

Collection Development

Our Mission:

The Patrick Heath Public Library cultivates a love of reading, enriches lives through life-long learning and cultural exploration, and provides a welcoming space for people to engage and connect.

OBJECTIVE

An objective of the library is to provide free and open access to the ideas and information available on all subjects and in various media. The library shall select, organize, and preserve materials, and make them freely and easily available for enlightenment, cultural development, and enjoyment, which will assist the public in pursuit of education, information, research, and recreation. A goal of the library is to facilitate the maximum use of its collection by the greatest number of members of the community..

CLIENTELE

The users of the Patrick Heath Public Library comprise a diverse group. To meet the needs of the community, the library makes every effort to provide some material for all the groups it serves.

Clientele includes students, homeschoolers, families, professional people, educators, children, young adults, retirees, and visitors across the socioeconomic, religious, political and gender spectrum. The library strives to maintain awareness of, and anticipate shifts in, demography. Materials are selected to reflect these shifts as well as changes in educational, cultural, and intellectual patterns, the mobility of the population and the impact of new technology.

INTELLECTUAL FREEDOM AND ACCESS TO INFORMATION

In its selection of books and other materials, the Patrick Heath Public Library affirms that the freedom to read is essential to our democracy. The library subscribes to the principles adopted by the American Library Association (ALA) in its "Library Bill of Rights", "The Freedom to Read Statement", "The Freedom to View Statement", and "Access to Library Resources and Services for Minors".

CHALLENGE TO MATERIALS

The library believes in freedom of information for all and does not censor materials. The selection of library materials is predicated on the patron's right to access materials for education and recreation and similarly, the patron's freedom from censorship by others. The library recognizes that many items are controversial, and

any given item may offend someone. However, selections for the library will not be made based on anticipated approval or disapproval, but solely on the merits of the material in relation to the building of the collection and to serving the interests of library users.

The library holds censorship to be a purely individual matter and declares that while anyone is free to reject books and other materials of which they do not approve, they may not exercise censorship to restrict the freedom of others.

Responsibility for materials selected and read by children and teenagers rests with their parents or legal guardians. Selection decisions are not influenced by the possibility that materials may be accessible to minors. The library does not use labels or other devices to indicate philosophies outlined in an item. Labeling establishes in a reader's mind a judgment before the reader has had the opportunity to examine the item thoroughly.

No items are sequestered except to protect them from damage or theft.

The Patrick Heath Public Library Advisory Board (Library Advisory Board) recognizes that the collection of diverse materials may result in some complaints or requests for reconsideration. Procedures have been developed to ensure that complaints are handled in a consistent manner.

REQUEST FOR RECONSIDERATION

The library welcomes expressions of opinions from patrons concerning library materials. Questions or concerns should first be addressed with a library staff member. Patrons who do wish to continue their request for reconsideration regarding the appropriateness of materials may submit a "Request for Reconsideration" form (attachment 1. to this policy). Requests for review of library materials will be considered in the same manner as requests for reconsideration of displays and programming, as outlined in the Request for Reconsideration Policy.

RESPONSIBILITY FOR SELECTION

Final responsibility for the selection of all books and other materials rests with the Library Director, who operates within the framework of policies determined by the Library Advisory Board and the City of Boerne. However, the responsibility for initial selection of books and other materials is shared by every professional member of the staff, since no one person is fully qualified to determine the needs of all persons in all sectors of the community. Primary responsibility for the selection of adult materials rests with the Adult Services Librarian, the selection of young adult materials rests with the Young Adult Services Coordinator, and the selection of youth materials rests with the Youth Services Librarian.

BASIC SELECTION CRITERIA

The library strives to maintain a balance between quality materials and materials in high demand. Titles are selected on the basis of the content as a whole and without regard to the race, nationality, or political or religious views of the writer. Slightly different criteria are used in the selection of adult nonfiction, adult fiction, children's materials, young adult materials, periodicals, audio-visual materials, and digital materials.

For assistance in selection, the staff refers to reviews in such publications as *Booklist*, *Kirkus Reviews*, the *Library Journal*, *Publishers Weekly*, and the *New York Times Book Review*. Staff also reviews annual books lists from publications including, but not limited to, *Washington Post*, *New York Times*, and other regarded book-review sources. Non-review media, such as publisher's announcements and advertisements are used to help determine demand. Reading lists from local schools and various community groups are used to augment the collections.

Advice of specialists in the local area may be requested where staff members need more expertise. In addition, suggestions from patrons are welcomed and given serious consideration. Patrons may make suggestions through our catalog, email, website, in person or through a materials suggestion form, available online and in the library.

For children and young adult materials in particular, the yearly Newbery Medal Nominees, the Caldecott Award Nominees, the Texas Library Association's Bluebonnet Award Nominees, Coretta Scott King and Pura Belpre Awards and entries from the Texas Library Association's Lone Star, Maverick, and Tayshas reading lists, the *School Library Journal*, and various other publications are considered. Young adult criteria also include *VOYA Magazine* and the Michael L. Printz Award Nominees.

Adult Nonfiction. Collected at the study level, the chief points considered are readability of material, authenticity and accuracy of factual matter presented, quality of writing, cost of the item and value in relation to price, format, technical quality of binding, print, illustration and design, timeliness, demand and interest in the topic, existing library holdings, and suitability of material to the community. Nonfiction may be excluded for inaccurate information, lack of integrity, sensationalism, intent to incite hatred and intolerance, and text material too limited or specialized in nature. In case of controversial questions, variety and balance of opinion are sought whenever available.

Local subject interests are emphasized in the collection.

Adult Fiction. Fiction titles by English language authors are acquired, usually at the basic level, to satisfy the need of the general reader. Other languages are represented selectively in translation.

Selection of adult fiction is made with reference to one or more of these criteria:

1. It should contribute positively to the individual's awareness of self, community, and social heritage.
2. It should contribute to the value of the library's collection as a whole by representing all types and styles of literature.
3. It should provide pleasure reading for recreation and the creative use of leisure time.

Other criteria to be considered include, but are not limited to, plot, characterization, originality, description of a place or time, literary merit, and significant contribution. Serious works that present an honest aspect of life are not necessarily excluded for frankness of expression.

Because we feel that the library patron is an important part of the selection process, the individual request by a patron for a title is thoughtfully considered if the request conforms to selection guidelines outlined in this policy. Hardback is the chosen format, with trade paperbacks selected only for replacement copies or when the title is not available in hardback.

The library recognizes that certain items have high demand upon publication and accommodates that demand by purchasing multiple copies of a title and monitoring donated materials to help meet reserve demand levels. In deciding whether to order multiple copies of an item, consideration is given to the length of time a book might be in demand and the wear of those books through the high demand time.

Children's Materials. Both fiction and nonfiction titles are collected at the basic level. The first objective is to encourage the child's joy in reading and in being read to. Books and other materials that offer adventures of mind and spirit to the growing child are selected, cultivating an appreciation of literature both oral and written. Each book is judged on its own merits and is considered also in relation to the collection as a whole and in relation to the children for whom it is intended.

Special attention is paid to illustrations, physical qualities, size of print, vocabulary development, cultural awareness and timeliness.

When available, books with library bindings are chosen over trade bindings. Duplication of titles is desirable when appropriate for the age group. Duplications are also considered for popular titles and seasonal/holiday themes.

Attention is given to the replacement of older standard children's materials. Books that are recognized as children's classics and are of considerable literary merit are retained in the collection even though they may contain certain words or

episodes that are sometimes today considered "politically incorrect."

The collecting of paperbacks, spiral-bound, pop-up, and books with interactive games and puzzles is discouraged; although these, along with the big-book format, are considered for purchase for the library's professional collection. Donated paperbacks are generally marked as honor books if in good condition.

Young Adult Materials. Both fiction and nonfiction titles are collected at the basic level. The first objective is to provide age-appropriate reading material and information on contemporary issues to older youth. The second objective is to encourage older youth to continue or to begin a love of reading by offering popular and updated materials for educational, cultural and informational purposes. In addition to the other selection criteria, graphic novels and games are also acquired based on popularity and demand. While some material in the young adult section deals with mature subject matter, the library strives to provide topical information that may assist a young adult's whole development.

Periodicals. Popular, general information, and scholarly magazines are selected at the basic level to supplement the book collection, bring book information up to date, and fill in those areas where book resources are weak, inferior, or non-existent. Several professional library journals are collected to aid in the selection process. Acquisitions are placed through a periodical subscription service when possible. A small collection of children's, parenting and homeschooling magazines are selected based on timeliness, reader interest and educational/entertainment appeal. Digital magazines are also acquired.

Newspapers are selected to meet reference and research needs of patrons, to provide current information, and to satisfy casual interest in current events. Local, state and national newspapers are supplied upon sufficient demand and within budget and space limitations. Online access to newspapers and sufficient coverage of topical global events are also taken into consideration.

As more and more periodicals become available digitally, an annual review of these formats is undertaken. Space constraints limit archives to one year for Boerne-area newspapers. Back issues, and/or articles, of most newspapers and periodicals are readily available digitally or through interlibrary loan.

Audio-Visual Materials. The objective of the audio-visual collection is to provide entertaining, instructional, and cultural materials that serve the interests of the greatest number of users. Materials selection shall be guided by previews, published reviews, availability, newer technologies, and recommendations from library staff, volunteers, and/or patrons.

The materials selected shall be of permanent or timely value, communicate information effectively, be of good technical quality, be entertaining and/or

informative in nature, provide accurate current information, be appealing to a cross-section of viewers, and/or have been favorably reviewed in appropriate journals.

In accordance with ALA's "The Freedom to View Statement", materials shall not be rejected solely based on moral, religious, or political content. Selection of a work does not constitute an endorsement by the library of the point of view presented.

Audio books are acquired in CD, MP3 (Playaway), and readalong formats. Visual materials are acquired in DVD and Blu-ray formats.

Digital Materials. The library provides downloadable/streaming ebooks, audio-books, magazines, comics, and videos, either as part of a consortium or through exclusive subscriptions. Extensive digital collections are available from the Texas State Library and Archives Commission and through library subscriptions. Computer software is not collected for public use at this time.

SPECIAL COLLECTIONS

Government Publications. The Patrick Heath Public Library is not an official depository for United States government documents. Most government titles, however, are available digitally. An effort will be made to obtain useful print government documents, especially those that are free of charge.

Some basic Internal Revenue Service tax forms are made available to the public during tax season. With few exceptions, forms for the current year, and one year prior, can also be accessed through the official IRS website.

Dietert Historical Archives. The purpose of this collection is to preserve primary and secondary sources of local, regional and Texas history and to provide information and materials for family history research. The library recognizes the expertise of existing local genealogy and historical associations and makes every effort not to duplicate materials.

The library, through its local history collection, preserves books and materials that document the history of Boerne and Kendall County and provides a record of current happenings in the community. The library is making these resources available online as well.

Computerized cemetery records are also available in the library. Volunteers make corrections, additions, and input new burial records.

Large Print Books. The library acquires large print materials selectively or by subscription at a basic level to meet the needs of adult visually impaired readers with a limited selection of large print books available in the children's collection.

Literacy Materials. For the general public, high-interest, low-reading-level paperbacks are selected by library staff for regular circulation. The literacy collection is maintained at levels that are adequate to support one-on-one tutoring, independent study, and English as a Second Language classes.

Non-English Materials. Spanish-language materials in various formats are collected for all ages. Materials for the study of other major foreign languages are included in the language sections of the library. Online foreign language programs are also available through library subscriptions.

Bilingual Materials. To support dual language programs at the school district, English/Spanish bilingual books are collected for children from Pre-K through 5th grade.

Paperbacks. Purchases of paperbacks in mass-market format are discouraged, although purchases are permitted to replace lost or damaged books, when multiple copies are needed for book discussions and special programs, or when a title is not available in another format. The library accepts donations of mass-market paperbacks for all age groups. This collection is not cataloged and is made especially available to library visitors who do not hold a Patrick Heath Public Library card.

Rare Books. Additions to the non-circulating rare book collection are chosen from gifts with subject matter pertinent to the local area or Texas. No selections are made for purchasing and no public funds will be applied to the purchase of rare books. Gift materials are accepted out of scope when they are suitable for exhibit purposes or when they add to existing strengths.

Texana. Materials in this area will be collected and maintained with special attention given to local history and local authors. Selection is based on earlier stated criteria with hardbound copies preferred, although trade paperbacks are chosen when hardbound copies are not available.

Textbooks. The Patrick Heath Public Library does not attempt to acquire textbooks or other curriculum-related materials.

INTERLIBRARY LOANS AND COOPERATIVE AGREEMENTS

So that every individual in the community has access to the widest variety of resources, the library may order materials through an interlibrary loan system. Please refer to the library's Interlibrary Loan Policy for a more thorough explanation.

DUPLICATION, REPLACEMENT, AND REPAIRS

When justified by demand, multiple copies shall be provided. Timeliness and permanent value are considered for all types of materials.

The library does not automatically replace all books that are withdrawn because of loss, damage, or wear. Standard items that are missing or damaged beyond repair are replaced periodically. Less standard items are replaced according to demand. Damaged items may be repaired using approved library repair materials. Rebinding is considered as an alternative if materials are out-of-print, or too expensive to replace or repair.

EVALUATION

The purpose of a collection evaluation is to assess the strengths and weaknesses of the collection, to show its level of comparison with both qualitative and quantitative standards, and to determine areas that need development or weeding.

Realizing that there are several methods for evaluation and that each method has its limitations, the library will use primarily three different methods to evaluate the collection on an on-going basis. Library staff will continually evaluate materials through the usage method since it is recognized that the adequacy of the collection is directly related to its use by the community. Because circulation statistics provide a reasonably representative picture of library use, circulation figures will be maintained with daily, monthly, and yearly figures being compiled and analyzed.

The impressionistic method of collection evaluation will be employed based on an understanding of this library and the specific needs of the community through personal observation.

The checklist method will be used on a limited basis, with subject collections recommended by the Texas State Library or basic recommended lists.

WEEDING AND DISCARDING MATERIALS

In order to maintain a vital, interesting, and usable collection, the Patrick Heath Public Library, following the guidelines from the Texas State Library's *CREW Manual*, continually removes from its collection items that through usage or the passage of time are no longer suitable for use or are no longer necessary. Special attempts are made to retain materials chronicling local history, writings by local authors and books with local settings. Back issues of Boerne newspapers are kept for one year; others are discarded after two weeks. The following criteria will be used when considering other materials for withdrawal:

1. *Books of poor content.* This applies to such materials as those with outdated information, trivial subject matter, mediocrity of writing, false information,

unused volumes of sets, repetitious series, and superseded editions. Unneeded duplicate titles as well as superfluous books in subject fields in which the community has little interest will also be removed.

2. *Books of poor appearance.* This includes worn out books (yellowed or brittle paper, mutilated or missing pages, frayed bindings, broken backs, dingy or dirty covers), badly bound and printed editions (small print, shoddy binding, dull print, cramped margins, poor illustrations, pulpy paper through which the print shows), and sets whose antiquated appearance discourages use.
3. *Volumes no longer in use.* If a title has not circulated in the past two to three years, has not to the librarian's knowledge been used in the library for reference purposes, and is not a standard title, it may be suitable for discarding. Even classics, if unused because of unattractive appearance, should be replaced with better editions. For liability reasons, outdated materials dealing with legal/medical issues will be discarded and/or replaced with updated editions.

DISPOSITION OF DISCARDED MATERIALS

After materials have been withdrawn, they may be disposed of in one of three different ways:

1. *Gifts to other organizations.* Materials in good condition which are found to be inappropriate for the collection, no longer needed, or of a special research nature, may be given to other organizations.
2. *Sales of materials.* Outdated, damaged, or worn materials that may be of interest to others will be donated to the Friends of the Boerne Public Library, which runs a used book store adjacent to the library. The Friends of the Boerne Public Library uses proceeds from such sales for the benefit of the library. Materials not sold will be disposed of at the discretion of the Friends of the Boerne Public Library.
3. *Discards.* Materials of very limited use to the general public, materials in very poor physical condition, and outdated materials dealing with legal/medical issues are recycled.

GIFT MATERIALS

The Patrick Heath Public Library encourages monetary gifts not earmarked for specific titles in order to permit the most flexible use of the donation for the enrichment of the collection.

The Friends of the Boerne Public Library accept donations of materials in good condition, which are sold in their bookstore to raise money for the library. Donations may be delivered to the Patrick Heath Public Library during operating hours.

The Patrick Heath Public Library accepts gift materials for its collection that fall within needed subject categories as determined by professional library staff. For an item to be added, it must meet the same selection criteria as purchased materials.

Donated materials are accepted with the understanding that the library has the right to determine the disposition of the items. Donations become the property of the Patrick Heath Public Library and may be given to other libraries and nonprofit agencies, sold at the Friends of the Boerne Public Library bookstore, or discarded at the discretion of library staff. Donated materials that have been added to the collection will not automatically be replaced because of loss, damage, or wear, or if they have become obsolete.

Examples of materials that may not be added to the collection include those that are outdated, in poor physical condition, lack any reviews or poorly reviewed in professional review sources, or duplicates of items the library already owns in enough quantity. The library cannot accept magazine or newspaper subscriptions, electronic books or electronic audiobooks purchased by a donor.

Due to the volume of gift materials received, the library cannot track or return unsolicited items received from individuals. The library can supply the donor with a letter of acknowledgment if one is requested at the time of donation. By law, the library cannot determine the value of a donation for tax purposes.

Donors who wish to have an evaluation of their gifts for tax purposes are referred to the IRS Publication 561, Determining the Value of Donated Property, and Publication 526, Charitable Contributions.

This Collection Development Policy will be reviewed annually.

Attachments to Policy:

1. Request for Reconsideration (Form)

Last revision: February 9, 2023

Initially adopted: October 8, 2001

Reviewed by legal counsel, November 2021

PATRICK HEATH PUBLIC LIBRARY
REQUEST FOR RECONSIDERATION*

REQUEST FOR RECONSIDERATION INITIATED BY:

Name: _____

Address: _____

Phone number: _____

Email address: _____

Signature: _____

Date: _____

MATERIAL:

Title: _____

Author/Producer: _____

PROGRAM:

Title: _____

EXHIBIT/DISPLAY:

Title/Theme: _____

1. Are you initiating this request for reconsideration on behalf of any group? If so, which group?
2. Explain why you object to this material/program/exhibit. Please cite specific pages and/or passages. Are your objections moral, political, religious, personal, or aesthetic?
3. What brought this material/program/exhibit to your attention?

4. Did you read/view the entire material/exhibit/program? (If not, which parts were read/viewed?)
5. What do you believe is the theme? Is there anything good about the material/program/exhibit?
6. For what age group would you recommend this material/program/exhibit?
7. What action are you requesting that the library consider?
8. What material/program/exhibit of equal quality would you recommend that would convey as valuable a picture and perspective of our civilization?
9. List any resources that can provide additional information related to your request.

** Entire form must be completed to be considered.*