

W. Walworth Harrison Public Library

Collection Development Policy

I. Introduction

The W. Walworth Harrison Public Library is a public facility supported by the City of Greenville, Texas. Greenville is the county seat of Hunt County located in Northeast Texas.

The population of Greenville is 26,058. The demographic breakdown is as follows: 58.5% white, 22.2% Hispanic, 15.2% black, 2.5% two or more races, 1.3% Asian, and .3% Native American. The age breakdown is as follows: 8.2% under 5 years, 14.8% 5-14 years, 4.6% 15-19 years, 23.1% 20-34 years, 24.2% 35-54 years, 17.7% 55-74 years, and 7.4% 75 years & older. Level of educational attainment of adults ages 18 and over is as follows: 15% less than high school, 24.5% high school diploma or GED, 22.6% some college or Associates degree, 12% Bachelor's degree or higher. The income levels for the residents of the City of Greenville are as follows: 41.8% under \$35,000, 13.5% \$35,001- \$49,999, 19.9% \$50,000 - \$74,999, 8.6% \$75,000 - \$99,999, and 16.2% earn over \$100,000. The employment status breakdown of workers over age 16 within the city are as follows: 10,314 employed, 1,340 unemployed and 8,065 no longer in the labor force.

The Library strives to make available the materials and provide access to technology that reflects the needs of all citizens within our diverse community. *

* Statistical Source: <http://www.nctcog.org/index.asp>

II. Mission and Vision Statements

The mission of the W. Walworth Harrison Public Library (WWHPL) is to provide equitable access to the evolving world of information, education, and leisure, which will enhance the vitality of life in the City of Greenville, Texas and the surrounding communities.

The W. Walworth Harrison Public Library will be a vibrant and vital community and information center that updates, educates, enriches and inspires.

III. Role of the Library

To meet the needs of our community, the library must fill a number of service roles. We choose to emphasize the following service roles:

INFORMATION REPOSITORY – The Library helps to meet our community's need for information through provision of a variety of print and electronic resources.

INDEPENDENT RESEARCH CENTER – The Library provides our patrons with wireless internet access, internet accessible computers, and information in a variety of formats for their personal research and enrichment.

PLACE FOR CURRENT TOPICS AND TITLES – The Library helps to meet our community's need for information about trending cultural topics.

INFORMATION RESOURCE FOR PROFESSIONAL GROWTH AND ADVANCEMENT – The Library provides a variety of electronic and print resources to help citizens prepare to enter and advance in the work place.

COMMUNITY COMMONS - The Library provides an environment and space that helps our community meet and interact with others and to participate in public discourse.

GENEALOGY AND LOCAL HISTORY ARCHIVES – The Northeast Texas History & Genealogy Center, housed within WWHPL, provides the community with both historical and genealogical records and artifacts for the entire Northeast Texas region.

IV. Selection Philosophy

Library materials are chosen to serve the informational, educational, cultural, and recreational needs of the entire community. The primary goal is to provide the best possible collection with the financial resources available and space allow. The Library strives to create an attractive, up-to-date, balanced collection representing fields of knowledge and different sides of issues in a neutral, unbiased manner.

The Library staff selects materials covering a wide range of ideas, issues and lifestyles. Due to this diversity there will always be some materials that appeal or do not appeal to specific individuals. The existence of a particular viewpoint in the collection is an expression of the Library's policy of intellectual freedom, not an endorsement of that particular point of view. The Library encourages free expression and free access to ideas, both essential elements in a democratic society, and does not knowingly discriminate in its material selection regarding age, race, beliefs, or affiliations of the author or producer.

The W. Walworth Harrison Public Library subscribes to the principles outlined by the American Library Association's *Library Bill of Rights*, *Freedom to Read*, and *Freedom to View* statements, and the Texas Library Association's *Intellectual Freedom Statement*, texts of which are included in this policy.

V. Selection Responsibility

The ultimate authority and responsibility for the selection of Library materials lies with the Library Director, who operates within a framework of policies approved by the W. Walworth Harrison Public Library Advisory Board. The Director may delegate selection responsibility to designated staff as necessary to develop and maintain collections.

VI. Selection Criteria

The selection of materials is characterized by flexibility, open-mindedness, and responsiveness to the changing needs of the citizens of Greenville. Materials are evaluated as complete works and not on the basis of a particular passage or passages. A work will not be excluded from the library's collection solely because it represents a particular aspect of life, because of frankness of expression, or because it is controversial. All acquisitions, whether purchased or donated, are evaluated by the following standards. An item need not meet all of the criteria to be acceptable, nor will any single criterion be decisive. Neither the order of the general criteria nor the order of items in a list of specific criteria indicates relative importance. The following general criteria are used:

- Popularity with library patrons
- Present and potential relevance to community needs
- Suitability of subject, style and reading level for the intended audience and relative to existing materials in the collection and the same or similar subject.
- Suitability of format
- Importance as a document of the times
- Appropriateness and effectiveness of medium to content
- Reputation and/or significance of author, publisher or producer
- Positive review in one or more professional journals
- Within limits of budgets for materials
- Not available, or with limited accessibility, from other lending sources
- Author or illustrator is local
- Enhances a specific collection within the Library
- Accuracy of content
- Age and condition of materials

VII. Selection Aids

Due to the large number of materials published each year, the library is unable to review each item prior to ordering. Therefore, the selection of materials is aided by professional library publications, best seller lists, and reviews in various print or electronic resources. Librarians consistently utilize professional judgment when engaging in all aspects of collection development.

VII. Gifts and Donations

Gifts are accepted with the understanding that they will be evaluated with the same criteria used for purchased materials. If they do not meet these standards they may be

conveyed to the Friends of W. Walworth Harrison Public Library for the benefit of the library or disposed of if condition warrants. Monies from such sales are used to benefit Library services and programs.

VIII. Weeding and Collection Maintenance

It is the policy of the Library to develop and maintain collections which meet customer needs for current and retrospective information and which further address customers' cultural, educational and recreational needs and interests. Weeding is an on-going process essential to this end. We follow the guidelines established by the Texas State Library and Archives Commission in the publication CREW Method for weeding the collection.

IX. Reconsideration of Materials

The WWHPL staff and Library Advisory Board support intellectual freedom. The Library staff applies the selection criteria described in this collection development policy and thus endeavor to provide books and other materials that reflect the diversity of viewpoints within the community. Library patrons may nominate books or other materials to be removed from the collection. When a request for reconsideration is made by a patron, this procedure is followed:

- A.** A member of the Library staff explains the selection policy to the patron. If the patron wishes, s/he may then submit a written Request for Reconsideration of Library Resources to the Library Director.
- B.** The completed form is reviewed by one or more members of the Library staff who have responsibility for materials selection, and by the Library Director. The staff members objectively review the resource in question to ascertain that the selection criteria and principles stated in Section IV-VIII were applied in the selection process. The Library Director shall make a written response to the requester within 14 days of the date that the reconsideration form was submitted. The Library Director shall also notify the Library Advisory Board of each Request for Reconsideration submitted.
- C.** If the requester is not satisfied with the decision of the Library Director, s/he may appeal in writing to the Library Director, who then convenes a Reconsideration Committee within 30 days of the date of the appeal. This committee will consist of:
 - Two members of the Library Advisory Board to be appointed by Library Advisory Board.
 - Two Library staff members to be appointed by the Library Director.
 - One community patron to be appointed by the Library Director with Library Advisory Board approval.

- D.** In reviewing the request for reconsideration, the Reconsideration Committee employs the selection criteria (described above in this document) and considers other appropriate information, including professional reviews and recommendations, comments from the Library staff, and comments from the requester.

- E.** Within 30 days of the Reconsideration Committee's review, as described in D, the Reconsideration Committee will recommend an action to the Library Director, who will reach a decision and inform the requester and the committee in writing of that decision.

X. Policy Review and Revision Statement

The WWHPL Collection Development Policy will be reviewed every five (5) years (coinciding with review of the Library's Long Range Plan) by the Library Director and Library Advisory Board, to ensure that the policy remains current, pertinent, and an accurate reflection of the changing needs of the community, the library, and its collection development objectives.

The American Library Association

Library Bill of Rights

1. Books and other library resources should be provided for the interest, information and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
2. Libraries should provide materials and information representing all current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
3. Libraries should challenge censorship in fulfillment of their responsibility to provide information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
5. A person's right to use a library should not be denied or abridged because of origin, age, background or views.

The American Library Association

Freedom to Read Statement

1. It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those which are unorthodox or unpopular with the majority.
2. Publishers, librarians and booksellers do not need to endorse every idea or presentation contained in the books they make available. It would conflict with the public interest for them to establish their own political, moral or aesthetic views as a standard for determining what books should be published or circulated.
3. It is contrary to the public interest for publishers to determine the acceptability of a book on the basis of the personal history or political affiliations of the author.
4. There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.
5. It is not in the public interest to force a reader to accept with any book the prejudgment of a label characterizing the book or author as subversive or dangerous.
6. It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom to read by individuals or groups seeking to impose their own standards or tastes upon the community at large.
7. It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, bookmen can demonstrate that the answer to a bad book is a good one, the answer to a bad idea is a good one.

The American Library Association

Freedom to View Statement

1. It is in the public interest to provide the broadest possible access to films and other audiovisual materials because they have proven to be among the most effective means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee of freedom of expression.
2. It is in the public interest to provide for our audiences film and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
3. It is our professional responsibility to resist the constraint of labeling or prejudging a film on the basis of the moral, religious or political beliefs of the producer or film-maker or on the basis of controversial content.
4. It is our professional responsibility to contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

The Texas Library Association

Intellectual Freedom Statement

A. Preamble

The Texas Library Association holds that the freedom to read is a corollary of the constitutional guarantee of freedom of the press. Freedom of choice in selecting materials is a necessary safeguard to the freedom to read, and shall be protected against extra-legal, irresponsible attempts by self-appointed censors to abridge it. The Association believes that citizens shall have the right of free inquiry and the equally important right of forming their own opinions, and that it is of the utmost importance to the continued existence of democracy that freedom of the press in all forms of public communication be defended and preserved. The Texas Library Association subscribes in full to the principles set forth in the Library Bill of Rights of the American Library Association, Freedom to Read Statement, and interpretative statements adopted thereto.

B. Areas of Concern

1. **LEGISLATION.** The Texas Library Association is concerned with legislation at the federal, state, local and school district level which tends to strengthen the position of libraries and other media of communication as instruments of knowledge and culture in a free society. The Association is also concerned with monitoring proposed legislation at the federal, state, local and school district level which might restrict, prejudice or otherwise interfere with the selection, acquisition, or other professional activities of libraries, as expressed in the American Library Association's Library Bill of Rights and the Freedom to Read Statement.

The Intellectual Freedom Committee works with the Legislative Committee to watch proposed legislation, at the various levels, which would restrict or interfere with the selection, acquisition, or other professional activities of libraries.

2. **INTERFERENCE.** The Association is concerned with the proposed or actual restrictions imposed by individuals, voluntary committees, or administrative authority on library materials or on the selection judgment, or on the procedures or practices of librarians.

The Intellectual Freedom Committee attempts to eliminate restrictions which are imposed on the use or selection of library materials or selection judgment or on the procedures or practices of librarians; receives requests for advice and assistance where freedom has been threatened or curtailed; and recommends action to the Executive Board where it appears necessary.

3. **MATERIALS SELECTION POLICY.** The Texas Library Association believes that every library, in order to strengthen its own selection process, and to provide an objective basis for evaluation of that process, should develop a written official statement of policy for the selection of library materials.

The Intellectual Freedom Committee encourages all libraries to develop a written statement of policy for the selection of library materials which includes an endorsement of the LIBRARY BILL OF RIGHTS.

4. **EDUCATION.** The Texas Library Association is concerned with the continuing education of librarians and the general public in understanding and implementing the philosophy inherent in the LIBRARY BILL OF RIGHTS and the ALA Freedom to Read Statement.

The Intellectual Freedom Committee supports an active education program for librarians, trustees, and the general public.

5. **LIAISON WITH OTHER ORGANIZATIONS.** The Texas Library Association, in order to encourage a united front in defending the rights to read, shall cooperate with other organizations concerned with intellectual freedom.

The Intellectual Freedom Committee advises on TLA positions and cooperates with other organizations.



Citizen's Request for Reconsideration of Library Material

Citizen Information:

Name _____

Address _____

City _____ State _____ Zip _____

Phone _____ Email _____

Type of Material to be Reconsidered:

Audiobook Book CD (Music)
 DVD Magazine
 Other _____

Title: _____

Author/Producer:

Call Number: _____ Copyright Date: _____

Publisher/Producer: _____

Information Regarding the Material:

1. Did you discuss this material with Library staff? YES NO

If yes, please name the staff member: _____

2. Did you read/listen to this material completely? YES NO

If no, how much? 0-1/4 1/4-1/2 1/2-3/4 3/4-all

3. To what do you object in this material? Please be as specific as you can – give page numbers as appropriate:

4. Do you find anything worthwhile about this material? ____ YES ____ NO
If yes, what?

5. What do you believe is the theme/purpose of this material?

6. Have you read any critical works regarding this material? ____ YES ____ NO
If yes, please name them:

7. What action would you like to see taken regarding this material?

8. Are there resources that you would suggest to provide additional information and/or other points of view on this topic?

9. How did this material come to your attention?

10. Whom do you represent? ____Self ____Other ____Organization (please specify)

Thank you for your interest and input. Your request will be reviewed by the Library Director for action.

Citizen's Signature

Date

FOR WWHPL USE ONLY:

Status Report on Citizen Request for Reconsideration of Library Material

DATE:

___ Staff member initially contacted by patron: _____

___ Reconsideration form completed

___ Citizen contacted by Director

___ Informal resolution: ___ YES ___ NO

___ Patron informed by letter of action to be taken

___ RESOLVED:

___ NOT RESOLVED:

___ Collection Development Committee meets and reviews

___ Collection Development Committee decision forwarded to Library Director

___ Patron informed by letter of committee decision

Signature of Director

Date

Approved by W. Walworth Harrison Library Advisory Board May 15, 2018