



DENTON PUBLIC LIBRARY

COLLECTION DEVELOPMENT OPERATING POLICY

Approved by the Denton Public Library Board, November 7, 2002
Library Board approved revision, May 13, 2024

MISSION AND PURPOSE

The Denton Public Library operates under a guiding mission statement that directs the selection of resources, development of services, and allocation of funds:

Denton Public Library transforms lives, strengthens community, and inspires imagination

The library upholds the individual's right to access ideas and information from diverse perspectives. The Denton Library Board has adopted the American Library Association's statements regarding the following: Library Bill of Rights, The Freedom to Read, Freedom to View, Access to Digital Information, Services and Networks, and Labeling and Rating Systems.

STATEMENT OF INTELLECTUAL FREEDOM AND CENSORSHIP

The library refrains from taking sides on public issues or promoting particular beliefs or viewpoints through its collection. It does not endorse the opinions expressed in materials held, recognizing its obligation to provide resources representing various sides of contentious topics. Adults are the best and final arbiters of what is appropriate for themselves. It is the parent and/or legal guardian, and only the parent and/or legal guardian, who may restrict their children, and only their children, from access to library materials. Parents and/or legal guardians have sole responsibility for what their children read, view, or hear. Library staff and associated authorities do not serve *in loco parentis* (in place of parents.) Selection of materials for the library will not be restricted by the possibility that materials may inadvertently come into the possession of children.

Denton Public Library is guided by the principles outlined in this document, aiming to provide clear guidance to librarians and inform the public about the principles that underpin our selections. The terms "resource" and "materials" encompass a range of formats, including print, audiovisual, microform, kit components, electronic information, and digital resources provided directly by the library.

COLLECTION DEVELOPMENT PRIORITIES

The Denton Public Library is committed to comprehensive collection development,

serving as a popular materials center, reference center, independent learning center, and literacy advocate. Priorities include:

- Championing Literacy and the Joy of Reading
- Supporting Community Pursuits
- Serving as a General Information Center
- Fostering Lifelong Learning
- Providing Varied Formats for Enhanced Access
- Preserving Local History
- Balancing Priorities with Budgetary Constraints

SELECTION CRITERIA

Materials are selected based on professionally accepted guidelines, aligned with the library's mission and priorities. The selection process incorporates various criteria:

1. **Community Needs and Interests:** Selections are guided by both expressed and inferred community needs, as evidenced by customer purchase suggestions, demographic studies, customer input and survey responses, and circulation patterns. This approach ensures that the collection remains relevant and responsive to the interests of library users.
2. **Format Appropriateness:** Materials are acquired in formats that best suit customer preferences and technological capabilities. The library endeavors to offer a broad range of formats, including digital resources, to enhance accessibility and usability.
3. **Popularity and Demand:** Circulation data, sales figures, and media coverage inform decisions regarding the acquisition of materials that resonate with the community. Popularity within specific genres, subjects, titles, authors, or performers influences collection development efforts.
4. **Authority and Reputation:** The credibility and standing of authors, publishers, producers, and materials are considered when evaluating potential acquisitions.
5. **Representation of Diverse Viewpoints:** The library seeks to provide a collection that reflects a spectrum of perspectives on various topics. Materials offering viewpoints not adequately represented in the existing collection are actively sought out.
6. **Literary or Artistic Merit:** Works of significant literary or artistic merit are prioritized for inclusion, enriching the cultural and intellectual offerings of the library's collection.
7. **Cost-effectiveness and Space Considerations:** The cost per item, anticipated use, and physical space requirements are carefully evaluated to ensure prudent allocation of resources. Materials are selected with an eye toward maximizing the collection's utility within budgetary constraints.
8. **Quality of Production:** Attention is given to the professional quality of materials, including aspects such as binding, typesetting, editing, and audio/video production. Materials of inferior quality are generally not acquired.

9. **Recommendations and Reviews:** Selections are informed by reviews in professional journals, popular magazines, and reputable online sources. Additionally, input from customers, vendor notifications, and staff recommendations contribute to the identification of valuable additions to the collection.
10. **Core Collection Principles:** The library maintains a core collection comprising high-demand and frequently requested materials tailored to each location's specific needs.
11. **Accuracy and Reliability:** Materials intended to convey factual information must meet stringent accuracy standards. While the library aims to accommodate customer preferences, it generally avoids acquiring materials that propagate misinformation.
12. **Youth Materials Considerations:** In addition to the general criteria, youth materials undergo assessment based on factors such as clarity of writing, quality of illustration, and the relationship between text and pictures. Special care is taken to ensure the accuracy and appropriateness of content for young audiences.
 - By adhering to these comprehensive selection criteria, the Denton Public Library endeavors to build a dynamic and inclusive collection that enriches the lives of its patrons and fosters a culture of lifelong learning and exploration.

MATERIALS NOT PURCHASED/ACQUIRED

Due to finite resources, certain materials will not be added into the circulating and regular reference collections:

- Abridged materials
- Music in print (musical scores and sheet music)
- Rare books or books that require special handling
- Textbooks (except in areas where there is little or no material in any other format)
- Workbooks
- Obsolete formats

COLLECTION MAINTENANCE

The Denton Public Library is committed to maintaining a vibrant and relevant collection that meets the evolving needs and interests of its patrons. To achieve this goal, the library implements a proactive approach to collection evaluation and maintenance.

1. **Repair Guidelines:** Material repairs are undertaken judiciously, with a focus on preserving items that are out of print or prohibitively expensive to replace. Simple repairs requiring minimal staff time may be conducted on general circulating materials. Audiovisual materials will rarely be repaired.
2. **Ongoing Evaluation:** The library continually evaluates its collection to gauge its alignment with patron needs and interests. Utilizing tools such as circulation

reports, demographic data, and community feedback, the library identifies areas for improvement and enhancement.

3. **Weeding:** Systematic weeding is essential to ensure the vitality and usefulness of the collection. Worn or damaged items, duplicate copies of seldom-used titles, outdated or inaccurate materials, superseded editions, and items no longer in demand are considered for removal. Weeding enables the library to make room for newer materials and maintain a streamlined, relevant collection. Denton Public Library uses the Texas State Library and Archives Commission CREW: A Weeding Manual for Modern Libraries as a guiding resource in its collection maintenance efforts.

GIFTS AND MEMORIALS

Gifts and memorials are welcomed in accordance with established the Denton Public Library Gift Policy and undergo evaluation based on selection guidelines.

RECONSIDERATION OF RESOURCES

A singular obligation of the public library is to reflect within its collection of resources differing points of view on controversial or debatable subjects. The Denton Public Library does not promote particular beliefs or views, nor does the selection of a resource express or imply endorsement of the viewpoint of the author or vendor. All materials will be judged as a whole rather than by isolated passages. Library resources will not be marked or identified to show approval or disapproval of the contents, nor will items be sequestered, or access denied, except for the purpose of protecting resources from damage or theft.

Comments from members of the community about the collection or individual resources frequently provide librarians with useful information about interests or needs that may not be adequately met by existing resources. The library welcomes expression of opinion by customers but will be governed by this Collection Development Policy in making additions and deletions to the collection. Requests for reconsideration of library materials may be made in accordance with the Denton Public Library Reevaluation of Materials Policy.

SPECIAL COLLECTIONS

Refer to the Special Collections Development Policy for information on unique collections and acquisition guidelines.

SELECTION PROCESS

The Director of Libraries, operating within the framework of administrative directives set by the Denton Library Advisory Board and within budgetary constraints, holds ultimate

responsibility for resource selection. The Director of Libraries determines materials budget allocations and organizational structure for the Librarians who select resources.

The Technical Services Manager oversees the selection process and works with Branch Managers in setting annual selection timelines and allocations. Librarians are responsible for selecting appropriate materials in assigned areas and ensuring that the collection is maintained.

Librarians utilize professional tools and customer suggestions to inform their selections, ensuring alignment with library objectives.

This comprehensive policy underscores the Denton Public Library's commitment to intellectual freedom, community service, and the continual enhancement of its collection to meet the evolving needs of its patrons.