



Collection Development and Donation Policy

Responsibility for Selection

Library material selection is and shall be vested in the library director and under his/her direction such members of the library staff as are qualified by reason of education or training. Any library materials so selected shall be held to be selected by the library.

Selection Criteria

Selection of library materials shall be made on the basis of their recreational, informational, or cultural value to the people of this community. All acquisitions, whether purchased or donated, will be considered in terms of the following criteria:

- Importance of subject matter to collection
- Historical value
- Scarcity of material on subject
- Reputation and significance of author, illustrator, artist, performer, etc.
- Popularity
- Local interest
- Price
- Format
- Availability
- Contemporary significance or permanent value
- Social significance
- Representation of important movements, genres, trends of national culture

Donation Policy

Donations and Gift books may be added to the collection if they meet all selection criteria. If they are not chosen for addition to the library collection, they are given to the Friends of the Van Alstyne Library and become the property of the Friends for sale or disposal at their discretion.

Gifts and donation materials are subject to the same selection criteria as materials purchased for the library. The disposition of all gift materials shall be at the discretion of the library director and/or his/her delegates. The library will not accept on loan or deposit any books or materials which are not gifts, except those intended for limited displays.

Memorial Policy

The Library encourages donations as memorials. Such acts provide the library with an opportunity to add materials or equipment, which it might not otherwise be able to afford. In addition, it is felt that

Adopted by Van Alstyne Library Board March 2, 2021

Revised and approved by Van Alstyne Library Board February 1, 2022

such donations provide individuals with a rich opportunity to honor loved ones with a lasting statement of admiration and respect.

These gifts and memorials are typically accepted in the form of monetary donations to a special fund administered by the Friends of the Van Alstyne Public Library. The library will make every effort to honor the donor's wishes regarding the selection to be purchased. However, the final decision rests with the library in accordance with its needs and selection criteria. A bookplate will be placed in the item purchased. The bookplate will record the honoree, as well as the donor, unless otherwise requested. The Library will send acknowledgements to all parties of this gift.

Monetary Gifts

The Library actively encourages monetary donations. Monetary gifts may be administered by the Friends of the Van Alstyne Public Library on behalf of the library or by the City of Van Alstyne. Determination as to the expenditure of such gifts will remain with the Library.

Gifts of Special Collections

Special collections of materials will be accepted if they meet the Library's selection criteria. The Library reserves the right to determine such issues as classification, arrangement and shelving of the gift materials. The Library will not accept special collections of materials with any donor's stipulations that these are kept together as a special collection or entity, or be restricted as to use in any way. Collections will be accepted only with the understanding that they will be integrated into the general collection with the Library determining location and usage of the materials.

Weeding

In order to maintain an up-to-date, useful collection, worn and outdated materials are continuously weeded. Materials may also be withdrawn if they are seldom used or are superseded by a new edition or better work on the same subject. The CREW Method: Expanded Guidelines for Collection Evaluation and Weeding for Small and Medium-Sized Public Libraries, published by the Texas State Library, is used as a guideline for weeding.

Request of Addition or Withdrawal of Material

The Library recognizes that it has an obligation to provide materials that reflect current interests although they may not have enduring value. The Library also recognizes that many materials are controversial and, at any given time, may offend some patrons. No materials will be removed from open shelves or kept in a restricted area because of their controversial nature or because their subject matter, viewpoint, or treatment may be distasteful.

Patrons may recommend materials for purchase; such recommendations are submitted to library staff.

Patrons may request reconsideration of materials in the collection via the following procedure:

1. Concerns expressed to staff members will be referred to the Library Director or Assistant Director. The patron may fill out a Request for Reconsideration form and will be provided a copy of the Collection Development policy. A copy of the completed form and accompanying relevant material will be reviewed by the Library Director.

Adopted by Van Alstyne Library Board March 2, 2021

Revised and approved by Van Alstyne Library Board February 1, 2022

2. If, after discussion with the Library Director, the patron remains unsatisfied, the Reconsideration Form and relevant documentation will be forwarded to the Library Board and the City Manager.
 3. Discussion of the request will be placed on the agenda for the following month regularly scheduled meeting.
 4. The person who signed the request will be sent a copy of the Library Board agenda.
 5. The item in question will remain in circulation until The Van Alstyne Public Library Board acts on the request.
 6. If the person who signed the request is not in attendance at the meeting, the Library Board President, or their representative, will send written notification of the Board's decision to that person.
- To have a reconsideration request considered a citizen must:
- Be a registered borrower of the Library or the parent of a registered borrower minor
 - File a complete Request for Reconsideration of Materials form, available from the library staff.
 - Supply full name and address; anonymous complaints will not be reviewed.

In the event that a complainant charges that a particular item is not protected under the First Amendment to the Constitution, the burden of proof rests with the complainant.

Supporting Documents

The Library Board adopts and declares that it will adhere to and support the following documents, adopted by the American Library Association:

- The Library Bill of Rights (Attached)
- The Freedom to Read Statement (Attached)
- The Freedom to View Statement (Attached)
- Statement of Professional Ethics (Attached)

Adopted by Van Alstyne Library Board March 2, 2021

Revised and approved by Van Alstyne Library Board February 1, 2022