

Rita & Truett Smith Public Library
Collection Development Policy
Approved by the Library Board
November 9, 2020

Collection Development Policy (CDP)

The Rita & Truett Smith Public Library collects materials, in a variety of popular formats, which support its function as an information source for our community. The collection also serves the general educational, recreational, and entertainment needs of the public, and reflects the racial, ethnic and cultural diversity of the community.

Collection Development Priorities

- Acquire current high-demand, high-interest resources for all ages.
- Cultivate inclusive collections that meet a wide range of interests with varied viewpoints and levels of ability.
- Maintain a high quality of materials by applying professional discretion and standards established by the library profession and through the use of appropriate selection aids, including book reviews, best seller lists, etc.
- The library supports the principles of intellectual freedom.
 - This support includes each customer's fundamental right of access to all expressions of knowledge, creativity, and intellectual activity.
 - The library provides as wide a range of materials as possible.
 - Patrons make individual choices regarding which materials they use and borrow.
 - Parents and legal guardians retain the responsibility to oversee their children's use and borrowing of library materials. The library staff does not serve *in loco parentis*. It is the responsibility of the parent(s)/guardian(s) to restrict their children, and only their own children, from access to library materials.
 - The library neither denies nor abridges access to materials because of a person's age.
- The library upholds the principles of the American Library Association's [Library Bill of Rights](#), [Freedom to Read](#), [Freedom to View](#), [Statement on Labeling](#), and [Free Access to Libraries for Minors](#) as well as to the Texas Library Association's [Intellectual Freedom Statement](#).

Responsibility for Resources Selection

- The Library Director delegates selection to the professional library staff.
- Staff members and the general public are encouraged to recommend resources for consideration.

- All professional library staff that collect resources are expected to adhere to the selection priorities, guidelines, and criteria expressed in this policy; and to apply their expertise in making selection decisions.
- Professional staff, as selectors, may look for one or more positive reviews from one or more of these sources: *Booklist*, *Horn Book*, *Kirkus*, *Library Journal*, *The New York Times Book Review*, *Publisher's Weekly*, *School Library Journal*, or *VOYA*.
- If reviews are not available from the aforementioned sources, selectors may use their judgment to add resources if they determine it enhances the quality of the collection.

Selection Criteria

When selecting resources for collections, the selectors will consider such criteria as:

1. Accuracy and currency of information
2. Authority and reputation of author, illustrator, publisher, or producer
3. Availability of similar resources within the community and other area libraries
4. Cost and space required relative to the contribution of the resource to the collection
5. Durability
6. Evaluation in reputable review sources
7. Lack of other available resources on the subject
8. Literary quality
9. Objectivity
10. Popular demand
11. Present and potential relevance to community needs
12. Price, format, and ease of use
13. Relation to the existing collection and other material on the subject

Collection Maintenance

- Resources that no longer meet the collection management objectives of the library are identified, withdrawn, and discarded according to accepted professional practices.
- Withdrawn materials are disposed of in accordance with city and library procedures.
- The withdrawal of worn, out-dated, and damaged resources will be carried on continuously.
- The Texas State Library and Archives Commission's [CREW: a Weeding Manual for Modern Libraries](#), along with statistical data reports from the integrated library system are the primary sources used to assist selectors in deselection.
- Generally, discarded materials are given to the Friends of the Rita and Truett Smith Public Library. The Friends have permission to sell discarded materials with income to benefit the library. Damaged items are not given to the Friends to sell.

Donations and Gifts

- The library accepts gifts of materials for the collection using the same collection criteria that are applied to the purchase of materials. Please see our [donations guidelines](#) in order to understand what types of donations we accept.
- The library retains the right to dispose of donated materials by sale or discard.
- Once something has been donated it is considered property of the library and will not be returned.
- Other money gifts, gifts of stock, bonds, endowments, estates, land, etc., are welcomed, providing the Friends of the Library approve the conditions of such gifts.

Reconsideration of Library Materials

Smith Public Library selects a wide variety of library materials that satisfy the diverse interests of our community. The library's varied collection is available to all; however, it is not expected that all of the collection will appeal to everyone.

A current Smith Public Library cardholder may request the reconsideration of materials by the following process:

- Must have completed reading, watching or listening to the item in question.
- Must read this collection development policy in its entirety
- Discuss their concerns with the supervisor that oversees the section that houses the material(s) in question.
- If not satisfied, then discuss with the Library Director.
- If not satisfied, a formal letter of reconsideration may be submitted to the Library Board of The Smith Public Library.

The Library Board will review the request and with the Director to decide on an appropriate action. The material in question will remain in the collection pending the decision of the Library Board and the Director.

Frequency of Policy Review

This collection development policy will be reviewed by the Library Director and Library Board not less than once every five years.