



## Collection Development & Donation Policy

It is the mission of the Van Alstyne Library to provide a well-rounded collection of materials in a variety of formats including print, audiovisual, and digital which reflects a wide range of views, opinions, beliefs, and interests.

### Patron Responsibility

Users are free to choose what they want from the collections, to reject what they don't like, but not to restrict the freedom of others to choose. Parents and/or legal guardians have sole responsibility for what their children read, view, or hear.

*Please note digital collections may contain titles owned by multiple libraries and therefore this policy applies only to titles owned by the Van Alstyne Public Library.*

### Selection Criteria

Library Staff may consider any number of criteria when deciding which materials to add to the collection. Selection and retention decisions about books, media, electronic databases, Internet sites, and ebooks are based on one or more 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

### Weeding

Weeding is an integral part of collection development. Weeded materials will be disposed of through means determined by the library such as a book sale, donation, recycling, or resale through a third party.

Materials that no longer meet the stated objectives of the Library will be systematically withdrawn on a continual basis according to the accepted professional practices described in the Texas State

Library and Archives Commission publication, *CREW Method: Expanded Guidelines for Collection Evaluation and Weeding*.

These criteria may include, but are not limited to, the following:

- Condition – worn, damaged, or badly marked items
- Low usage
- Outdated/obsolete/inaccurate contents
- Another library or agency can better provide it or a comparable item
- Another item or format might better serve the same purpose

**Genealogy Section:** This section is focused on local history for Van Alstyne and surrounding areas. Primary sources or original documents are collected for this area.

**Self-published works** must meet the same criteria as material purchased. In evaluating local authors criteria include quality of writing, professional level editing, art and illustrations, quality of binding, and overall accuracy.

### **Donation Policy**

The Friends of the Library and the Van Alstyne Public Library have benefitted from patron donations for years. We receive hundreds of books on a weekly basis. Neither the Library nor the Friends of the Library are able to process or store volume of this magnitude. No more than 3 boxes will be accepted Mondays during business hours: 10am—6pm.

Items will be clean, dry, free of mold, mildew, boxed in containers that will be left with the library

Items Not Accepted:

- Garage or estate sale “leftovers”
- Magazines older than 3 months
- VHS or audiocassettes
- Music CD’s
- Reader’s Digest Condensed
- Encyclopedias or textbooks

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.

### **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 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 and use 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.

Library staff will select *bilingual and foreign language* materials based on the needs and interest of the community.

## Request of Addition or Withdrawal of Material

The Library recognizes that it has an obligation to provide materials that reflect current interests. The Library strives to represent all sides of controversial issues in our collection, to the extent that the availability of materials, budget, and space allows. The Library holds that while anyone is free to reject books and other materials of which they do not approve, they may not exercise that right for others. The responsibility for the reading, viewing, or listening of children rests with their parents or legal guardians.

Citizens of Van Alstyne and surrounding towns and patrons with a valid library card may recommend materials for addition to the Library Collection by purchase or donation, by filling out a Request for Addition form, and submitting to library staff. The requesting party will be notified within one month of the decision.

A formal process has been developed to assure that requests to reclassify or remove library materials are handled in an attentive and consistent manner.

In order to submit a Request for Reconsideration of Library Materials the following conditions must be met:

- Requesting person must hold a valid library card or be or the parent or legal guardian of a minor card holder
- Requesting patron must have read the work in question in its entirety
- Request to Review Form must be filled out completely, signed, and dated

Patrons submitting a Request for Reconsideration of Library Materials Form will be provided with a copy of the Collection Development Policy and the opportunity to discuss their concerns and questions with the Library Director. If the patron remains unsatisfied the Library Director will appoint a committee of library staff to investigate the request and compile a report, including a recommendation. This report will be presented to the Library Board at the next regularly scheduled Library Board meeting for discussion and a decision made in accordance with applicable state laws and City policy. The decision of the Library Board is considered final.

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 3/2/2021*

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