



BENBROOK
PUBLIC LIBRARY

BENBROOK LIBRARY DISTRICT
COLLECTION DEVELOPMENT POLICY
Approved May 15, 2023

Section 1. Objectives

The purpose of the Benbrook Library District (BLD) is to provide all individuals in the community with carefully selected books and other materials to aid individuals in the pursuit of education, information, research, pleasure, and the creative use of leisure time. Because of the volume of publishing, as well as the limitations of budget and space, the library must have a selection policy with which to meet community interests and needs. The Library Bill of Rights and The Freedom to Read Statement have been endorsed by the Benbrook Library District Board of Trustees and are integral parts of the policy. The collection development policy, like all other policies, will be reviewed and/or revised as the need arises.

Section 2. Responsibility for Selection

The ultimate responsibility for selection of library materials rests with the library director, who operates within the framework of the policies determined by the Library Board of Trustees. This responsibility may be shared with other members of the library staff, namely, the Adult and Youth Services Librarians, who are the primary selectors.

Section 3. Criteria for Selection

The main points considered in the selection of materials are:

- a. Professionally reviewed journals
- b. Popular appeal/demand
- c. Suitability of material for our community
- d. Existing library holdings of BLD and MetroShare
- e. Award winning
- f. Requests directly from Patrons

Reviews are a major source of information about new materials. The lack of a review or an unfavorable review shall not be the sole reason for rejecting a title which is in demand. Consideration is, therefore, given to requests from library patrons and books discussed on public media. Materials are judged on the basis of the work as a whole.

Section 4. Interlibrary Loan

Because of limited budget and space, the library cannot immediately provide all materials that are requested. Materials not available at BPL or a MetroShare library may be requested via Interlibrary Loan (ILL), see ILL policy for more information. ILL is used to obtain items from other libraries in Texas or other states. In return for utilizing interlibrary loan to satisfy the needs of our patrons, the BLD agrees to lend its materials to other libraries through the same interlibrary loan network, and to make an effort to have its current holdings listed in a tool that is accessible by other libraries throughout the states.

Section 5. Gifts and Donations



The library accepts gifts of books and other materials with the understanding that they will be added to the collection only if appropriate and needed. If they are not needed because of duplication, condition, or dated information, the director may dispose of them as they see fit. The same criteria of selection which are applied to purchased materials are applied to gifts. BLD encourages and appreciates gifts and donations. By law, the library is not allowed to appraise the value of donated materials, though it can provide an acknowledgment of receipt of the items if requested by the donor.

Section 6. Weeding

An up-to-date, attractive and useful collection is maintained through a continual withdrawal and replacement process. Replacement of worn volumes is dependent upon current demand, usefulness, more recent acquisitions, and availability of newer editions. Withdrawn materials will be handled in a similar manner and under the same authority as donated materials.

Section 7. Potential Problems or Challenges

BPL recognizes that some materials are controversial and that any given item may offend some patrons. Selection of materials will not be made on the basis of anticipated approval or disapproval, but solely on the basis of the principles stated in this policy. Responsibility for the reading of children rests with their parents or legal guardians. Selection of library materials will not be inhibited by the possibility that materials may come into the possession of children. Library materials will not be marked or identified to show approval or disapproval of their contents, and no library material will be sequestered except to protect it from damage or theft.

Section 8. Challenged Materials

Although materials are carefully selected, differences of opinion can arise regarding suitability of materials. Patrons requesting that material be withdrawn from or restricted within the collection should complete a Reconsideration form. The patron filling out the form must have a resident library card. The form requires a signature, and that the patron challenging the item must have engaged fully with the material (i.e. read the book) in its entirety before filling out the form. The completed form will be sent to a committee made of 1 librarian, 2 community members chosen by the Library Director, 1 board member, and the library director. The committee will review the form and will respond within a 30 day time frame. If the concerned patron is dissatisfied with the Director's decision, the inquiry will then be placed on the agenda in the next two regular meetings of the BLD Board of Trustees. The challenged material will remain on the shelf available for checkout during the reconsideration process. Once a book has been through the reconsideration process, it will not be available for review until 3 years after the initial request is made.