MOORE MEMORIAL PUBLIC LIBRARY
COLLECTION DEVELOPMENT POLICY
(Approved by the Texas City Commission on April 1, 2015)

I. <u>Mission and purpose</u>

Moore Memorial Public Library was founded to meet the informational and reading needs of the citizens of Texas City. Recognizing the diversity of the community and the surrounding area, the library strives to provide information in a variety of formats to meet the educational, professional, cultural, and recreational needs of our patrons. The library offers materials to foster inclusion and contribute to cross-cultural understanding, to help patrons keep pace with the progress of technology, to allow persons to participate fully in political and social organizations and to perform their daily tasks more proficiently, to develop creative and spiritual potentials, to foster appreciation and enjoyment of our diverse culture, to promote personal and social well-being, and to contribute to the growth of knowledge in all areas.

The library's mission is to create a community of life-long learners in which all citizens share equally in the opportunities to increase skills, knowledge and understanding in all fields, regardless of wealth, race, age or cultural background. Special emphasis is also placed on providing special services to very young patrons with the goal of fostering a life-long love of reading and learning.

Based on the needs of the Texas City area, Moore Memorial Public Library has developed primary specializations of services as follows:

- Independent learners of all ages who have specific information needs or are undertaking independent study
- Students from preschool through undergraduate college level. Where resources allow, the library also tries to support further graduate study.
- Children from infancy through preschool in order to foster a love of reading and a lifelong commitment to learning
- Recreational readers of all ages

II. <u>Community Analysis Considerations</u>

<u>Community Profile</u>

Texas City covers approximately 64 square miles on the upper Texas Gulf Coast, with a service population in 2012 of approximately 52,000 persons. The community is heavily industrial with the petrochemical industry, port operations and support services accounting for a large portion of the local economy. The community is increasingly racially diverse with residents in the 2010 census identifying themselves as follows:

- 41.0 % White (not Hispanic)
- 27.0 % Hispanic or Latino
- 29.7 % African American
- 1.0 % Asian
- 0.7 % Native American

8.6% of the population was born outside the United States and 18 % of the residents speak a language other than English at home.

A sizeable portion of the community has a low level of personal income. Only 10.9 % of the residents older than 25 have completed a Bachelor's degree. 15.8 % of residents of all ages live below the poverty level. About 26 % of the population is under the age of 18.

School Districts

Texas City students in PREK- Grade 12 attend classes in four separate school districts and in several private schools. The number of home schoolers in the area is significant. Students make up a sizeable proportion of the library's clientele, which is located within walking distance of five schools.

College of the Mainland, a community college, is located in Texas City. Within commuting distance there are a number of other colleges and universities that Texas City residents attend.

Hours of Operation - The library's hours of operations are much longer than those of most of the school libraries. Students frequently use library facilities for research, study, and homework.

Special services - The library services many small businesses and self-employed individuals, skilled laborers who work in the Texas City plants and refineries, and longshoremen who stop at the library while in port. The library also serves as a resource library for the smaller public libraries in communities surrounding Texas City.

III. Selection Criteria

In order to accomplish its mission, Moore Memorial Library provides free access to a full range of ideas and information in a variety of formats. Moore Memorial Public Library selects materials for its collections in accordance with the professional guidelines stated by the American Library Association in the Library Bill of Rights and interpretations.

Materials are evaluated as a whole, rather than on the basis of specific passages of parts. A work will not be excluded from the library's collection solely because of frankness of expression, depiction of a particular lifestyle or aspect of life, or controversial subject matter. Personal behavior of the author or creator of the material shall have no relevance

to the selection decision. Materials which have the primary purpose of advertising, proselytizing, sensationalizing or pornography will not normally be selected.

Space and budget constraints may not allow for duplication of titles between collections.

Although Moore Memorial Library tries to supplement materials at all educational levels, it is the responsibility of the schools to provide curriculum materials. Normally the Library will not purchase textbooks or curriculum guides.

The following criteria will be considered in the selection of materials:
- Authority of the writer, producer or publisher
- Accuracy of the information
- Timeliness of the data
- Importance as a document of the times
- Popular demand
- Reviews by professional critics
- Literary and/or artistic merit
- Availability within the community or from other area libraries
- Physical durability of the item
- Cost
- Suitability for the intended audience
- Format
- Appropriateness and effectiveness of the medium to content
- Relationship to the existing collection
- Language of the item
- Quality of the translation
- Vitality and originality
- Clarity
- Size and storage requirements
- Duplication of existing holdings
- Licensing restrictions
- Need for technical or professional support
- Need for specialized equipment
- Ease of use
- Organization and style
- Presence of special sections such as discographies, bibliographies, indexes, glossaries, etc.).

The order of the criteria listed above does not indicate its relative importance or priority as selection criteria.

Selection tools

Librarians making selection decisions for materials for the library collection will utilize a variety of selection tools to include professional and trade journals and

books, bibliographies, reviews from authoritative sources in various subject areas, professional discussions, magazines, newspapers, broadcast media, and publisher and vendor information.

It is not possible to apply single selection criteria to cover all formats and types of materials. An item need not meet all criteria to be acceptable.

It is understood that certain controversial topics or viewpoints may be objectionable to individual patrons. The Library attempts to represent all approaches to controversial issues. The Library neither endorses nor refutes the materials in its collections, it simply makes them available.

Selection of materials will not be made on the basis of expected approval or disapproval, but on the principles stated in this policy. Responsibility for choosing materials rests solely with the individual. In the case of children or young adults, that responsibility rests with their parents or legal guardians. Library staff will not regulate material choices for young patrons, nor prohibit their selection of controversial materials.

IV. Responsibility for selection

Ultimate responsibility for the selection of library materials rests with the Library Director who operates within the framework of approved policies. Those staff members who are qualified by education, training and experience may share this responsibility. Suggestions from the public and from other staff members are welcomed.

Library patrons are encouraged to submit purchase suggestions for both print and nonprint materials. These suggestions will be evaluated in accordance with the Collection Development Policy.

V. Reconsideration of Library Materials

Moore Memorial Public Library staff and Board of Trustees support intellectual freedom and subscribe to the principles outlined in the American Library Association's Library Bill of Rights and its statements Freedom to Read and Freedom to View. The library does not advocate, condone or reject the ideas found in its collection – it simply makes them available. The Board of Trustees and the staff believe that censorship is purely an individual matter and declares that, while everyone is free to reject for themselves materials which they do not approve, they cannot exercise this right of censorship to restrict what others may read or view.

Requests from an individual to reconsider materials already in the collection will be handled as follows:

> 1. The Director or Assistant Director will explain the selection policy to the patron. If the library user wishes the Library to reconsider the material, they must

complete and submit a Statement of Concern about Library Resources form. This form is available in the library and must be completed in its entirety and returned to the Library Director. The Library Director will form a committee of professional librarians from the Library staff members to review the request and ascertain that the Selection Policy was followed. The committee will provide the Library Director with a recommended response to the request within 3 weeks. The Library Director will review the committee's recommendation and send a written response to the patron within 4 weeks of the initial receipt of the completed Statement of Concern.

2. If the library user is not satisfied with this response, he/she may appeal the request. The Library Director will review the additional information and send a written response to the patron within 14 days. If the library patron seeks further appeal, final authority rests with the City Commission.

Library resources will not be removed from the collection during the review period.

VI.   Material formats

Materials are purchased in a variety of formats in order to meet a variety of needs. New formats will be considered for purchase as resources are available when a significant portion of the service population is able to make use of the format. Other factors to be considered when adding a new format include cost, difficulty to use, availability of high quality items to select, and the Library's ability to acquire, process, circulate and secure the new materials.

Books

Books may be purchased in either hardback or paperback format depending on cost, expected usage, primary clientele, size, status as duplicate or primary copy, and expected shelf-life.

Serials

Decisions as to retention of back issue periodicals, annuals and continuations are made on a case-by-case basis.

Serials may be offered through online subscriptions.

Cost factors may preclude duplication of print and online subscriptions.

Microfilms/microfiche

This format will generally be collected only for genealogical or local history purposes.

<u>Videos</u>

The library currently purchases films only in DVD format.

<u>Talking books/audio books</u>

Talking books are currently purchased in compact disc format. Preference will be given to unabridged versions.

Foreign language instructional materials are purchased in compact disc, DVD, database or electronic format.

<u>Compact Discs</u>

Musical recordings will be collected in this format.

<u>Large print books</u>

Books printed in type larger than 16 point are welcomed by many older persons, or persons with visual impairment. The library attempts to provide a balanced collection in this format to meet the wide variety of reading interests of its patrons.

<u>Electronic resources (e-resources)</u>

This format includes on-line databases, and all electronic or downloadable media including e-books, e-audio books, e-serials, downloadable music, film and video.

Collection development considerations for e-resources are addressed in more detail in Appendix A (Collection Development Policy for E-Resources).

Children's materials

Fiction plays an important role in the learning of a child because it introduces a wide range of new and different experiences for the child. Due to the varying backgrounds and skill levels of our young patrons, a wide range of ideas, cultures, reading levels and subject matters must be addressed, so that each user can be challenged and can develop his/her full capacity. Exposure to a broad selection of informational and recreational materials can stimulate the desire to read, to learn, and to grow intellectually.

The library recognizes and accepts its responsibility to provide materials for persons of all ages to broaden their educational background and experience, to

open them to the experience of reading as an enjoyable and necessary skill for living, thinking and recreating.

Easy books

This collection is composed of picture books. Many of the books are intended for children ages 8 and under, but a growing number are of interest to all ages.

Easy readers

These books are characterized by short sentences, controlled vocabulary, large print, many illustrations and limited number of pages. They are geared for beginning readers, up to about grade 3.

Board books

These books are designed to be used by and with our youngest patrons, from 6 months to about age 4. They are characterized by their small format and heavy board pages.

Juvenile fiction

This collection serves young readers from approximately 3rd through 6th grade. It includes first chapter books to complete novels and covers a wide range of subject areas from fantasy, mystery, science fiction, history to contemporary issues. It also includes classic children's literature.

Juvenile non-fiction

This collection is comprised of materials covering the full gamut of nonfiction subject areas including such potentially controversial areas as drug abuse, sex education, divorce and other contemporary issues. Final responsibility for an individual child's selection of library materials shall rest with the parent or guardian.

Juvenile media collections

DVDs - This collection includes DVDs covering both educational and recreational subjects for preschoolers through elementary grades.

Audio books – This collection includes recorded books in compact disc format. It serves preschoolers through elementary school students. A broad variety of materials, both fiction and nonfiction, are held in this format. A wide range of reading levels is represented.

Recorded music – This collection includes popular music, educational songs, folksongs, and classical music presented for children in CD format.

Young Adult

The Young Adult collection contains fiction materials for patrons ages twelve through eighteen. Inclusion in this section may be because of the age of the main characters, the theme or subject matter which is of particular interest to this age group, or the theme which concentrates on coming-of-age issues.

Space precludes duplication of titles from the children's or adult sections which may also be of interest to young adults. As are all age groups, young adults are encouraged to use all areas of the collection.

No separate nonfiction or AV area is maintained for young adults.

Most graphic novels, unless specifically intended for another audience, are shelved in the young adult collection.

Spanish language children's materials

A collection of juvenile materials in Spanish is maintained. Both fiction and nonfiction are included. There is a Spanish language easy books collection and a Spanish language juvenile collection. Bilingual materials are shelved in the appropriate English language section.

Adult fiction

Specialized genre collections are maintained for mysteries, science fiction, westerns and short stories. Where possible, the library attempts to collect an entire series.

Paperback series romance books are maintained in a separate collection due to space issues. However, if a specific paperback series novel is also part of a series which is shelved in the regular fiction or western collection; it will be shelved with the remainder of the series rather than with the special paperback series.

Collections of short stories by a single author will be shelved by author in the regular fiction or genre section under which the content would generally fall. Collections of short stories by multiple authors in a particular genre will be shelved in that genre collection by last name of the lead author. Collections of short stories by multiple authors in multiple genres may be filed in short stories.

Fantasy and alternative history will generally be classified in the science fiction section. Horror and romance genres will be classified in fiction.

Reference

Reference materials are used by the public and library staff to answer specific questions, and are designated for use within the Library only. They may serve as an index or finding guide to other materials in the collection. Reference materials primarily used for children's services are located in the Juvenile Reference collection.

Genealogy

The library holds genealogical materials pertaining to the southeastern and southwestern sections of the United States. These materials are for use only in the library. The library does not generally purchase specialized publications such as family histories, but may accept the donation of family histories for the genealogy department if the families represented are of local origin.

Moore Memorial Public Library also purchases basic materials for use for beginning genealogists. Many of these materials can be checked out.

Specialized genealogy materials are accessible in Houston at the Clayton Genealogical Library. In general, patrons needing expensive, highly specialized or advanced genealogical materials will be referred to that library for assistance.

Local History Collection/Vertical files

This collection is made up primarily of newspaper articles, pamphlets and brochures relating to Texas City or Galveston County. These materials can be used only within the library.

The Library also holds back issues of the Texas City Sun in microfilm format, from the initial founding of the newspaper in the early 1900's to the discontinuation of the paper in 2004. The Library does not own these materials, but has possession of them on indefinite loan from the owners.

Archives

Primary source materials of historical interest or documents relating to Texas City History are located in the Archives. Access to these materials is restricted due to their uniqueness, their historical interest and their fragility. Preservation efforts are taken with these materials as resources permit.

The Library has archival collections pertaining to the 1947 Texas City Disaster, the Hugh B. Moore family, the Mainland Company and the W. R. Blocker family.

Copies of documents or photos that are of particular interest are maintained in the Reference section to make the information accessible to all patrons.

To provide easy access for patrons and to protect the original documents, Moore Memorial Library maintains online web exhibits and online photograph collections about Texas City history.

Spanish language materials

A collection of adult and young adult materials in Spanish is maintained in a separate section. This collection contains both fiction and nonfiction materials. Bilingual materials are shelved in the appropriate English language section.

VII.   Weeding and replacement of library materials

Weeding is a continual and necessary part of the collection management process. Materials are withdrawn from the collection for a variety of reasons including physical damage, age, unnecessary duplication of materials, outdated or inaccurate information, superseded information, lack of demand, loss in circulation, format or lack of relevance.

While the library tries to maintain copies of important works and series, it does not automatically replace all materials withdrawn. Many factors enter into the decision to replace an item including whether the item is still available, whether there is sufficient demand for the specific item, whether the item has historic value, whether the item could be borrowed from another source, whether the subject matter is covered by other materials in the collection, the feasibility of mending, and the cost of replacing the item.

VIII.   Gifts and Donations

Moore Memorial Public Library will accept gifts of library materials (books, videos, CDs, audio books, magazines, etc.), if no condition is placed on its use, reuse or resale. The library reserves the right to reject donations of molded, mildewed, damaged, outdated or unusable items. Receipts for gifts can only indicate the type and number of items donated. The donor is responsible for determining the value of the donated items.

The library reserves the right to dispose of all gifts received. Gifts not added to the collection are not returned to the donor, but may be given to the Friends of the Moore Memorial Public Library for resale, discarded, given to another library or disposed of in another way.

Memorial donations

Persons wishing to make a memorial donation may give cash or a check made out to Moore Memorial Public Library for that purpose. This money may be used to purchase library materials. Donors may request a general subject area or format for the donation. Materials will be chosen by the Director or designated staff member in accordance with the selection criteria listed in this policy.

<u>Self-published materials</u>

Addition of self-published materials to the library collection is at the discretion of the Library Director or other designated staff member. All such materials will be evaluated using the selection criteria listed in this policy and the appendix on electronic resources.

The Director of Library Services or his/her designee reserves the right to make changes to any library policy or procedures as the need arises for health, safety and public interest concerns.

Appendix A
Collection Development Plan for E-Resources

Purpose:
The purpose of the e-resource collection at Moore Memorial Public Library is to provide patrons access at any time of day to a broad variety of library materials at the patron's own location. These resources will include some titles already available in our physical collection, but may also include many resources which are currently available only in an electronic format.

Audience:
The e-resources collection is designed to serve our patron population from locations both within and outside our physical library facility. This will include students of all ages and educational levels, independent learners, business persons, recreational users, and patrons for whom the electronic format is more convenient, provides better access, or is simply preferable.

Children's materials will be added as quality materials become available. It is anticipated that the majority of the e-resources collection will be in the English language, although materials in other languages, particularly Spanish, will be considered for inclusion as they become available.

Types of E-resources collected:
Currently the e-resource collection includes downloadable and non-downloadable e-books, periodical and reference databases, language learning resources, online and distance education learning resources, and specialized databases. Downloadable music, downloadable audiobooks, video, and e-serials are not currently collected, but may be added in the future.

Selection of e-resources:
Perhaps more than any other collection, the e-resources collection will be affected by the rapidly changing restrictions and product availability of the vendors and publishers offering electronic materials. In addition to selection criteria referenced in the main Collection Development Policy, e-resources selectors will also consider the following issues:
- Licensing and ownership of materials
- Vendor and/or publisher use restrictions, including limits on locations of use, number of total and concurrent uses of material, etc.
- Associated maintenance costs, such as yearly subscription fees for vendor download platforms, fees for updates to ILS required to make vendor software work, requirements for special dedicated technology, etc.
- Portability and compatibility of selected resources to other vendor platforms

- Need for specialized equipment, software or knowledge to access or use
- Staff training time necessary for implementing new resources
- Long-term viability of the vendor (for providing service and maintenance on products)
- Library's ability to continue providing access to a particular e-resource over time
- Ease of use, quality and sustainability of user interface

Ideally, patrons will be able to access all non-downloadable material through existing library equipment. Preference in selection will be given to products which also allow patrons with valid library cards from this library to access materials off-site.

When choosing downloadable material, selectors will consider which materials are compatible with the most widely used devices in our service area. The library does not circulate devices for patrons to use in downloading material at this time.

Selectors will strive to create a balanced collection of e-resources while maintaining a balanced overall library collection, including both fiction and non-fiction materials. In some areas, some of the titles may duplicate titles already in the collection in other formats. Other e-resources, particularly materials designed for curriculum support or those with a specifically educational aim, may only be available in an electronic format.

User Access of Materials:
All e-resources will be accessible to patrons with library cards in good standing through the library's webpage. Patrons who do not currently hold a library card in good standing can access the library's periodical databases through on-site library computers. E-resources are currently organized by format on the library website.

Bibliographic records for e-resources will be added to the library catalog as they become available.

Collection Maintenance:
E-resources will be evaluated at least once per fiscal year to determine whether they continue to meet patron needs and collection requirements. Resources that have a finite subscription period or defined check-out limits will be evaluated as their subscription periods or checkout limits come up for renewal.

Collection maintenance practices and weeding requirements used for the physical collection will also be followed for electronic resources in order to maintain a balanced, current, and high-quality library collection.