



## McKinney Public Library System Collection Development Policy

### **Purpose of Policy**

The collection development policy defines the specific selection of physical and digital materials for the McKinney Public Library System.

Since the Library is not able to acquire or retain all print and digital materials, it must establish guidelines that explain what materials it collects and why. This policy presents the guidelines followed by the McKinney Public Library System and explains the criteria staff use to add or withdraw materials from the collection. It establishes limits and priorities on collection parameters and assists in budgeting decisions. The policy informs library users on how they can make recommendations about the collection, educates staff and library users about challenges to items in the collection, and provides guidelines for accepting, declining, evaluating, and acknowledging gifts.

This policy was developed by the professional staff, and reviewed by the Library Advisory Board, Director, and library staff.

### **Vision Statement**

We build relationships and impact lives through discovery, learning, and fun.

### **Mission Statement**

We serve our community by providing access to materials and experiences that educate, inform, and entertain.

### **Description of Community**

The McKinney Public Library System serves a population of over 210,000 people. There are multiple independent school districts, charter schools, private schools, and Collin Community College campuses that serve the formal education needs of the community. There are two distinct branches offering library services in McKinney: Roy and Helen Hall Memorial Library and the John and Judy Gay Library.

The McKinney community is more educated and more affluent than the national average, as described at <https://www.mckinneytexas.org/294/Demographics-Census-Reports>

With full awareness of the historically rapid growth, as well as the pluralistic and cosmopolitan nature of its community, the Library strives to make available materials reflecting the needs of all citizens of differing viewpoints, income levels, and educational levels. The Library has the obligation to provide the best service possible to its users, and to search for materials and methods that will assist those in the community who are not yet library users. To do this, the Library must study its community on an ongoing basis to discern present needs that are unmet and to anticipate future trends.

### **Statement of Intellectual Freedom and Censorship**

The Library takes no side on public issues and does not attempt to promote any beliefs or points of view through its collection. The Library does not endorse the opinions expressed in the materials held. The Library recognizes its responsibility to provide materials representing different sides of controversial issues.

Adult individuals are the best and final arbiters of what is appropriate for themselves. For minors, the Library does not act *in loco parentis* and does not restrict materials that can be borrowed by any age group. The responsibility for determining the appropriateness of any title for the minor user belongs solely with their parent/guardian.

### **Frequency of Policy Review**

This collection policy will be updated as needed and reviewed completely every three years.

### **Organization of the Collection**

The collection is organized in a way intended to facilitate browsing and discoverability. A variety of systems and methods may be employed to increase use and ease of access, such as collocating by genre, topic, or using the formal Dewey Decimal classification system.

To this end, the collection is also divided by age range of the target audience and format, such as "Picture Books," "Early Readers," "Juvenile Fiction," "Young Adult Graphic Novels," etc. Given the widespread range of opinions regarding the age appropriateness of specific titles, not everything grouped by format or age range will be universally regarded as appropriate for all users in that age group. The Library believes the responsibility for determining the appropriateness of any title for the minor user belongs solely with the parent and will not make any judgement as to appropriateness beyond such division and collocation described above.

### **Library Service Priorities**

The McKinney Public Library System has established the following goals for collection development:

- To provide quality materials for children, teens, and adults, that encourage discovery, learning, and fun.
- To provide recreational reading, with emphasis on current and high-demand materials, in a variety of formats.
- To facilitate informal self-education for people of all ages in the community.
- To serve as a general information center, providing timely and accurate information on a broad array of topics.
- To provide access to information on community history, resources and issues.

Consequently, the Library provides a variety of materials at different levels and in various formats for people of every age, education, background, personal philosophy, religious belief, occupation, economic level, ethnicity, sexual orientation, and creed. The Library refrains from making judgments about what any person finds relevant, helpful, or enjoyable.

### **Responsibility for Selection**

- Responsibility for materials selection lies with the professional staff.
- Final responsibility for materials selection rests with the Director, who operates within the context of policies adopted by the City Council of McKinney.

### **Criteria for Selection**

Library staff may consider any number of criteria when deciding which materials to add to the collection. They use these same criteria when deciding which materials to retain in the collection. Selection and retention decisions about circulating and reference books, media, electronic databases, Internet sites, and other materials are usually based on one or more of the following General Material Selection and Retention Criteria:

- The material supports the Library's service priorities.

- Circulation or sales demonstrate the popularity of the genre, subject, title, author, or performer.
- Current events, publicity, or media coverage generate demand for a specific work or for a topic.
- Controversy surrounding the material creates public demand or curiosity.
- The author's, publisher's, producer's, or material's authority or reputation is well known or of local interest.
- The material is written or produced at a level, or in a language, that is accessible and appropriate to the community or the intended audience.
- The material provides a viewpoint not represented adequately in the collection.
- There is a scarcity of materials in a high-interest subject area.
- The material has significant literary or artistic merit.
- The cost of the material is warranted by the use it would receive. While there is no established upper limit on the price of materials that are placed in the various units, the Library weighs the cost of expensive materials against their anticipated use.
- The space required for the material is warranted by the use it would receive.
- The material is in a format that is suitable for public library use. There are no elements, pieces, or movable/removable parts that may become separated, destroyed, or unappealing after multiple uses. The binding is sturdy enough to withstand consistent circulation and can be easily stored on library shelves.
- The material is readable, visually appealing, adequately indexed, and/or otherwise easy to use.
- The material is available in a commonly-used format.
- Binding, typesetting, editing, and audio/video quality are professionally done. The Library generally does not provide poorly produced or edited materials unless there is a demonstrated need or demand and nothing else is available.
- The Library identifies titles to purchase through reviews in professional journals and popular magazines, publishers' announcements, media coverage, advertisements, customer requests, vendor notification services, bibliographies and mediagraphies, trade shows, etc. All Library staff are responsible for helping identify titles that may be useful to the Library's customers.
- Selectors may depend on their knowledge of publishers, authors, performers, media coverage, interest in a subject, and the other Material Selection and Retention Criteria listed above when making selection decisions.

- The Library's core collection consists of those materials that satisfy the most requests most of the time. Because core titles will vary from location to location, the Library does not establish one list of titles that each location must have. The Library identifies key titles that meet ongoing demand in subject areas and genres and attempts to keep multiple copies stocked in all units where there is interest. The Library accomplishes this through standing orders or with firm orders as needed for specified titles.
- The Library provides materials in response to patron demand, in anticipation of patron interest, and in a variety of viewpoints on a subject. The Library does not add or retain materials just in case someone may find them of interest. It does not attempt to fill every subject gap.
- The Library provides titles that are generally recognized to be standards, or the best in the various fields of knowledge, if they are relevant to the community.
- Reviews of materials, inclusion on bestseller or "best of" lists, or winning of awards are not enough to mandate addition to the collection if it does not meet a demonstrated need or interest in the community.
- Materials whose primary purpose is to relay information must be accurate. While the Library always attempts to respond to customer demand, it generally will not purchase materials that, while popular, relay inaccurate information.
- Adult works whose primary purpose is to express the author's opinion, reflection, analysis, interpretation, or advice are not generally subject to the same accuracy standards to which the Library holds materials whose primary purpose is to relay factual information.
- The Library takes special care to ensure that children's materials are accurate, as children have not yet developed the critical thinking skills necessary to recognize and evaluate an author's biases.
- The Library retains older materials that remain accurate and replaces worn copies with fresh ones according to patron demand.
- The Library does not generally retain or add outdated materials or superseded editions. The Library removes dated and superseded materials even if funds are not immediately available to replace them with updated materials.
- The Library removes irreparably damaged and worn materials from the collection, even if funds are not available to replace them or if the material is out of print.
- The Library strives to meet or exceed an annual overall collection turnover standard rate of 8 (read, the average checkouts and renewals of each item in the collection totals 8 or greater in a 12-month period). All units contribute to meeting this annual turnover objective through judicious selection, merchandising, and weeding.

- The Library establishes annual use guidelines, included in its Weeding Guidelines, to ensure that the collection remains vital and relevant to the communities it serves. These guidelines also help the Library attain its annual turnover objectives.
- These guidelines apply to both circulating and reference materials.
- The Library establishes annual use guidelines for adult and juvenile items in fiction, Dewey sections, and media. Items in high interest/high demand subjects, genres, and formats have higher annual use standards.
- It is not necessary that every item in an area meet the annual use standard, but the area taken as a whole should meet the standard.
- Individual items that are not used at the recommended frequency should be evaluated for retention.
- While “use” is usually measured by circulation, in-house use is the appropriate measure for reference materials.
- Library staff do not select materials for their units merely to satisfy their own interests.
- The Library continually evaluates the collection in order to ensure that it meets patrons’ needs and interests.
- In addition to the General Material Selection Criteria mentioned above, any of these criteria may also be considered when selecting children’s materials:
  - Clarity of writing
  - Quality of illustration
  - Relationship of text to pictures

**Procedures:**

- Materials belong to the McKinney Public Library system, not to individual locations. The Library purchases materials considering the system’s needs as a whole, and places copies in units where community interest is expected to be highest.
- The McKinney Public Library System does not actively collect rare or unusual materials that require special handling. It is the public library’s function to make materials accessible and available to all users. Access to rare and fragile materials must be limited to people who require access to original editions or source materials for research purposes. Exceptions are made for materials relating directly to Genealogy or Local History. Exceptions may also be made on a case-by-case basis for items already in the collection, as well as for future special gifts.
- The Library does purchase some titles that appear on school reading lists and provides materials that assist students in completing school assignments as a

natural part of the collection development process. However, it does not attempt to purchase enough copies to meet the assignment demands for entire classes or in complete support of any particular curriculum.

- The Library may from time to time temporarily place high-demand materials on reserve so as to provide access for the greatest number of customers.
- The Library does not generally provide clinical texts or other materials designed for medical professionals. The Library provides up-to-date, reliable medical/health information written or produced for the layperson.
- The Library does not purchase academic textbooks or highly specialized materials needed for advanced degrees or professional certifications.
- The Library provides public internet access as an alternative source of lay information if up-to-date print materials are not available.
- The Library does not generally provide texts or other materials designed for legal professionals. The Library provides legal materials designed for the layperson.
- The Library does not add materials whose primary purpose is promotion or advertisement of particular goods or services.
- The Library does not provide or distribute partisan political campaign literature. As a government agency, the Library cannot support, or appear to support, specific political candidates or issues over others. The Library does not have sufficient facilities to enable all candidates or groups supporting specific candidates or issues to distribute their campaign literature. Publications by nonpartisan groups such as the League of Women Voters may be distributed at the Library.
- The Library does not add vanity press or self-published materials to the collection. Exceptions to this general policy may be made if the work is subject to the Library's Local Author policy, covers an area where there is a demonstrated need or interest, no other materials on the subject or genre are available, there is an expectation of high use of that particular work, and if staff's evaluation of the work determines that it is accurate, relevant, and well-written and produced.
- Except for large print, the Library does not provide specially formatted materials that are produced specifically for those who are unable to read or manipulate print materials. These are available from the Texas State Library and Archives and interlibrary loan.
- The Library does not generally collect or pursue primary source materials or out-of-print titles, except when they have importance in relation to our local history or genealogy collections.
- The Library does not generally collect items published prior to the last 3 years, as older titles are readily available via interlibrary loan. Exceptions include items with a resurgence in popularity, missing items from high demand series, the item is

donated under the Local Author policy, or the item is of import to local history or our local genealogy collection.

- The Library's collection is intended to provide useful, current information rather than historical coverage that documents the development of a field of knowledge.
- This regulation does not apply to materials for the Genealogy, Local History and Archives Unit, which does collect both primary source and out-of-print materials appropriate for its subject areas.
- The Library does not provide those specific items which have been determined by local courts, according to due process, to be obscene, child pornography, or harmful to minors. These designations are not open to staff's interpretations. Only local courts can determine, in accordance with due process, which specific materials fall into the categories of obscenity, child pornography, or materials that may be harmful to minors.
- The Library evaluates items as a whole, not on the basis of a particular section or sections. Items are not excluded because of frank or graphic language or descriptions of sexual activity or violence.

### **Gifts/Donations**

- The Library does not accept donations of library materials to be added to the collection, apart from items pertaining to local history or something donated under the Library's local author policy.
- Gifts to the Library in the form of memorials or honorariums are subject to the Library's criteria for selection.
- Gifts of funds are always welcome and appreciated. Recommendations from the donor are honored so far as the suggestions are in accordance with the Library's selection criteria.

### **Lost/Damaged Materials**

- Damaged materials are repaired in-house. Badly damaged materials are removed from the collection. Badly damaged and lost materials are replaced if the material is still available and considered valuable to the collection based on selection criteria.

### **Collection Maintenance**

- The Library keeps its collections vital and useful by withdrawal and replacement of essential materials, and by removal of those works that are worn, outdated, of little historical significance, unnecessary duplicates, or no longer in demand.
- The Library uses objective data to mark items for removal, including, but not limited to, proprietary 3<sup>rd</sup> party algorithms.

### **Reconsideration of Library Materials**

- When a McKinney resident or business owner objects to the presence or absence of any library material, the complaint will be given hearing.
- If the McKinney resident or business owner wishes, they will be supplied with a form to make a formal complaint.

- The Library Director has final responsibility for deciding whether to add or withdraw the material in question and will contact the complainant giving the reasons for the decision. Materials subject to complaint shall not be removed from use pending final action.
- No individual item will be reconsidered more than one time per year.

### **Purchase Suggestions**

- Purchase suggestions are intended to meet the information needs of an individual patron. Patrons who habitually suggest purchases they do not use may precipitate a restriction on their ability to submit suggestions.
- McKinney Residents or business owners with a library card in good standing may make purchase suggestions for material that the Library does not own by completing the online Purchase Suggestion form or through a staff member who can enter the suggestion on their behalf.
- Patrons are limited to 5 active purchase suggestions per card at one time.
- We do not accept purchase suggestions for material not yet published, titles already owned or on order, textbooks, formats we do not currently collect, bindings unsuitable for library circulation, reference material, used/out of print materials, and in most cases, titles published more than 3 years ago.
- Purchase suggestions are reviewed by professional selectors using the criteria outlined in the Collection Development policy.
- Patrons will be notified by email when the Library processes the suggestion. Items not available from our vendors or which do not meet our Collection Development guidelines may be converted to an InterLibrary Loan request.
- If a suggestion is purchased, the Library will place a hold on behalf of the person suggesting, and it will be made available in our collection for others to use.