



CEDAR PARK

PUBLIC LIBRARY

Collection Development Policy

As responsible stewards of public resources, Library staff selects and maintains a Collection of educational, informational, cultural, and recreational resources that promote literacy and lifelong learning for all members of the community.

Definition of “Collection”:

- Collection, for the purposes of this Policy, is defined as any of the materials provided by or accessed through the Library, including books, media, databases, and digital resources.

Goals of Library Collection:

- Maintain a diversity of materials to meet the varied purposes of use, age levels, and education levels of the community.
- Maintain quality of materials in accordance with professional library standards through the use of appropriate selection tools.
- Respond to community interest by careful consideration of: (a) user requests for purchase, (b) patterns of use of existing materials, (c) patterns of purchase of similar materials from retailers such as “best seller lists”, and (d) any other source of information that makes librarians aware of community interest.

Responsibility and Authority:

- Ultimate authority for management of the Collection rests with the Library Director, who delegates and shares responsibility with other members of the professional staff.

Selection Generally:

- The First Amendment to the United States Constitution protects the freedom to read. It will be upheld by Library staff in the selection of and access to Library materials.
- Library staff will uphold the principles contained in the American Library Association’s Freedom to Read and Freedom to View Statements all appended to this document. Library staff will not exclude materials from the Collection because of race, color, national origin, creed, religion, political belief, sex, sexual orientation, age, or disability.

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- Library staff will judge materials on the basis of the content and style of the work as a whole, not by selected or random passages or scenes.
- Library staff will select bilingual and foreign language materials based on the needs and interests of the community.
- Library staff will evaluate books in series as individual titles and will select titles that meet the basic quality standards described in the above criteria.

Library staff will catalog materials in accordance with the audience for which the author/publisher intended and the ages recommended by professional review sources.

Access to Collection

The Library will provide the Collection for use by all members of the community. Access to and use of material will not be denied or abridged on the basis of race, color, national origin, creed, religion, political belief, sex, sexual orientation, age, or disability.

Disclaimer

Selection of the Collection by Library staff does not imply agreement with or approval of the content, viewpoint, implication, or expression of the material.

Media Selection (DVDs and CDs):

- In order to meet the educational, informational, cultural, and recreational needs of the community in a variety of formats, Library staff will select as part of the Collection, media content for the Library that includes, but that is not limited to: movies, audiobooks, and music CDs.
 - The Collection may include feature films, educational, and documentary titles blending mass-market releases with independent and educational offerings.
 - The Collection will not include films and documentary titles which are unrated or have an MPAA rating above R.
 - The Collection may include television series, including popular live-action, scripted shows, as well as documentary and animated series.
 - The Collection will not include music albums with a parental advisory warning if an edited version of the album is available.
- Library staff will select digital resources based on the same criteria as other collections, including community interest, quality, diversity, and critical reviews.

Digital Content Selection:

- In order to meet the information needs of the community in a variety of formats and environments, Library staff will select digital content in formats that include but are not limited to: eBooks, eAudiobooks, digital magazines, database resources and other digital materials.

- Library staff will select materials for digital collections based on the same criteria as physical collections including community interest, quality, diversity, and critical reviews.

Considerations and Limitations:

- In selecting materials for the Collection, Library staff must consider the volume of print and non-print materials available and the variety of interests and topics possible, and will select materials accordingly.
- The Library staff takes its role as a steward of public funds seriously and is mindful in applying those budgeted funds to the greatest benefit of the community.
- In selecting materials for the Collection, Library staff will not be inhibited by the possibility that materials may come into a child's possession. Parents and/or legal guardians have sole responsibility for what children read, view, or hear. Library staff does not serve *in loco parentis* (in place of the parents). Only parents or legal guardians may restrict their own, and only their own, children's access to library materials.
- While it is this Policy's purpose to encourage free access to materials, Library staff reserves the right to prohibit the removal of select materials from the Library. These materials will be available only on-site at the Library. Examples include, but are not limited to, reference books, local history materials, and the latest issues of periodicals.
- Library staff does not provide basic texts, curriculum resources, or materials in quantity for schoolwork. Library staff will not develop the collection nor arrange it by the curriculum needs of the local school districts, colleges, or universities.
- Library staff will not select material in very specialized areas and/or of a highly technical nature unless community demand for the item is significant.

Selection Tools:

- Library staff will consult professional review sources, such as *Booklist*, *School Library Journal*, and *Publisher's Weekly* when selecting new materials for the Collection. The lack of a review or an unfavorable review shall not be the sole reason for rejecting a title which is in demand.
- Library staff will consider requests from Library patrons, books discussed on public media, and online user-generated reviews, and will review such patron recommendations and make subsequent selections based on the selection criteria outlined herein, including the availability of funds.

Gifts and Donations to the Collection:

- The Library accepts donated materials in good condition, including recent fiction and non-fiction, current media formats and new magazine subscriptions.
- The Library reserves the right to refuse any donation or gift at its discretion and does not accept items that do not meet the same criteria that are applied to selected materials.

- Patrons may donate monetary gifts or materials as long as no restriction is placed upon their use. Gifts and donations become the sole property of Cedar Park Public Library and may be disposed of at the sole discretion of the City, in accordance with state law.
- Library staff will gratefully accept monetary memorial donations and honoraria on behalf of the Library Foundation and the Friends of the Library in lieu of memorial books, as these books may not conform to the Library's selection criteria or can duplicate what the Library already has in its collection.
 - Library staff may order specific memorial materials upon request of a patron if the request meets the established collection development criteria. If no specific material is requested, selection will be made by the Library staff in accordance with selection criteria.
 - Library staff will send notification and acknowledgment of all memorial donations and honoraria to the family of the deceased, as well as to the donor.

Interlibrary Loans:

- The function of interlibrary loan is to augment the Library's Collection by making specific items available to patrons on a temporary basis. Interlibrary loan gives Library patrons access to more resources than the Library is able to provide on-site due to space and budget constraints (see Interlibrary Loan guidelines).

Replacements:

- While Library staff attempts to have copies of all standard and classic works, it cannot replace each copy withdrawn from the Collection.
- Library staff will not automatically replace items withdrawn because of loss, damage, or wear. Library staff will handle replacement orders throughout the year so that more heavily used titles will be available in circulating collections.
- Library staff will base replacement decisions on the demand for a specific item or subject, the existing coverage of that item or subject in the Collection, and the availability and cost of a replacement.

Collection Maintenance and Weeding:

- Weeding, or the withdrawal of materials from the Collection, is a necessary part of the collection development process as it allows for the systematic withdrawal of worn, dated, or damaged library materials.
 - Library staff uses The CREW Method, published by the Texas State Library and Archives Commission, for weeding its Collection.
- Library staff responsible for selection in a particular area of the Collection is also responsible for weeding in that area. This process helps maintain the quality of the Library Collection and is not intended to sanction removal of library materials based upon any controversy surrounding the material.
- Donated materials and materials purchased with grant or memorial funds are Cedar Park Public Library property and are eligible for maintenance and withdrawal according to the same guidelines as all other materials.

- Materials that are removed from the Collection must be discarded in accordance with city policy and state law governing the disposal of city property.

APPENDIX

The 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:

1. *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.

2. *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.

3. *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.

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.*

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.

5. *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.

6. *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.

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, 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.

[Verified that the 2004 version of this statement is the most current.]

The 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:

1. 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.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. 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.
4. 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.
5. 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

[Verified that the 1990 version is the most current version.]