

<h1>LAGO VISTA PUBLIC LIBRARY</h1> <h2>COLLECTION DEVELOPMENT POLICY</h2>	<p>RECOMMENDED BY LIBRARY ADVISORY BOARD: OCT. 11, 2021 APPROVED BY CITY COUNCIL: NOV. 3, 2022</p>
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Purpose

The purpose of the Collection Development Policy is to guide the Lago Vista Public Library in selecting and maintaining an outstanding, well-balanced collection of materials to assist patrons in the pursuit of educational and recreational information. The Library's collection is intended to be an unbiased and diverse source of information, representing multiple viewpoints on a wide range of topics.

Principles and Objectives

1. **Viewpoints**. The Library does not encourage or discourage any particular viewpoints. No material will be excluded because of the race, nationality, religion, gender, sexual orientation, and political or social views of the author. Selection of materials by the Library should not be construed as endorsement of the contents or the views expressed in those materials. A work will not be excluded from the Library's collection solely based on a particular aspect of life, expression, or controversy.
2. **Rights**. The freedom to read, along with the freedom to hear and to view, is protected by the First Amendment of the United States Constitution. Accordingly, the Lago Vista Public Library upholds the principles of the American Library Association's *Library Bill of Rights*, *Freedom to Read*, and the Texas Library Association's *Intellectual Freedom Statement*. These documents are included as part of this Policy.
3. **Parental Responsibility**. Parents and/or legal guardians have sole responsibility for what children read, view or hear. Library staff do not serve *in loco parentis* (in place of the parents). Only parents or legal guardians of a child may restrict that child's access to Library materials.

Selection Criteria

Authority and responsibility for selection of materials is delegated by the City of Lago Vista to the Library Director and the Director's designated staff.

The Library's resources include, but are not limited to:

- Books, including e-books, audiobooks, and e-audiobooks
- Large print materials
- Periodicals
- Newspapers
- Pamphlets
- Documents
- Audio-visual resources

- Computer software
- Online resources
- Archive materials pertaining to the history of Lago Vista and the Lake Travis north shore area, such as documents, photographs, vertical files or other historical reference items.

All acquisitions, whether purchased or donated, are evaluated by the following standards. An item need not meet all of the criteria to be acceptable nor will any single criterion be decisive.

- Present and potential relevance to community needs
- Suitability of subject, style and reading level for the intended audience
- Importance as a document of the times
- Appropriateness and effectiveness of medium to content
- Reputation and/or significance of author, publisher or producer
- Positive review in one or more appropriate professional journals such as *Booklist*, *School Library Journal* or *Publisher's Weekly*
- Positive critics' and staff members' reviews, including Best Seller or Recommended Reading lists
- Relationships to existing materials in the collection
- Constraints of budgets for materials
- Limited availability from other lending sources
- Insufficient materials available on the same subject
- Author, illustrator, or performer is local
- Enhances a specific collection with the Library
- Author or illustrator is already represented in the collection
- Literary and artistic merit
- Popularity with patrons

Gifts

1. **General Gifts.** Gifts or donations of books or other materials are gratefully accepted by the Lago Vista Public Library. All donations or gifts become the property of the Lago Vista Public Library, a department of the City of Lago Vista. The Library is unable to accept items if the donor places restrictions on the use of the item. Donations or gifts are subject to the Library's Selection and Collection Maintenance Criteria in the same manner as items purchased by the Library.

Any item not added to the collection may be donated to another institution where it may be used, or it may be sold in the Friends of the Library book sale. Proceeds from such sales are used to benefit library services and programs. Items with physical damage may be discarded.

2. **Monetary Gifts.** Patrons should be aware monetary donations made directly to the Library go into the City of Lago Vista General Fund. As an alternative, patrons may wish to consider making monetary donations to the Lago Vista Friends of the Library.

3. **Memorial & Honorariums.** Patrons may wish to honor or memorialize an individual by adding material to the Library collection. The addition can occur either as an item donated directly to the Library or as a memorial/honorarium monetary donation through The Lago Vista Friends of the Library. If requested, a bookplate may be added to the material honoring or in memory of the individual. These gifts are subject to the Library's Selection and Collection Maintenance Criteria. After a period of time, the memorial/honorarium may be withdrawn due to wear, obsolescence, or loss.
4. **Valuation.** The Library staff do not appraise the value of donated materials. A donation receipt is available upon request.

Collection Maintenance

1. **Criteria.** In order to provide an up-to-date, attractive and useful collection to patrons, an ongoing schedule of withdrawal and replacements of materials is necessary. The methodology described in CREW: A Weeding Manual for Modern Libraries will be followed as a guideline for maintaining the collection. CREW is an acronym for "Continuous Review, Evaluation and Weeding". Other criteria for evaluation and maintenance includes, but is not limited to, the following:
 - Condition of the material
 - Usage based on observation and circulation reports
 - Popularity and appeal to patrons
 - Updated, newer or revised materials are available to replace the item
 - Space and budgetary constraints
 - Professional appraisal and evaluation
 - Another item or format might better serve the same purpose
 - Item has historical value
2. **Disposition.** The Library Director will determine the final disposition of any materials removed from the Library's collection. Materials in poor physical condition or having little anticipated resale value will be discarded. The Lago Vista Friends of the Library will be allowed to sell discarded or withdrawn materials.

Challenged Materials Procedure

Patrons who believe inappropriate items have been included in the Library's materials may request a review of the item by completing and signing a *Request for Reconsideration of Library Material* form. A copy of the form is included as part of this Policy.

The Library Director will review the complaint, evaluate the original reason for the purchase, and consider the objection in terms of the Collection Development Policy. The Director may seek additional information pertinent to the subject in question from outside consultants. At the earliest date possible, the Director will reply to the complainant in writing. The Director will keep the Library Advisory Board informed of all requests for reconsideration of library material as well as resolution of the requests.

If the patron considers the resolution unsatisfactory, the patron may request a review by the Lago Vista City Council. The City Council will review the position of the patron and the Library Director. Based on the information presented, the City Council may vote to uphold or override the decision of the Library Director.

Attachment A: Request for Reconsideration of Library Material Form

Attachment B: Library Bill of Rights / American Library Association

Attachment C: Freedom to Read Statement / American Library Association

Attachment D: Intellectual Freedom Statement / Texas Library Association

ATTACHMENT A

REQUEST FOR RECONSIDERATION OF LIBRARY MATERIAL FORM

NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE: _____ EMAIL: _____

WHO DO YOU REPRESENT: ☐ SELF

☐ ORGANIZATION (SPECIFY) _____

☐ OTHER (SPECIFY) _____

TITLE OF MATERIAL: _____

AUTHOR: _____

FORMAT: ☐ BOOK ☐ MOVIE ☐ MAGAZINE ☐ AUDIO RECORDING ☐ GAME
☐ NEWSPAPER ☐ DIGITAL RESOURCE ☐ OTHER(_____) _____

1. Did you read/examine the entire work? ☐ If not, which parts did you review? _____

2. What brought the material to your attention? _____

3. Specifically, to what in the material do you object? Please be specific: cite pages, etc. _____

4. What do you think this material is about? _____

5. For what age group would you recommend this material? _____

6. What do you feel might be the result of reading/examining this material? _____

7. What would you recommend to replace this material? _____

8. What action would you like your Library to take regarding this item? _____

Signature: _____ Date: _____

ATTACHMENT B

LIBRARY BILL OF RIGHTS

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

- I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.
- VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948;
February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019.

Inclusion of "age" reaffirmed January 23, 1996.

ATTACHMENT C

THE 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.

A Joint Statement by:

American Library Association
Association of American Publishers

Subsequently endorsed by:

American Booksellers for Free Expression
The Association of American University Presses
The Children's Book Council
Freedom to Read Foundation
National Association of College Stores
National Coalition Against Censorship
National Council of Teachers of English
The Thomas Jefferson Center for the Protection of Free Expression

ATTACHMENT D

INTELLECTUAL FREEDOM STATEMENT

The Texas Library Association (TLA) holds that the freedom to read is a corollary of the constitutional guarantee of freedom of the press. Freedom of choice in selecting materials is a necessary safeguard to the freedom to read and shall be protected against irresponsible attempts by self-appointed censors to abridge it. TLA believes that citizens shall have the right to free inquiry and the equally important right of forming their own opinions. It is of the utmost importance to the continued existence of democracy that freedom of the press, in all forms of public communication, be defended and preserved.

The purpose of the Intellectual Freedom Committee (IFC) is to increase attention to this issue and encourage social responsibility. The committee educates and offers guidance to members of the association on these issues and supports efforts to combat censorship in all forms.

While TLA cannot provide legal counsel or direct funding to defend challenged materials, it does, through this committee, offer the expertise of its committee members to defend established intellectual freedom principles.