

Collection Development Policy

Library Service Area

The Aledo Public Library (“Library”) serves all residents of the City of Aledo; Parker County, Texas; and the Aledo Independent School District.

Responsibility for Selection

The responsibility for the selection of Library materials rests with the Library Director, who may delegate portions of this process to others to perform in accordance with these guidelines.

Selection and Evaluation Criteria

General Approach

Library staff use their professional judgment and expertise to address the unique challenges presented by Parker County’s skyrocketing growth and evolving community needs when making collection development decisions. Factors taken into consideration include anticipated demand, community interests, strengths and weaknesses of the existing collection, physical space limitations, acquisitions procedures, contribution to the Library’s mission, and available budgets.

The Library has a responsibility to offer a collection that represents the diverse needs of Parker County residents— each visitor should be able to find something that suits their needs and interests and can pass over those materials that do not. The Library aims to provide a balanced collection with access to materials reflecting diverse ideas through which any question, cause, or movement can be examined from multiple viewpoints. Collection management is complex, and selection decisions are not based on any single criterion. Each item will be evaluated according to the standard selection criteria listed below. Inclusion of an item in the collection does not mean that the Library endorses any theory or statement contained in those materials or resources. The Library will not exclude any book or library material because of the author’s demographics or their political or social views.

The library is committed to providing free and open access to its collections and to connecting people of all ages with the world of ideas, information, imagination, and materials they wish to explore in a friendly, non-judgmental manner. In the execution of this duty, the Library is responsible for ensuring the collection represents the diverse world around us.

Selection of materials for children and teens follows the same criteria as for adults. The children’s collection provides diverse materials to meet the collective needs of children with a wide range of ages, reading abilities, and backgrounds. Decisions about what materials are suitable for particular children should be made by the people who know them best: their parents or guardians. The Library does not and cannot stand *in loco parentis* and encourages the adults responsible for individual children to actively guide their children in choosing what materials to borrow and to engage in conversations with their children about any content or viewpoint they encounter with which they disagree.

The Library affirms the principles of the American Library Association's 1953 [Freedom to Read](#) and 1990 [Freedom to View](#) statements. Censorship of materials is considered a private matter for individuals and their families to decide. The library recognizes the right of any individual to reject for themselves books that do not meet with their approval. The Library does not, however, recognize the right of an individual to restrict others' freedom to read except where the law has determined that the material is obscene or illegal and may be restricted from public viewing (such as child pornography).

Policy for Selection

In selecting materials, the Library will:

1. Evaluate the existing collection.
2. Assess space and budgetary concerns.
3. Consult reputable, professionally prepared selection aids.
4. Consider recommendations for acquisitions from patrons.
5. Evaluate materials under standard selection criteria.

Selection Criteria

The Library shall consider whether materials are

- Current, clear, comprehensive, and accurate.
- Relevant to today's world, reflecting problems, aspirations, attitudes, and ideals of society.
- Representative of differing viewpoints on controversial subjects.
- Of literary, scientific, artistic, educational, social, cultural, political, or historical value.
- Of local interest or popular demand.
- Supportive of Library programs or initiatives.
- Compatible with current resources and equipment.
- Of quality condition and value, commensurate with cost and/or need.

Materials should not be obscene or illegal as determined by applicable law (such as child pornography).

Selection Sources

Sources consulted for selection decisions include, but are not limited to, published reviews from standard review sources such as professional journals, *The New York Times*, and *The Fort Worth Star-Telegram*; reputable, professionally prepared selection aids; publisher/vendor catalogs, advertisements, and subscriptions; professional and trade bibliographies; and patron requests and recommendations.

Self-Published Titles

Self-published titles will be evaluated using the same criteria as titles published by mainstream publishing houses and their imprints. The Library will consider self-published titles that meet a demand from our patrons, provided staff have access to a digital or physical copy of the title and/or published reviews sufficient to make an adequate evaluation.

Donations

The library welcomes donations of materials in accordance with the Gift Policy. Any accepted gifts/donations of materials will be evaluated using the same selection criteria that are applied to purchased materials. Before making material or monetary donations to expand or enhance the library's collection, please read the full Gifts Policy.

Collection Evaluation and Maintenance

Once added to the collection, Library materials are managed by applying the same criteria used for selection of new materials. Periodic replacement or removal of items from the collection ensures that ongoing collection priorities and community needs are met; that collections remain up-to-date, balanced, and attractive; and that physical space, budget, and other limited resources are maximized. Staff use professional judgment and expertise in consultation with statistical tools such as circulation reports; collection turnover rates; collection age; and demographic changes in the community to identify items for retention, replacement, or removal. Any materials removed from the collection may be sold, donated, or disposed of at the Library's discretion.

While applying the same criteria as for selecting new materials, staff decisions for retaining, replacing, or weeding materials generally prioritize:

- Accuracy, currency, relevance, and usefulness;
- Physical condition and quality;
- Availability of item in alternate formats;
- Current demand/use by patrons;
- Historical significance, interest, or value; and
- Space considerations.

Reconsideration of Library Materials

The Aledo Public Library supports the principles of intellectual freedom inherent in the First Amendment of the Constitution of the United States and expressed in the Library Bill of Rights of the American Library Association. The Library welcomes routine suggestions for purchase as well as the expression of opinions from our community concerning materials selected or not selected for our collection. In the event that materials are questioned, the principles of intellectual freedom, the right to access materials, and the integrity of the Library must be defended rather than the materials.

If a patron questions the content, tone, or placement of an item in the collection, they should first address the concern with a Library staff member. Patrons who then wish to continue their request for formal review of Library materials may submit a Request for Reconsideration form.

After receiving the completed Request for Reconsideration form, the Library Director will confirm that it comes from an established card holder in good standing before informing the Review Committee of the complaint.

During the process, any material requested for removal or relocation will remain accessible to Library patrons.

Review Committee

Upon receipt of the completed Request for Reconsideration form, the Library Director will request a review of the challenged material by the Review Committee within twenty (20) working days.

The Review Committee shall consist of three (3) members: The Library Director; one (1) professional Librarian from the Aledo Public Library Staff or one (1) City Council Member; and the City Manager. The City Council Member position will be determined on a volunteer, rotating basis.

The Review Committee takes the following steps after receiving the challenged materials:

1. Reads, views, or listens to the entire material;
2. Consults reviews and recommended lists;
3. Determines the extent to which the material meets the selection criteria;
4. Determines the extent to which the material is subject to deselection;
5. Judges material for its strength and value as a whole and not in part;
6. Makes a recommendation as to whether the material should be retained as part of the Library collection; and

The Library Director will inform the complainant in writing of the decision made by the Review Committee. Challenged materials will be retained, withdrawn, or reclassified as mandated by the decision of the Review Committee. All decisions of the Review Committee shall be final.