

HARLINGEN PUBLIC LIBRARY COLLECTION DEVELOPMENT POLICY

Proposed by Ruben Rendon, Library Director

Approved by the Library Board 01/09/95, 09/08/03, 11/05/07, 04/02/2012, & 04/20/15, 11/05/18

Revised by Dauna Campbell, Library Director 11/05/18

Sec. I OBJECTIVES OF THE COLLECTION DEVELOPMENT POLICY

1. Provide the open exchange of ideas through free, equitable access to information in a variety of formats.
2. Connect a culturally diverse population with the global community.
3. Provide for the information and enrichment needs and interests of Harlingen and surrounding areas.
4. Support the “Library Bill of Rights” and the “Freedom to Read” (Appendix A).
5. Encourage lifelong learners by promoting the use of all library resources.

Sec. II MATERIAL SELECTION

1. Process
 - A. Librarians are designated as selectors for the different collections in the library.
 - B. The Library Director has the final responsibility for all the material selected to be incorporated into the library’s collection.
2. Selection Criteria
 - A. Library staff consult a variety of sources for selection including reviews in professionally recognized literature, booklists by recognized authorities, popular reviews and best-seller lists, and recommendations of staff, the Library Board, and patrons.
 - B. Patrons may request specific materials to be added to the collection by completing a Suggested for Purchase form (Appendix B) or making a request from their library card account.
 - a. Requests must include the patron’s library card number.
 - b. The library is not obligated to purchase requested materials.
 - c. Patrons requesting materials for the library to purchase may be referred to the Inter-Library Loan (ILL) service.
 - C. Library staff consider the format and price of the material to be added to the collection. Additional criteria include the following:
 - a. Authority and reliability of author, creator, or publisher
 - b. Contemporary significance, popular interest, or permanent value
 - c. The need for additional material in a subject area and balance of the collection
 - d. Patron demand, interest, or need
 - e. Relevancy to regional and cultural context
 - f. The special needs of library patrons for materials in accessible formats
 - D. Final determination of materials to purchase will be made by library staff trained

in collection development.

Sec. III SPECIAL COLLECTIONS AND ARCHIVES

1. Local History: The library, through its local history collection, acquires books and source materials which document the history of Harlingen, Cameron County, and the Rio Grande Valley. All formats will be considered if the material is judged to be relevant.
2. Texas: A circulating collection of books by authors born or living in Texas and other works that relate to the history of the state of Texas.
3. Texana: A non-circulating collection of rare, autographed, and/or fragile books by authors born or living in Texas, books set in Texas, and other works that relate to the Lone Star State.
4. Genealogy: A non-circulating collection of materials pertaining to the ancestry of persons, families, and groups.
5. Railroad Collection: A non-circulating collection of open-stack books on all facets of railroad operation, history, and a collection of railroad ephemera kept in the Archives Room.

Sec. IV LIMITS OF THE COLLECTION

1. The Harlingen Public Library is not a repository for government documents, and no separate collection of government documents is maintained.
2. The collection of the Harlingen Public Library does not serve an archival or research function, except for those items of local historical significance.

Sec. V GIFT AND MEMORIAL/HONOR LIBRARY MATERIALS DONATIONS

1. The Harlingen Public Library is pleased to accept unrestricted monetary or library material gifts from patrons. The Library Director and directed staff retain discretion in determining what gifts are accepted and how they are organized. Donors may complete a Memorial/Honor Library Donation Form (Appendix C), Donation Acceptance form (Appendix D), or Archives and Special Collections Donor Gift Agreement (Appendix E).
2. Guidelines:
 - A. The same criteria for inclusion in the collection that are used for purchase are applied to gifts.
 - B. The library is not obligated to retain any gifts which fail to meet its criteria for selection, or that the library staff would not normally seek to acquire of its own initiative.
 - C. Books, newspapers, periodicals, paperbacks, pamphlets, videos, and audio library materials that cannot be added to the collection are given to the Friends of the Library Book Store, sent to the City's recycling facility, or otherwise disposed of at the discretion of the library staff.
 - D. The library has the right to discard any gifts in poor physical condition (e.g. brittle paper, water or mildew damage, underlining in the text, torn and/or missing

- pages, etc.).
- E. The library is not obligated to retain back issues of gift periodical subscriptions.
 - F. All donations of books and other library materials will receive written acknowledgment upon receipt of any items, if requested by the donor in the Donation Acceptance Form (Appendix D).
 - G. The library does not appraise books for any purpose.

Sec. VI COLLECTION MAINTENANCE (WEEDING)

1. Removing materials from the collection, or weeding, is a vital part of maintaining a practical, useful collection. Library staff use the CREW (Continuous Review, Evaluation, and Weeding) method, as advised by the Texas State Library and Archives Commission, to identify materials to weed.
2. In general, library materials are discarded when they:
 - A. Contain outdated or erroneous information;
 - B. Are superfluous: multiple copies or titles no longer are in demand;
 - C. Are in poor condition: beyond repair for reasons of damage, missing pages, or generally worn condition, not bindable because of narrow margins, brittle paper, or broken or scratched disc.
3. This ongoing process of weeding the collection is designed to maintain the currency and accuracy of the collection.
4. Library staff will determine the best method for disposing of weeded materials, including transferring items to the Friends of the Library Book Store.
5. The library does not automatically replace library material withdrawn because of loss, damage, or wear.

Sec. VII CHALLENGED MATERIALS

1. The library believes in intellectual freedom and equitable access for all. The library does not practice censorship. The library also recognizes that a collection of diverse materials may result in some complaints or requests for reconsideration.
2. Patrons who find material objectionable may register their complaint on a Request for Reconsideration of Library Materials form (Appendix F). This form must be completed and signed by the library user.
3. Library staff will review the request. If library staff agree with the complaint, staff will notify the patron who submitted the request of how the item will be reclassified or removed. If library staff dispute the complaint, the form is then forwarded to the Committee to Review Challenged Materials, an ad hoc committee created by the Harlingen Public Library Board. The committee is composed as follows:
 - A. Library Director
 - B. Assistant Library Director
 - C. The professional librarian responsible for selection in the particular collection
 - D. One Library Board member as appointed by the Library Board Chairman
4. Meetings to evaluate material for reconsideration must be held within two weeks of receipt of the completed Request for Reconsideration form. The committee will review the form and assess the material in accordance with the Collection

- Development Policy and by consulting professional reviews, commentaries, and outside advice. The committee will then make a report to the Harlingen Public Library Board and Library Director on the suggested outcome for the material.
5. The committee will advise and make recommendations to the Library Director and the Library Board regarding the disputed Request for Reconsideration.
 6. The Harlingen Public Library Board and Library Director will vote on a final decision on the disposition of the material. The library user submitting the Request for Reconsideration shall receive written notice of any action taken or planned. Items being reconsidered may remain on the shelves during the reconsideration process.
 7. Records of the committee meetings and decisions should be maintained and filed by the library administration office.

Appendix A

American Library Association (1996). *Library Bill of Rights*. Retrieved from <http://www.ala.org/advocacy/intfreedom/librarybill>.

American Library Association (2004). *The Freedom to Read Statement*. Retrieved from <http://www.ala.org/advocacy/intfreedom/freedomreadstatement>.

Appendix B

**Harlingen Public Library
Suggested for Purchase Form**

Starred items (*) must be completed for consideration of materials.

I would like to suggest the library purchase the following item:

*Title _____

*Author _____

Publisher _____ Format _____ Year _____

*Where did you hear about this title? _____

*Your Name _____

*Library Card Number _____

*Date of Request _____

Please let me know the status of my request by:

Phone: _____ Email: _____

_____ I will check back.

_____ I do not need a follow-up.

Thank you for your request!

NOTE: All library materials are selected in accordance with the Library's Collection Development Policy. A copy of the policy is available upon request from the Administration Office.

Appendix C

**HARLINGEN PUBLIC LIBRARY
MEMORIAL/HONOR LIBRARY MATERIALS DONATIONS**

FOR PATRON USE:

DATE: _____

NAME AND ADDRESS OF DONOR: _____

I AM GIVING \$_____ (\$25 MINIMUM) FOR THE PURCHASE OF A BOOK

____ IN MEMORY OF

OR

____ IN HONOR OF

(PLEASE PRINT NAME AS IT SHOULD APPEAR ON NAMEPLATE)

I AGREE TO LEAVE THE CHOICE OF BOOK UP TO THE LIBRARY YES ___ NO ___

IF "NO" IS CHECKED: I WOULD LIKE THE FOLLOWING BOOK OR TYPE OF BOOK TO BE CHOSEN, ALTHOUGH I REALIZE IT MAY TAKE A CONSIDERABLE LENGTH OF TIME TO OBTAIN IT:

PLEASE NOTIFY THE FOLLOWING FAMILY MEMBER(S) OF MY DONATION:

THANK YOU FOR YOUR MEMORIAL/HONOR DONATION.

NOTE: All library materials are selected in accordance with the Library's Collection Development Policy. A copy of the policy is available upon request from the Administration Office.



Appendix D
HARLINGEN PUBLIC LIBRARY

DONATION ACCEPTANCE FORM

DISCLAIMER ACCEPTANCE FORM

I agree that my donation of books and / or other materials to the Harlingen Public Library is accepted with the understanding that these items must meet the criteria of the Harlingen Public Library Collection Development Policy. Additionally, the Librarian is free to dispose of anything donated, and materials not selected for the library may be placed in the Friends of the Library Bookstore. The Harlingen Public Library cannot provide an appraisal of any donated materials.

DONOR INFORMATION

| | | | |
|----------------------|--|------------|--|
| Donor's Name | | Date | |
| Signature of Donor | | Cell Phone | |
| Address | | Home Phone | |
| City, State ZIP Code | | Email | |

DONATION INFORMATION

| Item Type | Number of Items | Item Type | Number of Items |
|-----------------|-----------------|-------------------------|-----------------|
| Hardcover Books | | Media (DVDs, CDs, etc.) | |
| Paperback Books | | Other (Please specify) | |
| Magazines | | | |

THANK YOU NOTE

The Harlingen Public Library would like to thank you for your donation to our Public Library. Donations such as yours help us supplement our collection and fund library programming. Again, thank you for your donation.

INTERNAL USE ONLY

| | |
|-------------------------------------|--|
| Initials of Employee Accepting Gift | |
| Date of Acceptance | |

NOTE: Make a copy of this form for the donor as an acknowledgement of his/her donation.

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Appendix E

HARLINGEN PUBLIC LIBRARY



Harlingen, TX | 410 '76 Drive | 78550 | Phone: 956-216-5807

ARCHIVES AND SPECIAL COLLECTIONS

DONOR GIFT AGREEMENT

I hereby donate the materials described below to the Archives and Special Collections of the Harlingen Public Library as an unrestricted gift, and transfer to the Harlingen Public Library legal title, copyright, and literary property rights to the contents in as far as I hold them, except for any limiting conditions specifically stated below. I further grant the Harlingen Public Library the right to transfer the materials to any format or medium now known or later developed for preservation and access in accordance with this agreement.

I understand materials donated cannot be appraised by library staff.

DESCRIPTION OF MATERIALS

LIMITING CONDITIONS OR RESTRICTIONS

DISPOSITION

_____ I grant to the Harlingen Public Library the right to dispose of any materials from this donation not retained by the Harlingen Public Library.

OR

_____ I prefer for the Harlingen Public Library to notify me or my designee if any materials will not be retained in the library collection. I understand that my designee or I will be responsible for collecting the items from the library within 30 days of notification.

DIGITIZATION AND ONLINE PUBLICATION

_____ I grant to the Harlingen Public Library the right to digitize materials from this donation and publish the digital surrogates online.

DONOR INFORMATION

Donor Name: _____ Phone: _____

Address: _____ Email: _____

Donor Signature: _____ Date: _____

INTERNAL USE

Accepted by: _____ Date: _____

Appendix F

Harlingen Public Library Request for Reconsideration of Library Materials

Name _____ Date _____

Address _____

City _____ Zip Code _____

Telephone (Daytime) _____ Telephone (Evening) _____

Email _____

Person making the request represents: herself/himself group/organization

Name of group or organization _____

Address _____

Telephone _____

Title of Item _____

Author _____ Call Number _____

Format of Item (Please circle)

Book Video Audiobook Magazine Electronic Other

1. What do you find objectionable and/or offensive about this item? Please give specific examples.
2. Please list the specific page numbers or section of any part that you find objectionable or offensive.
3. Have you read, listened to, or viewed the item? What pages or sections?
4. Have you read any critical reviews of the item? Please include sources.
5. Do you recommend that the library reclassify this item or remove it from the collection?
6. Do you have a recommendation for an alternative to this item?

The Harlingen Public Library appreciates your interest in the Library's collection. You will receive notification of the decision.

| | | |
|--|------|--|
| Signature of library user submitting form | Date | Action: Please submit form to a library staff member. |
| Signature of staff member receiving form | Date | Action: Please submit form to the Librarian responsible for selecting item. |
| Signature of reviewing Librarian | Date | Action |
| Reviewed by Committee to Review Challenged Materials | Date | Action |
| Library Board and Library Director Vote | Date | Action |