



IRVING PUBLIC LIBRARY COLLECTION DEVELOPMENT POLICY

MISSION AND PURPOSE:

This policy functions as a general guide for the development of a robust collection of reading, listening, viewing and information/research material that allows the Irving Public Library (IPL) to fulfill its mission to support and nurture an informed and literate citizenry. The Irving Public Library functions as a major information source for the community and provides a broad and relevant collection of materials for informational, educational, and recreational purposes to a diverse community.

GOALS:

The goals of this policy are to provide general principles and more detailed information to Library staff and our community regarding the following:

- Professional standards used to guide the development of the collection
- Criteria and methods used by library staff to select new material
- Collection maintenance, including how materials are deselected from the collection
- How community input is used to maintain the collection

GENERAL PRINCIPLES AND PROFESSIONAL STANDARDS:

Responsibility and Authority

The responsibility and authority for materials selection and the development of the library collection rests under the purview the Library Director and the Department, who carry out the selection of materials on the basis of standards set forth herein.

Freedom to Read/Intellectual Freedom

The freedom to read, along with the freedom to hear and to view, is protected by the First Amendment to the U. S. Constitution and shall not be restricted or abridged based on the content or viewpoint expressed in the materials in the IPL collection.

Accessibility

Irving Public Library has an obligation to select, maintain, and support access to content on subjects by diverse authors and creators that meets—as closely as possible—the needs, interests, and abilities of all the people the IPL serves. This means acquiring materials to address popular demand and direct community input, as well as addressing collection gaps and unexpressed information needs.

Quality

Quality is pursued and maintained by applying professional discretion and standards established by the library profession and through the use of appropriate selection aids, including book reviews, best seller lists, professionally recognized periodicals, standard bibliographies and booklists. Professional review sources provide more objective information about the materials than appears in publishers' catalogs or advertisements. Reviews are usually written by subject experts in the field, by professional reviewers, or by librarians. Library review sources often assess how well a publication serves a particular audience (for example, "essential for public libraries," or "not recommended").

Collection Classification and Arrangement

Books and other materials are initially placed in areas of the collection based on the publisher and author's intended audience and review source recommendations. Occasionally, materials are subsequently referred to their respective age-appropriate selectors for reevaluation. Materials will be organized and maintained according to subject, format, type, user level or other category to achieve their most effective utilization by the public and by library staff. An item's placement in a collection allows for the organization of resources and provides viewpoint-neutral guidance to users. It is not intended to imply that every item in that collection will be of interest to or relevant to the collection's intended user.

Diversity and Inclusion

The Irving Public Library strives to meet the informational needs of all ages, backgrounds, and educational levels of our community by providing alternative perspectives and/or opposing views on topics including those that may be perceived as less popular and/or unorthodox. The collection broadly reflects the diversity that exists in our culture and society. The existence of a particular viewpoint in the collection is an expression of IPL's policy of intellectual freedom, not an endorsement of that point of view.

SELECTION CRITERIA/GUIDELINES:

The Irving Public Library acquires materials in many subjects and formats, based upon the merits of a work in relation to the needs and interests of the community. Each item is evaluated objectively and in its entirety, taking into consideration selection criteria set forth herein, including but not limited to content, educational, creative, literary, and technical quality and merit.

Library materials are selected for the general reader rather than the specialist. Although IPL attempts to provide materials on many subjects and grade levels, no attempt is made to match the collection to a particular curriculum. The IPL may serve as a limited, supplementary source to meet the educational needs of students.

Selection Criteria

- Relevance to interests and needs of the community
- Significance of subject matter
- Accuracy of information
- Extent of publicity, critical reviews and current or anticipated demand
- Current or historical significance of the author or subject
- Reputation or authority of the author or publisher, with preference generally given to titles vetted in the editing and publishing industry
- Timeliness and/or popularity of a subject, title, or author
- Professional reviews from reputable journals and sources
- Award-winning or award-nominated material
- Patron requests (see RESPONSIVENESS)
- Value of resource in relation to cost
- Price, availability, and materials budget
- Technical characteristics, e.g., binding, size, quality of paper and typography

Children/Young Adult Collections

The Irving Public Library's Children's Collection is intended to serve children through 8th grade. The IPL's Young Adult Collection is intended to serve teens from 9th to 12th grade. The Irving Public Library contains a wide variety of materials and opinions reflecting various points of view. IPL does not serve as "in loco parentis". Responsibility for overseeing a minor's use of the Library collection rests with the parents and/or legal guardians, not the Library. It is the right and responsibility of the parent or legal guardian to restrict their children, and only their children, from access to library material and resources to which the parent or legal guardian may object. The Library does not knowingly make available to minors either pornographic or obscene materials as defined by state and federal law. Parents or legal guardians may find certain materials objectionable or inappropriate for their children, and they may want to carefully review the content of library materials being accessed by their minor children. Selection of library materials, in this and other collections, will not be restricted by the possibility that materials may inadvertently come into a child's possession. The [Library's Parents Guides](#) provides helpful instructions on how parents can monitor and, if necessary, restrict materials that their minor children check out.

Digital Resources

Digital resources fall into two classes: Owned materials and accessed materials. Owned or purchased material is selected by librarians and will fall under "General Criteria for Selection". Accessed material will undergo additional considerations including:

- Price
- Ease of Use / Accessibility of platform
- Accessibility to patrons (in-house use and /or remote access; 24/7 access)
- Availability from contracted vendors
- Need or interest from the community
- Terms of licensing agreements
- Cost per use analysis

Many accessed digital resources are curated by third-party sources, and as such the IPL does not control the content. Digital resources are evaluated annually to determine ongoing need for the collection.

RESPONSIVENESS:

The Irving Public Library responds to community interests by careful consideration of the following: patron requests for purchases, use patterns for existing materials, purchase trends of similar materials from retailers and any other source of information indicating community interests. The IPL collection serves, to the degree possible, the interests of a diverse community without exclusion. The IPL believes that individuals have the freedom to accept or reject an item from the IPL's collection for their personal use. Responsiveness to the interest of one individual or group is not restricted based on the dislike or objection of another individual or group.

Patron Requests

Patrons are encouraged to submit suggestions for possible addition to the library collection. The IPL will consider all requests from patrons using the same selection criteria used for all materials. If the IPL cannot fill a request, the use of the Interlibrary Loan (ILL) service will be recommended. ILL allows patrons to borrow items from other participating library systems.

Selection Based on Demand

Selectors track current trends, bestselling authors, and publisher publicity to anticipate demand for specific library materials. The library patron is an important part of the selection process. An individual request from a patron is generally honored if the request conforms to selection guidelines and falls within budgetary constraints.

Selection Based on Need

Some materials are chosen for the purpose of developing and/or updating specific subject areas to ensure that vital resources are available, up-to-date, and reliable. The IPL staff is constantly gathering information concerning the needs of library users by means of circulation statistics, interlibrary loan requests, and patron input.

Gifts

Gifts in the form of library collection materials will be accepted if they meet the IPL's principles for selection of new materials. The IPL reserves the right to determine such issues as classification, arrangement, and shelving of gift materials. The IPL will not accept special collections of materials with any donor's stipulations. Please see the entire Gifts, Memorials and Donations policy on the IPL Policy page.

COLLECTION MAINTENANCE:

In addition to acquiring new materials, it is important to remove from the existing collection those items no longer deemed useful or relevant. This policy provides authority for the systematic and regular evaluation of the existing collection and subsequent withdrawal of worn, obsolete or infrequently used materials and supports the public's right of access to an appealing and relevant collection.

Irving Public Library staff systematically review the collection with the goal of maintaining the quality and vitality of library resources. Collection analysis incorporates the use of library data, circulation reports, and other statistical information for continuous collection evaluation, as well as the use of the patron Request for Reconsideration Process.

Weeding Evaluation Criteria

Weeding in this context is defined as the process of evaluating books and other physical materials to determine whether they will be retained, relocated, or replaced. Selection of materials for discarding is based on the "CREW" method, which stands for Continuous Review, Evaluation, and Weeding, and is a professional guide for reviewing and withdrawing materials from each library collection.

Replacement Criteria

While the Irving Public Library attempts to have copies of standard and important works, it does not automatically replace all materials withdrawn. The same criteria that apply to original selection also apply to replacements.

Removal of Withdrawn Material

Excess or obsolete library materials weeded from the collection are donated to the Friends of the Irving Public Library or an organization otherwise designated by the City Council. Items suffering from water/mold damage or other conditions that make their retention hazardous are disposed of promptly and appropriately.