

Butt-Holdsworth Memorial Library

Collection Development Policy

Objective

The primary objective of the Butt-Holdsworth Memorial Library (BHML) is to serve the entire community by providing free and open access to the ideas and information available on all subjects and in various media. The Collection Development Policy shall provide a statement of the commitment to developing and maintaining a collection that meets the informational, educational, and recreational needs of the community served.

Community Profile

Having a thorough understanding of our area is crucial when it comes to making informed decisions about the library collection, as it allows us to ensure that our collection truly reflects the diversity inherent within our community. The Butt-Holdsworth Memorial Library, funded solely by the City of Kerrville, serves as a valuable resource for both the residents of Kerrville and Kerr County, encompassing an area of 1,100 square miles and catering to a population of approximately 53, 000 people.

Principles

BHML defines “Collection Development” as activities related to the building and management of library collections: setting selection policy, assessing user needs, studying collection use, selecting resources, maintaining the collections, and collection maintenance, including withdrawing or weeding materials. These activities are based upon the following principles:

- BHML collects and maintains print, audio-visual, and electronic materials and resources in order to meet the informational, educational, cultural, and recreational needs of our diverse and dynamic community.
- BHML provides these materials in a variety of formats and languages for diverse viewpoints and levels of comprehension.
- BHML develops and maintains collections that are comprehensive, providing depth of treatment as well as representation of diverse viewpoints.
- Inclusion of materials does not constitute or imply agreement with or approval of the works’ contents by the Library or City of Kerrville.
- BHML collects materials for all ages and reading levels. Responsibility for children’s use of library collections rests with their parents, guardians, or caregivers. Prior to granting minors their own library card, it is required for parents and/or guardians to possess a card themselves. The decision to authorize a separate library card for their child rests solely with the parents or guardians. The library staff does not serve *in loco parentis*. The responsibility of restricting access to library materials solely belongs to the parent(s) and applies only to their own children. Parents(s) and/or legal guardians(s) hold the responsibility for guiding their children’s reading choices.

- BHML staff manages resources effectively and is accountable to the Library’s funding sources.
- BHML supports and defends citizens’ freedom to read, hear, and view constitutionally protected material through the selection and accessibility of library materials and resources, as stated in the documents appended to this policy.
 - The American Library Association’s
 - Library Bill of Rights
 - Freedom to Read Statement
 - Freedom to View Statement
 - Statement of Labels and Rating Systems
 - Free Access to Libraries for Minors
 - Texas Library Association’s Intellectual Freedom Statement
 - Texas Administrative Code

Selection of Library Materials

The authority to select materials is granted by the Kerrville City Council and is delegated to the Library Director through the City Manager. Final responsibility for the selection of all books and materials rests with the Library Director, who operates within the framework of policies determined by the Library Advisory Board and the City of Kerrville.

The responsibility for the initial selection of books and materials is shared by library staff, as no one person is fully qualified to determine the needs of all persons in all sections of the community. Primary responsibility for the selection of adult materials rests with the Reference Services Librarian and the primary responsibility for the selection of youth materials rests with the Youth Services Librarian.

The Library strives to maintain a balanced collection of quality materials and materials of high demand that is responsive to the changing needs of the community served. Criteria may differ slightly when selecting materials for different areas of the collection. 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.

Library materials and resources will be selected using the criteria below; an item need not meet all of these criteria to be accepted. Neither the order of the general criteria nor the order of items in a list of specific criteria indicates relative importance.

- Present and potential relevance to community needs
- Suitability of subject, style, and reading level for the intended audience
- Literary merit and/or critical reviews
- Inclusions in bestseller lists, review sources, or published bibliographies
- Public interest and/or demand
- Permanent or timely value
- Local, state or regional significance
- Relation to existing collection and to other material on the subject
- Representation of diverse points of view
- Authority, accuracy, and accessibility of presentation

- Inclusion of work in bibliographies and indexes
- Professional credentials, expertise, or literary reputation of the author, producer, publisher, or creator
- Physical quality of material (binding, printing, paper, etc.)
- Artistic presentation and/or experimentation
- Appropriateness and effectiveness of medium to content
- Suitability of physical format for library use
- Space limitations
- Original, unabridged, or unedited versions always preferred when available

Selection Aids

For assistance in selection, staff refers to professional bibliographic tools including, but not limited to:

- American Library Association's *Booklist*
- *Kirkus*
- *Library Journal*
- New York Times *Book Review*
- *Publisher's Weekly*
- *School Library Journal*
- Public Library Core Catalog
- Fiction Core Catalog
- Children's Core Catalog

The general public may recommend the purchase of library materials by submitting requests to the library staff. These requests are given consideration based on the selection criteria outlined in this policy. A Request for Purchase of Library Materials form may be found in the appendix.

The Butt-Holdsworth Memorial Library values and encourages residents to express their opinions regarding the materials selected or not selected for the collection. If a patron has questions or concerns about the content, tone, or placement of an item in the collection, we kindly request that they first approach the librarian in charge to address the issue. For those who wish to pursue the matter further, a formal Request for Reconsideration of Library Materials form may be found in the appendix.

Interlibrary Loans and Cooperative Agreements

The purpose of Interlibrary Loan (ILL) and cooperative agreements is to expand the range and scope of materials available to library patrons. The ILL process relates to the collection development process as follows:

Requests for recently published materials are considered for purchase. Special consideration is given to requests for titles published within the last year as other libraries do not customarily loan these items. ILL may not be used for any title that is on order or owned by the library unless the copy is determined to be missing or lost, or is scheduled for a BHML sponsored book club.

Gift Materials

BHML encourages gifts of materials or money for library materials by individuals, groups, foundations, and corporations.

All gifts are subject to evaluation by the general criteria listed in the policy for the collection. Donors are informed that any gifts to the library may or may not be added to the collection. Any item that is not added may be passed to the Friends of the Library for sale in their bookstore or discarded. Proceeds from the Friends of the Library bookstore are used to benefit library services and programs.

Duplication, Replacement, and Repairs

When justified by demand, multiple copies of a title shall be provided.

The Library does not automatically replace all materials that have been 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 and procedures. Rebinding is considered an alternative if materials are out-of-print, too expensive to replace, or too expensive to repair.

Challenge to Materials

BHML believes in freedom of information for all and does not practice censorship. BHML staff applies the selection criteria described in this policy in an effort to provide materials that reflect a diversity of viewpoints. It is the goal of BHML to provide information on many topics, levels, and opinions. Selections for BHML will not be made on the basis of anticipated approval or disapproval, but solely on the merits of the material in relation to the building of the collection and to serving the interest of the patron and community.

BHML holds censorship to be a purely individual matter and operates under the belief that while anyone is free to reject 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 minors rests with their parents and/or legal guardians. Selection decisions are not influenced by the possibility that materials may be accessible to minors. BHML does not indicate through the use of labels or other devices particular philosophies outlined in an item.

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

BHML recognizes that the collection of diverse materials may result in a request for reconsideration or challenge. The procedure for addressing a request for reconsideration made by a patron is included in the appendix, along with the Request for the Reconsideration of Library Materials form. Patrons who wish to submit a Reconsideration of Material form must be an active library card holder in good standing.

Completed forms may be submitted in writing or by e-mail to the library director. All Reconsideration of Material forms will be acknowledged and forwarded to all Library Advisory Board members within 72

hours of receipt by the library director. Petitioner will be notified when the request is received and forwarded to the Library Advisory Board. The Library Advisory Board Chair will acknowledge receipt of the Reconsideration of Library Materials request by e-mail or mail within five days of receipt.

All forms must be completed fully and signed for the Library Advisory Board to evaluate library material.

The Library Advisory Board will review a maximum of five titles per quarter. Any requests for reconsideration must be received at least 30 days prior to the scheduled board meeting. Each specific title will undergo review only once every three years upon request, and books will continue to be available to the public while the review process takes place. Any requests over the five title limit will be reviewed in the order they are received during the subsequent quarter.

Discussions concerning a submitted material under review by the Library Advisory Board will occur during the subsequent Library Advisory Board meeting following the receipt of the form. Once a decision has been reached, both the library director and petitioner will receive a decision letter from the Library Advisory Board Chair.

All Requests for Reconsideration and decision letters will remain on file for five years.

Collection Evaluation and Maintenance

BHML engages in continual collection evaluation to maintain a current and relevant collection. Materials may be removed from the collection according to one or more of the following criteria:

- Loss or physical damage
- Lack of use
- Lack of currency
- Resource is out-of-date or offers inaccurate data, or the item is not historically or culturally significant
- Newer, more complete or authoritative resources are available
- A more desirable format for the content has been added to the collection

As materials become worn, dated, damaged, or lost, replacements will be considered. Materials are also reviewed systematically according the BHML Weeding Schedule, located in the appendix. The appointed staff members will determine whether or not:

- There is a need to replace the item
- The item is still available and can be replaced
- BHML owns multiple copies
- Another item or format might better serve the same purpose
- The work is of importance in its subject area
- Updated, newer, or revised materials are available
- It is listed in standard bibliographies
- Its cost is justified
- The item has historical value

- Another library or agency could better provide it or a comparable item

Disposition of Discarded Materials

Materials which are withdrawn from the collection may be disposed of in one of two different ways:

- *Friends of the Library Book Sales* – Materials in good condition which are found to be inappropriate for the collection or no longer needed that may be of interest to others will be donated to the Friends of the Butt-Holdsworth Memorial Library to be placed in their book store. Proceeds from book sales are used to benefit the library services and programs.
- *Discards* – Materials of very limited use to the general public, materials in poor physical condition, and materials whose information is outdated and retains little to no informational value will be discarded appropriately.

Policy Review

The Collection Development Policy will be reviewed every five years or as circumstance require.

Megan Bean

Megan G. Bean
Library Advisory Board Chairperson

Danielle Brigati

Danielle M. Brigati
Library Director