As with its collections, Interlibrary Loan services are available to all library cardholders in good standing.

VII. Gifts and Memorials

The Seguin Public Library welcomes gifts and donations that support the mission of the library and serve to enhance library services and resources. The library follows the guidelines established in the Seguin Public Library Gift and Donations Policy.

VIII. Patron Requests for Materials

Suggestions are welcome and often provide valuable information about community interest and unmet collection needs of patrons. All suggestions are assessed with the same selection criteria as other items added to the collection.

The library will not fill customer requests for: textbooks, materials accessible to only one patron over the life of the material, or items that require on-going costs (memberships, subscriptions.)

IX. Collection Maintenance

To maintain a collection that is current and relevant to the needs of the community, materials are withdrawn on a continuing and systematic basis. Materials are removed based on the following criteria:

- A. Materials worn or damaged through use.
- B. Materials are no longer considered accurate or factual, or which are otherwise considered inappropriate according to standards set forth in the *CREW Manual*.
- C. Materials that no longer circulate or have little recent use.
- D. Excess copies of materials that are no longer in demand.
- E. Material format is obsolete.

Deselected items may be disposed through recycling and/or donated to the Friends of the Seguin Public Library for sale at the bookstore which benefits the library.

X. Request for Reconsideration of Library Material

It is the library's aim to offer within its collection differing points of view and a diversity of opinion and experience. Some materials may be offensive to individuals or groups because of individual perceptions of profanity, human sexuality, social, economic, and political ideas, religious viewpoints, the background of the author, or the type of information provided. However, these items may be meaningful and significant to other users. The Seguin Public Library does not endorse particular beliefs or views, nor does the selection of an item imply endorsement of the material's content, viewpoint, implications, or means of expression. The library evaluates material for inclusion in the

collection on the total effect of the work rather than specific illustrations, words, passages, or scenes.

The library recognizes that some materials are controversial and that any given item may offend some customers. Residents of the Seguin Public Library legal service area and who are at least 18 year of age who express concerns about the presence of an item in the collection are given serious consideration. When an individual expresses concern over an item to a library staff member, the resolution procedure is as follows:

- A. Library staff will inform the librarian responsible for the selection of the material that a patron has made an informal oral complaint.
- B. The librarian responsible for the material selection will meet with the patron to discuss the patron's concerns and/or objections regarding the material and provide the rationale for purchasing or adding the material to the collection.

If the individual is not satisfied with the discussion and chooses to formally challenge the material in question, library staff will provide the individual with a copy the Collection Development Policy and "Request for Reconsideration of Library Materials" form (Attachment E).

Challenged materials will not be removed until a final decision regarding the complaint has been reached.

The person completing the "Request for Reconsideration of Library Materials" form must be at least 18 years of age, a resident of the library's legal service area, and have read, viewed, or listened to material in its entirety. The form must also include the rationale for reconsideration, as well as requested action regarding the material. The completed form may be returned to the library via mail, email, or at a library service desk.

Once a form has been submitted, the resolution procedure is as follows:

- A. Within a reasonable period, the librarian responsible for the material selection will review the material in its entirety and conduct the necessary research to re-evaluate the material's appropriateness, as well as verify it meets one or more of the Selection Criteria described in this policy.
- B. The librarian will consult with the library director and a decision will be made regarding the retention of the material. The ALA's Library Bill of Rights, Free Access to Libraries for Minors, the Freedom to Read Statement, and the Freedom to View Statement are guidelines that will be considered when making a recommendation.
- C. Once a decision has been made, the complainant will receive notification of the decision and reasons for it in writing.

- D. If the complainant wishes to pursue the complaint further, the individual or group representative may address the Library Advisory Board at a regularly scheduled meeting.
- E. The Library Advisory Board will review the complaint within a reasonable time and issue a decision in writing to the complainant within ten (10) business days of the Board review.
- F. The Library Advisory Board's decision will be final.

Approved and adopted by the Library Advisory Board October 11, 2022.