



**BENBROOK LIBRARY DISTRICT  
COLLECTION DEVELOPMENT POLICY  
*Approved March 23, 2026***

### **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. (ALA Freedom to Read Statement: <https://www.ala.org/advocacy/intfreedom/freedomreadstatement>)

### **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 Collection Development Librarian, who is the primary selector.

### **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



Selection of electronic products and services is based on the same criteria as print materials. Due to the limited funds and the nature of electronic materials, the following additional criteria may apply:

- a. Relationship to the existing collection
- b. Availability (not all titles are available in digital form)
- c. Cost in relationship to usage

Some digital titles may need to be repurchased after a certain period or after reaching a checkout limit, and they may not always remain available. As a result, the selection can change at any time.

### **Patron Material Requests**

Patrons with a resident card in good standing may make purchase suggestions for materials through the online material request form, or through a staff member who can enter the suggestion on their behalf. The library will consider all requests from patrons using the same criteria used for all materials. If the library cannot fulfill a request, Interlibrary loan will be recommended.

The library will not typically fulfill requests that are:

- a. Textbooks, workbooks, out of print items, yearbooks, or bindings that are unsuitable for library circulation
- b. Not supported by current vendors
- c. Not yet published- will be asked to resubmit a request closer to publication date
- d. Titles already owned/on order- a hold will be placed on their behalf
- e. Titles published more than 5 years ago

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 BLD 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, 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. There may be a charge for using ILL services.

### **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 for 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. In evaluating materials for removal from the collection the library uses the Texas State Library's C.R.E.W. Method as a guideline. 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**

BLD 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 up 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.