

Collection Development

LAKE TRAVIS COMMUNITY LIBRARY DISTRICT Austin, Texas

Purpose

The purpose of this policy is to provide an explanation of selection criteria and information about the appropriate way the community can provide input into the library's collection. It will also serve to guide library staff in the selection and maintenance of the library's collection.

The Lake Travis Community Library endorses the Library Bill of Rights and Freedom to Read Statement, documents issued by the American Library Association and appended to this policy. Included in these documents and important to the Library is a commitment to honor the rights of an individual to use the library without discrimination. Accordingly, the Lake Travis Community Library is committed to providing equal service to all library users.

Collection Goals

- To maintain a diversity of materials to meet the varied purposes of use, age levels, and education levels of the community.
- Maintain quality of materials in accordance with professional library standards.
- Respond to community interest through careful consideration of requests, patterns of use, and other sources of information librarians might use to become aware of community interest.

Selection Criteria

The Library acquires materials in a variety of formats including, but not limited to, paper and digital. Materials may be acquired in one or more formats to meet the various needs and/or preferences of the library's patrons. Items are added to the collection based on the following criteria:

- Contemporary significance or current interest
- Requests from library patrons
- Demand and anticipated demand
- Author's significance or reputation
- Favorable review in a standard reviewing source
- Local interest and/or local author
- Cost in relation to space, demand, and current materials budget
- Physical quality of the material (including format)
- Consideration of space to house the item

- Availability elsewhere through Interlibrary Loan

No single criteria can be applied to all materials and various criteria carry different weight in different circumstances. Library staff exercise professional judgement, experience, and expertise in the application of these criteria.

Selection by library staff does not imply agreement with or approval of the content, viewpoint, implication, or expression of the material.

Interlibrary Loans

Interlibrary loan will be used to meet specific patron requests by making items available on a temporary basis. Interlibrary loans give patrons access to materials that may not meet the criteria for addition to the library's collection. See the Interlibrary Loan Policy for more details.

Deselection of Materials and Collection Maintenance

The Library collection will be maintained by Library staff according to the highest standards and will be evaluated in a timely and systematic manner. Tools that will be used in evaluating the collection include inventories, analysis of circulation data, professional resources, and community input where appropriate.

Library staff uses the CREW method, published by the Texas State Library and Archives Commission, for weeding its collection. Withdrawn items will be considered for replacement with the same selection criteria as new materials purchased. Materials that are removed from the collection will be donated, recycled, discarded, or given to the Friends of the Library to sell.

Objections to Library Materials

Requests from patrons to withdraw or reconsider materials from the collection are to be made in writing to the Library Director and to be evaluated within the context of the Freedom to Read Statement and Library Bill of Rights.

Responsibility for the use of materials by children rests with their parent or legal guardian. Children are allowed full access to the library collection.

Gifts

The library accepts donated materials in good condition. Library staff reserves the right to refuse any donation or gift at its discretion. Donated materials will be considered for addition to the collection with the same criteria as items that are purchased. See the Gift Policy for more details.

Books by local authors and self-published titles that are donated may be considered for inclusion in the library's collection, but will be subject to the same selection criteria as materials the library purchases.

Adopted by the Lake Travis Community Library District Board of Trustees

Date: February 28, 2019