

V. COLLECTION DEVELOPMENT POLICY**A. Responsibility**

The Haltom City Public Library Board supports employing qualified staff to professionally conduct the business of the Haltom City Public Library. Included in those duties is collection development (materials selection, deselection, and maintenance). Collection development and maintenance solely rests with the Library Services Director who has oversight and supervisory responsibility for the professional librarians. The professional librarians shall maintain a proper public library collection of materials, physical and electronic, reflecting the general demographics of the service area and patron needs. The professional librarians will develop a broad collection that meets the needs and interests of a diverse community for information, education, and enlightenment.

B. Selection and Evaluation Criteria

The Library Services Director and librarians responsible for collection development will use professional judgement to select all materials, both physical and electronic, and determining quantities to purchase. Material selected will serve a purpose in the collection to educate, entertain or enlighten and works to meet the mission of the Haltom City Public Library. The highest priority will be given to materials having the broadest appeal to the community. Librarians will employ multiple selection and evaluation criteria including:

- Cost in relation to use or enhancement to the collection
- Current or anticipated demand for the material based on past circulation, community interests, patron requests, strengths and weaknesses of the current collection, or system-wide availability
- Critical reviews
- Significance of the author/creator or publisher
- The quality and format of the print materials are conducive to public library use
- The content is accurate, timely, comprehensive, and of interest to the community
- The content represents diverse points of view
- The content is suitable of subject and style for the intended audience.

The librarians will employ various sources to assist them in selection with include, but are not limited to, published reviews in peer-reviewed journal; newspapers such as The New York Times and Fort Worth Star-Telegram; and publisher/vendor catalogs and trade bibliographies. Librarians will use circulation reports to determine popular authors and subjects of the greatest interest to the community. Self-published titles will be evaluated using the same criteria as titles published by a publishing house.

Donated items may be selected for inclusion in the collection if the librarians responsible for collection development determine it meets criteria for selection and is in good condition. Donated items not used for the collection will not be returned to the donor and may be disposed of by any means determined by the Library. (See Gift and Donation Policy).

C. Collection Maintenance and Repair

Items particular to the public library are subject to damage. Through aging and use, the body of the material may be unable to support being loaned to the patron for the use although the information contained in the material is still valuable to the collection. The Haltom City Public Library Board encourages the staff to maintain a useful, attractive collection.

Items identified as damaged or aged to the point of requiring repairs will be sent for remediation or replacement if the items are deemed necessary to the collection by the professional staff. If evaluated as not necessary to the collection, or damaged or aged beyond reasonable repair, the item will be deselected from the collection.

D. Deselection (Weeding) of Library Materials

The practice of maintaining the integrity of the materials collections of Haltom City Public Library through systematic evaluation, deselection, and withdrawing of materials (both print and electronic) is critical for collection development and maintenance. Materials that no longer meet the stated objectives of the Library (including items that have become damaged or obsolete) will be systematically withdrawn according to the accepted professional practices described in the publication, *CREW: A Weeding Manual for Modern Libraries* (<https://www.tsl.state.tx.us/ld/pubs/crew/index.html>). Disposal of withdrawn library materials will be at the discretion of the Library Services Director and responsible staff. The decision to either retain or withdraw items from the collection will based on, but not limited to, the following factors:

- Frequency of circulation
- Overall physical condition of the item
- Age of the information contained in the item

- Relevance or usefulness to the collection
- Need in reference to the Library's mission statement
- Current or anticipated demand by patrons.

E. Suggestions for Purchase

The Haltom City Public Library encourages patrons to inform library staff of materials they would like to see in the library. Library patrons shall have a mechanism for suggesting acquisitions to enhance the collection of Haltom City Public Library. Patrons can request items through staff or the online suggestion form. Suggestions for purchase will be evaluated by the librarians responsible for collection development and must meet criteria for selection. Within the scope of budget limitations and strong selection criteria, the staff shall endeavor to fulfill a patron request whenever possible.

F. Intellectual Freedom and Requests for Reconsideration of Library Materials

The Haltom City Public Library supports the American Library Association's Library Bill of Rights, the Freedom to Read Statement, and the Freedom to View Statement, and the Texas Library Associations Intellectual Freedom Statement (see Appendix D). The goal of the Library is to have a balanced collection and strives to offer a collection that represents the needs of the community. Inclusion or exclusion of an item in the collection does not constitute an endorsement by the Haltom City Public Library, the Library Board, or the City of Haltom City of any theory or statement in the material. Furthermore, parents or legal guardians have the sole responsibility to guide and direct the materials their own minor children access.

The Haltom City Public Library welcomes input from library patrons concerning materials selected for the collection. If a patron questions the appropriateness of an item in the collection, they should first address their concern to the professional librarian responsible for the collection. If the patron is a resident of Haltom City and wishes to pursue a formal request for reconsideration, the following procedure will be followed:

1. The patron will be supplied with a Request for Reconsideration of Library Materials Form and a copy of the Library's Collection Development Policy. A completed form can be returned to the Administrative Secretary or the Library Services Director. A form not completed in its entirety may not be eligible for review.
2. The Library Services Director, or designee, will respond to the patron in writing within 14 days to acknowledge receipt of the Request for Reconsideration of Library Materials form and outline steps that will be taken by library staff.

3. The Library Services Director and a professional librarian will independently evaluate the material to ensure that it meets the selection and evaluation criteria outlined in the policy. They will meet to determine if the reconsideration will be accepted within 30 days. During this time, the material will still be available to library patrons.
4. When a decision is made, the patron will be notified letter of the decision. The Library Board and Haltom City administration will also be notified of the decision.

Revision History:

May 14, 2001 – Written by Haltom City Public Library Board and approved by City Council

November 30, 2021 – Revised by library staff

January 30, 2022 – Approved by Haltom City Library Board

XI. Appendix D – SUPPLEMENTAL DOCUMENTS

- A. American Library Association’s Library Bill of Rights
- B. American Library Association’s Freedom to Read Statement
- C. American Library Association’s Freedom to View Statement
- D. Texas Library Association’s Intellectual Freedom Statement

A. American Library Association’s Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. 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.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person’s right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people’s privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019.

Inclusion of “age” reaffirmed January 23, 1996.

Although the Articles of the Library Bill of Rights are unambiguous statements of basic principles that should govern the service of all libraries, questions do arise concerning application of these principles to specific library practices. See the documents designated by the Intellectual Freedom Committee as Interpretations of the Library Bill of Rights.

Source:

"Library Bill of Rights", American Library Association, June 30, 2006.
<http://www.ala.org/advocacy/intfreedom/librarybill> (Accessed November 8, 2021)

B. American Library Association's Freedom To Read Statement

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

Publishers, librarians, and booksellers do not need to endorse every idea or presentation 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 should be published or circulated.

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

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.

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

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, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.

A Joint Statement by:

American Library Association
Association of American Publishers

Subsequently endorsed by:

American Booksellers for Free Expression
The Association of American University Presses
The Children's Book Council
Freedom to Read Foundation
National Association of College Stores
National Coalition Against Censorship
National Council of Teachers of English

The Thomas Jefferson Center for the Protection of Free Expression

Source:

"The Freedom to Read Statement", American Library Association, July 26, 2006.

<http://www.ala.org/advocacy/intfreedom/freedomreadstatement> (Accessed November 8, 2021)

C. American Library Association's Freedom To View Statement

The FREEDOM TO VIEW, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore these principles are affirmed:

To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee of freedom of expression.

To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.

To provide film, video, 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.

To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.

To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989.

Endorsed January 10, 1990, by the ALA Council

Source:

"Freedom to View Statement", American Library Association, May 29, 2007.
<http://www.ala.org/advocacy/intfreedom/freedomviewstatement> (Accessed November 8, 2021)

D. Texas Library Association's 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 it is the essence of democracy 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

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.

INTERFERENCE. The Association is concerned with proposed or actual restrictions imposed by individuals, voluntary committees, or administrative authority on library materials or on the selection judgments 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 judgments 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.

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.

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 educational program for librarians, trustees, and the general public.

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

The Intellectual Freedom Committee advises on Texas Library Association positions and cooperates with other organizations.

Adopted September 15, 1992 by the TLA Council.

Reaffirmed April 7, 1995 by the TLA Council.

Page last modified: March 2, 2011