

**RESOLUTION NO. 53-2023**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ABILENE, TEXAS APPROVING THE COLLECTION DEVELOPMENT POLICY OF THE ABILENE PUBLIC LIBRARY.**

**WHEREAS,** The Library Advisory Board serves in an advisory capacity to the City Council and to the Abilene Public Library Administration; and

**WHEREAS,** On February 6, 2023 the Library Advisory Board approved the collection development policy of the Abilene Public Library; and

**WHEREAS,** The Abilene Public Library Advisory Board recommends that the City Council approve the collection development policy of the Abilene Public Library.


**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ABILENE, TEXAS:**

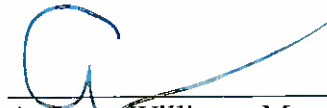
**Part 1:** That the Collection Development Policy of the Abilene Public Library, which is attached hereto as Exhibit A, is hereby approved.

**Part 2:** That this Resolution shall take effect immediately from and after passage.

**ADOPTED this 9<sup>th</sup> day of March 2023.**

ATTEST:

  
\_\_\_\_\_  
Kaitlin Richardson, Deputy City Secretary

  
\_\_\_\_\_  
Anthony Williams, Mayor

APPROVED:

  
\_\_\_\_\_  
Stanley Smith, City Attorney

## **Abilene Public Library**

### **Collection Development Policy**

#### **Purpose of Collection Development Policy**

The collection development policy is intended to provide guidance, within budgetary and space limitations, for the selection and evaluation of materials which anticipate and meet the diverse needs and interests of the Abilene community. It directly relates the collection to the Library's mission statement and defines the scope and standards of the various collections.

As the community changes, the Abilene Public Library (APL) reassesses and adapts its collections to reflect new and differing areas of interest and concern. The collection development policy is regularly evaluated and revised as necessary to provide guidance for implementing changes in the collection.

#### **Mission Statement**

The Abilene Public Library provides materials, services, and programs to help community residents obtain information which meets their personal, educational, professional, and recreational needs.

#### **Philosophy of Selection**

All library materials added to the Abilene Public Library collection must be considered to be lawful according to applicable federal, state, and local laws. This collection policy follows the restrictions outlined in City Council Resolution No. 226-2022, which strictly prohibits "obscene" and "harmful material" and performance at the Abilene Public Library. The terms "obscene" and "harmful material" are defined by the Texas Penal Code Sections 43.21 and 43.24.

The library upholds the right of the individual to secure information, even though the content may be controversial, unorthodox, or unacceptable to others. A balanced collection attempts to represent all sides of controversial issues as far as availability of materials, space, and budget allow. Selection is based upon criteria stated in this policy. Library materials present a diversity of viewpoints, enabling citizens to make the informed choices necessary in a democracy.

All public libraries contain materials that some persons may find objectionable. Libraries may omit from the collection materials that some patrons feel are important. In either case, Abilene Public Library has procedures that patrons may use in reconsidering or recommending library materials. Selection of materials does not constitute or imply agreement with or approval of the content, viewpoint, implications, or presentation of the materials.

#### **Scope of the Collection**

The primary responsibility of the Abilene Public Library is to serve the residents of the City of Abilene by providing a broad choice of materials to meet their informational, educational, professional, and recreational needs.

The Abilene Public Library is a member of the Abilene Library Consortium (ALC). One of the many benefits of APL being an ALC member is that APL cardholders may borrow library materials from other ALC member libraries and have them delivered to the library of their choice. APL is currently the only public library member of the ALC.

### **Scope of the Main Library**

The Main Library serves the Abilene community as a whole, in addition to serving as a resource for the Mockingbird and South branch libraries. A broad choice of circulating print and non-print materials is selected to accommodate the diversity of tastes, reading levels, and interests of users of all ages. The Abilene Public Library has two special collections housed at the Main Library: the Texas Collection and the Genealogy Collection.

Scholarly and highly technical or specialized materials are not acquired but are made available through other libraries with strong collections, either through other Abilene Library Consortium libraries or through Interlibrary Loan.

### **Scope of the Branch Libraries**

Abilene Public Library has two branch libraries, Mockingbird and South. The interests and needs of users of the branches will be regularly evaluated so that each library has a collection reflecting the community that it serves. Branches do not duplicate the in-depth sources or special collections of the Main Library. Branch collections are designed to serve the current, high interest needs of library users.

### **Responsibility for Selection**

The authority and responsibility of the selection of library materials rests ultimately with the Director of Library Services. Selection may be delegated by the Director to the Technical Services Manager. The Technical Services Manager is responsible for the oversight of selection of APL materials. Selection duties may be assigned to professional collection development librarians who are fully trained in APL collection development policies and procedures. Trained non-professional staff may assist librarians with ordering as needed, but do not select materials themselves. The Technical Services Manager is responsible for reviewing selections both before orders are processed and after materials are received. All materials added to the collection must not be “obscene” or “harmful material” according to Texas Penal Code sections 43.21 and 43.24 as outlined in City Council Resolution No. 226-2022.

Selection decisions are made within the limitations of available space and funding, and within the scope of this written collection development policy. Materials will be selected based upon their value as a whole. Selection presumes liberty of thought and intellectual freedom within the bounds of reason and applicable federal, state, and local law.

## **Selection Criteria**

All materials, whether purchased or donated, are evaluated according to one or more of the following criteria listed below. An item need not meet all of these criteria in order to be acceptable.

### **General Criteria:**

- Legality according to federal, state, and local laws
- Present and potential relevance to community needs
- Suitability of physical form for library use
- Suitability of subject and style for intended audience
- Cost
- Importance as a document of the times
- Relation to the existing collection and to other materials on the subject
- Attention by critics and reviewers
- Potential user appeal
- Requests by library users

### **Content Criteria:**

- Authority
- Comprehensiveness and depth of treatment
- Skill, competence, and purpose of the author
- Reputation and significance of the author
- Objectivity
- Consideration of the work as a whole
- Clarity
- Currency
- Technical quality
- Representation of diverse points of view
- Representation of important movements, genres, or trends
- Vitality and originality
- Artistic presentation and/or experimentation
- Sustained interest
- Relevance and use of the information
- Effective characterization
- Authenticity of history or social setting

### **Special Considerations for Electronic Information Sources:**

- Ease of use of the product
- Availability of the information to multiple simultaneous users
- Equipment needed to provide access to the information
- Technical support and training
- Available in full text
- Available in multiple languages

### **Top Five Recommended Public Library Reviewing Sources:**

- Booklist
- Goodreads
- New York Times Book Review
- Publishers Weekly
- Shelf Awareness

### **Suggestions for Purchase**

Abilene Public Library strongly encourages input from the community concerning the collection. A suggestion for purchase procedure enables Abilene residents to request that a particular item or subject be purchased. All suggestions for purchase are subject to the same selection criteria as other materials and are not automatically added to the collection. It is the library's intent that suggestions for purchase be used to help APL in developing collections which serve the interests and needs of the community.

### **Gifts and Donations**

The Abilene Public Library accepts gifts of books, magazines, and audiovisual materials. A receipt for tax purposes will be given to the donor if requested at the time the donation is made. Staff providing the receipt will not place a value on the donation.

Donated items must meet the Library's criteria for collection development before being added to the collection. Gift materials which do not meet those standards may be given to the Friends of the Abilene Public Library, for use in their book sales, or discarded. Whenever a gift is no longer needed or useful, it will be disposed of in the same manner as purchased materials.

### **Requests for Reconsideration**

Any Abilene resident has the right to express concerns about library materials and expect to have the objection taken seriously. Those wishing to recommend the removal or reclassification of a particular item in the APL collection are encouraged to discuss their concerns with a library manager. If the person is not satisfied with the response to their informal request, the manager will provide the person with information about how to make a formal request for reconsideration.

Persons wishing to formally recommend the removal or reclassification of an item in the Abilene Public Library collection must follow the following procedure:

- A person submitting a reconsideration request must:
  - Reside within the city limits of Abilene, Texas; and
  - Hold a valid Abilene Public Library adult resident card in good standing.
- They must fill out the “Request for Reconsideration of Library Materials” form in its entirety and also sign the form. The form may be either printed or filled out electronically. Both versions are available on the library website. Any incomplete or unsigned forms will not be processed.
- If using the paper form, the person must return the completed and signed form to the Director of Library Services.
  - The printed form may be dropped off at any APL location during hours of operation, or mailed to the Director of Library Services at 202 Cedar Street, Abilene Public Library, Abilene TX 79601.
- If using the online form, the form will automatically be electronically submitted to the Director of Library Services.
- Upon receipt of the Request, the Director of Library Services will reply to the person within seven (7) business days of receipt, confirming receipt of the Request (either electronically or in paper) and outlining the reconsideration procedure. If the Request is incomplete, the Director of Library Services will notify the person to complete the form and return it. If they fail to return the completed form within 30 days, the person’s Request for Reconsideration will be deemed withdrawn and no further action on the Request will be taken.
- Multiple requests for reconsideration of the same item will be combined as a single request.
- Copies of the completed request and any relevant material will be sent to the Library Advisory Board Chair and the City Manager.
- While the item is under review, it will be temporarily removed from the shelves, but the item will not be temporarily removed for a period of more than 90 days during the reconsideration process pending final decision. The 90 days may be extended by the Director of Library Services for up to an additional 90 days, if necessary.
- The Library Advisory Board has a standing committee consisting of three board members for the review of reconsideration requests.
  - The Director of Library Services will provide a packet of information about the item and a copy of the reconsideration request to the review committee.
  - Within thirty (30) days of receipt of the packet, the review committee will meet regarding the reconsideration request and the item in question, in light of the library’s mission statement, philosophy and the selection criteria of this collection development policy. The item will be reconsidered in its entirety, not in part.

- The person requesting reconsideration may be invited to speak to the review committee.
- The Library Advisory Board grants the review committee the authority in a reconsideration request to make one of the following recommendations:
  - Retain the material with no changes, or;
  - Relocate the item to a different library, or;
  - Reclassify the material, or;
  - Remove the material.
- The committee will make its recommendation about the item to the Library Advisory Board at its next regular meeting, or special called meeting, if necessary.
- The person requesting reconsideration will be notified of the board meeting at which their request will be addressed.
  - Multiple requests for reconsideration may be addressed in the committee's recommendation to the board.
- After the committee presents its recommendation at the board meeting, the Library Advisory Board will have the opportunity to take public action on the committee's recommendation.
- Once the board takes action, its recommendation will be sent to the City Manager.
- Within thirty (30) days of the board's recommendation, the City Manager will make the final decision regarding the item under reconsideration.
- The Director of Library Services will follow the decision given by the City Manager.
- The person will be notified of the City Manager's decision within seven (7) business days.
- An item that has been reconsidered may not be the subject of a further Request for Reconsideration for a period of one (1) year following the City Manager's decision.

### **Collection Maintenance**

In addition to acquiring new materials, it is important to remove from the existing collection those items no longer deemed useful or relevant. This policy provides authority for the systematic and regular evaluation of the existing collection and subsequent withdrawal of worn, obsolete or infrequently used materials and supports the public's right of access to an appealing and relevant collection.

Library collection development staff systematically review the collection with the goal of maintaining the quality and vitality of library resources. This process of collection analysis incorporates the use of circulation reports and other statistical information obtained from the library's Integrated Library System (ILS) for continuous collection evaluation. The current ILS is SirsiDynix Symphony, which is operated by the Abilene Library Consortium.

## **Weeding Evaluation Criteria**

Weeding in this context is defined as the process of evaluating a book to determine if it will be retained, relocated, or replaced. Selection of materials for discarding is based on the CREW method. The CREW complete manual is available through the Texas State Library and Archives Commission (TSLAC) website: Crew: A Weeding Manual for Modern Libraries (<http://www.tsl.state.tx.us/ld/pubs/crew/>)

### **CREW**

- Continuous
- Review
- Evaluation
- Weeding

This system uses the acronym, MUSTIE, to help evaluate an item for withdrawal:

- Misleading and/or factually inaccurate
- Ugly (worn out beyond mending or rebinding)
- Superseded by a new edition or a better source
- Trivial (of no discernible literary or scientific merit)
- Irrelevant to the needs and interest of your community
- Elsewhere (the material may be easily borrowed from another source)

## **Replacement Criteria**

While the library attempts to have copies of standard and important works, it does not automatically replace all materials withdrawn. The same criteria that apply to original selection also apply to replacements. The need for replacement is based on:

- The number of duplicate copies
- Existence of adequate coverage of the subject in the collection
- Demand for the specific title or subject area
- Availability of material

## **Removal of Withdrawn Material**

Materials that no longer meet the stated objectives of the library will be withdrawn from the system. This policy allows the library to determine how materials are removed and where they are sent after removal from the library's catalog.

## **Duplication of Material**

Multiple copies of materials are purchased in response to user demand as evidenced by number of reserves, anticipated popularity, repeated requests and monitoring of the collection. For popular fiction and non-fiction titles, APL attempts to maintain a holds ratio (i.e. for every 5 holds on a title, another copy is purchased) as allowed by budget constraints.



## **Main Library Collections**

The Abilene Public Library has two special collections: the Texas Collection and the Genealogy Collection. Both are housed at the Main Library location. Both special collections are available to the public during regular operating hours. The Texas and Genealogy Collections both continue to grow and expand with additional local and family histories being acquired regularly. Some of the same print resources located in the Library can also be viewed online on the Portal to Texas History (<https://texashistory.unt.edu/>).

### **Genealogy Collection**

The Genealogy Collection contains materials relevant to historians and genealogists. It contains family histories, Abilene City Directories, annuals, indexes, and other historical information. The collection is primarily focused on materials pertaining to Abilene and Taylor County, but offers some materials about other cities and states in order to meet the needs of Abilene residents and researchers from other areas. Formats include print, maps, microfilm, and digital.

### **Texas Collection**

Texas Collection materials are purchased with an emphasis on the geographic area of Abilene and Taylor County. Some materials from other Texas counties and cities can also be found in the Texas Collection. Multiple copies of books by Taylor County authors may be collected. All print materials are limited to library use only.

## **Branch & Main Library Collections**

### **Adult Fiction**

The Abilene Public Library's fiction collection includes a wide variety of contemporary works of fiction representing all genres, classics, and important novels of the past. The Library makes every effort to acquire fiction which is representative of the cultural and ethnic community that it serves and to satisfy the diversity of interests and recreational needs of its users. Formats include print, graphic novels, and digital.

### **Adult Non-Fiction**

All locations contain an adult non-fiction collection, with the largest being housed at the Main Library.

The library selects non-fiction materials which:

- address contemporary issues
- provide self-help information
- facilitate continuing education
- enhance job-related knowledge and skills
- increase knowledge of affairs of the community, the country, and the world
- support business, cultural, recreational and civic interests in the community
- nourish intellectual, aesthetic, creative and spiritual growth
- present different viewpoints on issues

## **Audiobooks**

The audiobook collection contains sound recordings of fiction and nonfiction books, poetry and drama, language instruction, and other subjects, based on current demand. Emphasis is on acquiring unabridged works whenever possible. Formats include audio CDs and digital.

## **Children's Collection**

To encourage life-long reading habits, the goal of the children's collection is to meet the informational, educational, cultural, and recreational needs of Abilene children from infancy through age 12. The children's collection also serves their parents, legal guardians, teachers, and caregivers, as many books in this collection are intended to be read together. Materials are selected with regard to appropriateness for the stages of emotional and intellectual maturity of children, in addition to reading level.

### **Children's Collection Classifications**

E: Early Childhood

Intended audience: Ages 0-6

Includes picture books, early readers, and graphic novels.

Intended to be read together with an adult.

Tend to have less than 40 pages.

J: Juvenile

Intended audience: Ages 6-12

Includes fiction, nonfiction, graphic novels

Intended either to be read independently or read together with an adult.

Tend to have more than 40 pages and contain chapters.

### **Children's Collection Formats**

All learning styles are supported through a variety of formats in the Children's Collection, including print, audiobooks, and WonderBooks.

PB CHILD (paperback format)

Board Books

Intended audience: Ages 0-3

Intended to be read to a child

Paperback Books

Intended audience: Ages 6-12

Intended either to be read independently or read together with an adult.

GN (graphic novel format)

Graphic Novel is not a genre but a type of print format that is similar to a comic book.

GN E

Intended audience: Ages 0-6

Intended to be read together with an adult.

GN J:

Intended audience: Ages 6-12

Intended either to be read independently or read together with an adult.

### **Electronic Databases**

Online databases extend the collection by providing timely and versatile access to information in electronic format. Databases are used by the library staff to enhance and supplement reference service. Many of the databases contain specialized information beyond the scope of the library's print collections; others have information that does not exist in print format.

### **E-Resources**

Digital versions of nonfiction, fiction, reference, video, audiobooks, and music are all offered by the Abilene Public Library. The content criteria outlined in each of those sections apply, as appropriate, to their electronic counterparts.

### **Periodical Collection**

The goal of the periodical collection is to meet the recreational and informational reading needs of the community. Newspapers and magazines are selected based on their breadth of coverage and fulfillment of entertainment and/or informational needs. The largest collection of magazines and newspapers is held at the Main Library while the branches have smaller collections. The collection includes newspapers published locally as well as from other geographical areas of interest to the community. Formats include print, microfilm, and digital.

### **Reference Collection**

APL maintains a reference collection to serve the informational needs of library users. Some reference materials are still purchased in print, but a higher percentage of materials are now available online through database subscriptions. The reference collection is focused on providing up-to-date information on a diverse field of subjects that is suitable for general research needs. If necessary, scholarly-level research requests are referred to the universities in the Abilene Library Consortium. All print reference materials are for in-house use only.

### **Videos**

APL collects videos to meet the educational and recreational needs of adults and children. The collection consists of popular feature films, television movies and shows as well as documentaries, instructional, and educational films. Formats include DVD, Blu-ray, and digital.

## **Young Adult Collection**

The Young Adult collection is subdivided into two sections:

Young Adult (YA)

Middle school reading level (ages 12-14)

Young Adult Plus (YA+)

High school reading level (ages 15-18).

The young adult collection is intended to be a transitional collection for the reader moving from the children's collection to the adult collection. The young adult collection consists of fiction books of popular and contemporary interest. Materials are selected with regard to appropriateness for the stages of emotional and intellectual maturity of young adults, in addition to reading level.

*Approved by Library Advisory Board: 2/6/2023*

*Approved by Abilene City Council: 3/9/2023*