



# Dryden Public Library Board

## POLICY

<b>SECTION: OPERATIONAL</b>	<b>NO: OP-02</b>
<b>TITLE: COLLECTION DEVELOPMENT POLICY</b>	<b>Date: April 2023</b>
	<b>Next Review Date: April 2027</b>

### 1.0 Purpose of the Policy

1.1 The purpose of this policy is to set parameters for the development of the collection and criteria for selection and withdrawal of materials, as well as providing the basis for evaluating, planning and budgeting for the collection.

### 2.0 Purpose of the Collection

2.1 The Dryden Public Library's collection will support the information, recreational, cultural, and educational needs of our community, as well as the programming and activities of the Dryden Public Library.

### 3.0 Size and Scope of the Collection

3.1 The Dryden Public Library provides a collection of books and materials:

- 3.1.1 For patrons of all ages
- 3.1.2 In a variety of physical and electronic formats, including accessible formats for individuals with print and physical disabilities  
That reflect the needs and interests of the community
- 3.1.3 That support the diverse demographics represented in our community

3.2 The Dryden Public Library will develop collections which include, but are not limited to, the following areas:

- 3.2.1 Fiction and non-fiction for adults, young adults and children
- 3.2.2 Picture books and books for young readers
- 3.2.3 Magazines and periodicals
- 3.2.4 Audiovisual materials, including audio books, DVDs and Blu-ray.
- 3.2.5 Government information
- 3.2.6 Local history material
- 3.2.7 Electronic books and databases

- 3.3 The Dryden Public Library is committed to providing materials that present a variety of viewpoints, recognizing that some materials may be regarded by certain individuals as controversial in nature.
- 3.4 The Dryden Public Library will provide collections relating to Indigenous cultures, languages, and peoples, including print, audio and video material. When developing the Indigenous Collection, priority will be given to titles by Indigenous authors, and to materials of local significance.
- 3.5 The Dryden Public Library provides French Language material for children and youth. When developing French Language collections priority will be given to Canadian content and/or content translated into Canadian French.
- 3.6 Inclusion of an item in the Dryden Public Library's collection does not indicate an endorsement of its content by the Library.
- 3.7 Recognized professional standards and guidelines will be used to determine the appropriate size of the collection. Physical space limitations and shelving capacity will also be deciding factors regarding the size of the collection.
- 3.8 While the Dryden Public Library aims to provide materials that supplement the educational needs of students of all ages, this is not a primary consideration for selection. The Dryden Public Library does not collect materials to meet any specific curriculum; it is the responsibility of schools to provide appropriate materials to support their curricula.

#### **4.0 Responsibility for the Collection**

- 4.1 The Dryden Public Library Board delegates the responsibility for the collection to the CEO.
- 4.2 The CEO may delegate responsibility for collection development and maintenance to qualified Dryden Public Library staff.

#### **5.0 Selection of Materials**

- 5.1 Materials selected for the Dryden Public Library's collection will meet high standards in quality, content, expression and format. The Library will also consider popularity, patron demand, and current trends during the selection process.
- 5.2 The Dryden Public Library staff will use professional resources, judgment, knowledge, and experience in selecting materials.

5.3 All acquisitions, whether purchased or donated, shall be considered against some or all of the following criteria:

- 5.3.1 Suitability of subject and style for the intended users;
- 5.3.2 Reputation and authority of the author and publisher;
- 5.3.3 Comments of reviewers, critics, and publishers;
- 5.3.4 Gaps in the existing collection;
- 5.3.5 Demand in the community for a specific topic or title;
- 5.3.6 Popular demand and current trends;
- 5.3.7 Availability of materials through Interlibrary Loan;
- 5.3.8 Suitability and quality of physical format, layout, and construction;
- 5.3.9 Timeliness and accuracy of the information;
- 5.3.10 Purchase price and other budgetary considerations; and
- 5.3.11 Canadian content.

## **6.0 Withdrawal and Weeding of Material**

6.1 In order to maintain an attractive, relevant, and high-quality collection, materials shall be withdrawn from the collection on a regular and systematic basis.

6.2 Materials shall be withdrawn if they are out-of-date, no longer of interest to the community, damaged or worn-out, or to make room for new additions to the collection.

6.3 The ongoing process of evaluation and withdrawal is the responsibility of the CEO. This responsibility may be delegated to other qualified members of the Dryden Public Library Staff.

6.4 The Library staff may refer to recognized professional guidelines, such as the Texas State Library and Archives Commission's *CREW Manual (Continual Review, Evaluation, and Weeding)*, or other professional best practices when evaluating the collection.

6.5 Withdrawn materials may be discarded, donated, or sold in the Friends of the Library's used book sale.

## **7.0 Gifts and Donations**

7.1 The Dryden Public Library accepts gifts and donations of books and other materials with the understanding that these items will be considered for addition to the collection following the same selection criteria as purchased items.

7.2 The same criteria for withdrawal will be applied to both purchased materials and donated items.

7.3 Donated material not added to the collection may be discarded or sold.

## **8.0 Suggestions from the Community**

8.1 The Dryden Public Library welcomes suggestions from the community for additions to the collection. All suggestions will be given due consideration and will be subject to the Dryden Public Library's acquisition process and selection criteria.

## **9.0 Organization of the Collection**

9.1 The Dryden Public Library shall ensure that collections are organized following recognized professional guidelines and standards to facilitate ease of use for patrons and staff. The catalogue shall be made available to the public through the Library's website.

## **10.0 Requests for Reconsideration**

10.1 It is the position of the Library Board that individuals have the right to reject for themselves materials of which they do not approve, but that they do not have the right to restrict the intellectual freedom of others.

10.2 The Dryden Public Library Board recognizes the right of an individual to make a complaint to the Library administration concerning the content of the collection.

10.3 Requests by individuals for the removal of, reconsideration of, or restricted access to an item in the Library's collection must be received in writing.

10.4 Individuals requesting an item be removed from the Dryden Public Library's collection shall be asked to complete the Request for Reconsideration of Library Material Form (Appendix 1).

10.5 Upon receiving the written complaint, the CEO shall review it in light of the Board's policy concerning the Library collection.

10.6 If the inclusion of the item in the Library collection is found by the CEO to be legitimate and justifiable based on the guidelines set out by Board policy, the policy shall be explained in writing to the complainant and no further action need be taken.

10.7 If the complainant is not satisfied with the CEO's response, the Dryden Public Library Board will be asked to make a decision on the matter. The Board will communicate their decision to the complainant in writing. The decision of the Library Board will be final.

10.8 If the inclusion of the item in the Library collection is found by the CEO to be questionable based on the guidelines set out by Board policy, the item will be temporarily withdrawn from the collection and the Board will be asked by the CEO to make a decision on the matter. The Board will communicate their decision to the complainant in writing.

10.9 Any material that has been deemed by credible or authoritative sources to be racist, anti-LGBTQ2s+, sexist, ableist, or otherwise misrepresentative, inaccurate, or defamatory will be carefully considered according to the guidelines set in this policy before being selected or withdrawn from the collection.

**Related Documents:**

*CREW: A Weeding Manual for Modern Libraries* from the Texas State Library and Archives Commission

Request for Reconsideration of Library Material Form (Appendix 1)

History			
<b>Approval Date:</b>	March 2016	<b>Approved by:</b>	L. Ayers
<b>Amendment Date:</b>	March 2021	<b>Approved by:</b>	M Benson
<b>Amendment Date:</b>	April 2023	<b>Approved by:</b>	K Smith
<b>Amendment Date:</b>		<b>Approved by:</b>	



# Dryden Public Library

## Request for Reconsideration of Library Materials Form

*Please complete this form and return it to the CEO/Chief Librarian who will examine the item and its reviews in order to determine if any action should be taken. You will be kept informed of the progress of the review. Users are reminded that under the terms of the Collection Development and Intellectual Freedom policies, the Library is obligated to provide books and other materials on a range of subjects and opinions including those that may be unpopular or unconventional in nature.*

### Item/Material Information:

Author: \_\_\_\_\_

Title: \_\_\_\_\_

Publication Year: \_\_\_\_\_

Format: \_\_\_\_\_

Audiobook  Book  Blu-ray/DVD  eBook  Magazine   
Other: \_\_\_\_\_

### Patron Information:

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Staff signature upon receipt of request: \_\_\_\_\_

Date submitted to CEO/Chief Librarian:	
CEO/Chief Librarian Response Date:	



## Dryden Public Library

**Please answer the following questions:**

1. Have you read/viewed the entire work? If not, what sections did you read/view?
2. What do you object to in the material? Please be specific. Reference page numbers, scenes or articles as applicable.
3. What do you believe is the result of others having access to this material?
4. Do you have any material to recommend in place of this item?
5. What steps would you like to see the library take?