

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 uses 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.

Description of Community

The McKinney Public Library System serves a population of nearly 190,000. In addition to the Roy and Helen Hall Memorial Library and the John and Judy Gay Memorial Library, library patrons can use the Allen, Frisco, Melissa, Prosper, Princeton, Farmersville, and Wiley Public Libraries.

According to the US Census (<http://factfinder.census.gov>), McKinney residents are ethnically diverse with a median age of approximately 33 years, and approximately 80% of adult residents have at least some college education.

The McKinney Independent School District serves the city of McKinney with three alternative schools, three high schools, five middle schools, and twenty elementary schools. There are also four private schools, and one of the campuses of Collin County Community College is located in McKinney.

With full awareness of the pluralistic nature of its community, the library strives to make available materials reflecting the needs of all citizens and of differing viewpoints, income levels, and educational levels. The library not only has the obligation to provide the best service possible to its patrons but to search for materials and methods that will assist those in the community who have not been 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.

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.

Statement of Intellectual Freedom and Censorship

The McKinney Public Library System subscribes to and supports the American Library Association's Library Bill of Rights (Appendix B) and its interpretations and the American Library Association Freedom to Read Statement (Appendix D).

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

Frequency of Policy Review

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

Organization of the Collection

The nonfiction collection is organized in Dewey Decimal order. Where staff has identified a need, the fiction collection is organized by genre and age level. Audiovisual materials are organized by age level, with the nonfiction further being organized in Dewey Decimal order.

Library Service Priorities

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

- To provide quality materials and services for children, teens and adults, to encourage lifelong reading.
- To provide recreational reading, with emphasis on current and high-demand materials, in a variety of formats.
- To facilitate informal self-education for people in the community.
- To serve as a general information center, providing timely and accurate information on a broad array of topics.
- To supplement the formal educational programs of schools and colleges.
- To serve as a meeting place for community activities and services, and 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 emerging formats such as e-books 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.
- Customers request these materials.
- 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 presents alternative or minority viewpoints, ideas, issues, and lifestyles, special insight into human and social conditions, or the experience and contributions of diverse populations.
- 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 supplements or complements other materials in the collection.
- 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. It has won awards, or is included in reputable bibliographies or mediagraphies.
- 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. Since the Library's top service priority is to provide circulating materials, it does not automatically restrict expensive materials to in-house use only.
- 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 material is readable, visually appealing, adequately indexed, and/or otherwise easy to use.
- The material is available in an electronic format that allows multi-user licensing, networking, and/or remote access.
- 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 material has the potential for promoting reading.
- 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.
- Positive reviews are not required for selection in most areas.

***Discussion:** While a review is helpful in making a selection decision, limiting purchases only to well-reviewed titles would severely limit the Library's ability to provide materials of interest to the community. Only a small percentage of the titles published each year is reviewed. Works by popular authors often receive poor reviews. Well-reviewed titles on*

a subject may not support the Library's service priorities or be appropriate for a general public audience. Buying pre-publication means that reviews are often not available before selection decisions must be made. Given the number of titles published each year, staff are rarely able to read or examine materials prior to making selection decisions.

- Generally, the Library *does* prefer to have a positive review from any of the standard professional review media or popular press when selecting materials for any age level in the areas of medicine/health, finance, and law.
- A positive review is preferred for expensive reference materials.
- At least one positive review or in-hand examination is preferred for picture books and juvenile fiction by new or little-known writers, as well as for children's books about science experiments.
- Otherwise, 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 customer demand, in anticipation of customer 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.
- Inclusion in standard bibliographies such as *Public Library Catalog* is not sufficient reason to add a title if it is dated, arcane, written at a level not appropriate for the community, or if it does not meet a demonstrated need or interest in the community.
- Inclusion in standard bibliographies is not sufficient reason to retain a title if its information is dated, or if there is no evidence of steady use over the years.
- Materials whose primary purpose is to relay factual 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.

Discussion: *Authors' biases can color their presentation and interpretation of any facts they use to support their positions. The Library believes that adult readers themselves should be able to explore these works and accept or reject the author's point of view. The Library expects that adults will critically evaluate the wisdom and value of fad diets, revisionist histories, and other theories or advice that may be unsound.*

- 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 customer 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. 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 carefully 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 customers’ needs and interests.

Discussion: *The Library employs a number of methods to evaluate the collection. It uses customer surveys, customer and staff recommendations, and standard bibliographic tools to ensure that the Library is providing recommended and requested materials. The Library employs statistical tools such as circulation reports, collection turnover rates, collection age, shelf space allocation, and demographic changes in the community, and adjusts selections accordingly.*

- The Library provides a selection of print and non-print materials especially designed for young adults ages 13 - 17.

Discussion: *People this age often continue to use the children’s collection; many also begin using adult fiction and nonfiction materials. However, there is a large body of fiction and nonfiction, written especially for young adults, that addresses the challenges faced by that age group. The General Material Selection and Retention criteria delineated above also apply to these young adult materials.*

- The Library provides children with materials that will help them develop a lifelong love of reading and learning.

Discussion: *Childhood is a time of both discovery of the world and the discovery of self, as children develop their own tastes, opinions, values, and interests. The Library offers children, with parental guidance, the ability to discover their world safely. The Library*

provides children with materials to help them learn about their world and satisfy their personal interests, but which also stretch their abilities and challenge them to become better readers. The materials help satisfy curiosity, stimulate imagination, widen interests, foster intellectual growth, help understand the diversity of our world, in a safe and familiar environment.

- The Children's Collection provides materials appropriate for children ages 0 through 13.
- The Library maintains a wide selection of well-written, illustrated, and produced children's materials.
- The Library also supplies multiple copies of those perennially popular children's titles that continue to delight each new crop of young readers.

Discussion: *Every year brings a new crop of formulaic children's titles or series that children love to read. The Library embraces children's love of Waldo, Pokemon, Goosebumps, Captain Underpants, etc., and attempts to provide these in quantities to meet the demand.*

- The principles of freedom to read/view, accuracy, currency, freedom of access, etc. apply to children as well as to adults.

Discussion: *Since children's materials cover ages pre-school through 12, not all items in this section are appropriate for all children. The Library provides a wide variety of fiction genres and topical nonfiction coverage appropriate for various reading and developmental levels. Library staff is available to assist children and parents in finding the materials that are best suited to the individual child.*

- 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

Discussion: *A balanced collection provides information and opinions about a wide variety of political, social, and economic ideologies and religious beliefs without giving undue weight or prominence to any one of them.*

In practical terms, providing materials that reflect the community demographics and respond to known interests will usually result in a preponderance of materials that reflect a certain viewpoint. This does not mean that the Library supports this view over others; it simply means that a wider selection of materials is needed to satisfy community interest.

While the Library provides materials that reinforce established opinions and familiar ideas, it does not allow predominant community values to completely eclipse the values held by less populous segments of the community. Just as it is important to provide materials that are in high demand because they support common community interests, it is equally important that the Library provide materials that reflect alternative values and beliefs, that challenge popular opinion, and that help people explore new ideas, gain understanding or support for different cultures or lifestyles, and broaden their worldview.

Generally, the precepts of “collection balance” apply more to materials dealing with ideas, styles, beliefs, and opinions than they do to materials that cover practical and recreational matters. In regards to recreational and practical “how-to” materials, the collection’s content can be guided by the community’s interests. It is impractical and unnecessary to devote equal budget and shelf-space to all fields of endeavor at all locations.

- The library will collect films and television based on the following criteria:
 - Artistic Merit as evidenced by various award nominations.
 - Box office success.
 - The show is not currently in syndication or otherwise available for free “on demand” viewing.

Discussion: *The demand for access to films and television shows is nearly limitless. In order to maximize the value provided by the collection, the library does not actively acquire television shows that are broadcast over the air. For this collection, library staff will place emphasis on television shows broadcast on premium cable channels such as HBO, Showtime, etc.*

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.
- Circulating items anywhere in the system may be sent to any other unit when customers request them. On-shelf items are usually delivered within 2 days to 1 week.
- If the requested circulating item is on the shelf, the hosting location will honor the request and send the material.
- Items will be sent regardless of their popularity or format.
- Units may decline requests if the materials are needed there for special programming, etc.
- While reference and other non-circulating items are not usually sent to other units, exceptions may be made on a case-by-case basis.
- 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. However, it does not attempt to purchase enough copies to meet the assignment demands for entire classes.
- The Library may from time to time temporarily place high-demand materials relating to specific assignments 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.
- Some professional titles may be provided for reference use.
- The Library relies on the Internet 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 provides current, reliable general legal reference tools, histories of law, and materials on general and specific legal problems written for the lay person.
- The Library does not add materials whose primary purpose is promotion or advertisement of particular goods or services.
- The Library may provide business directories or histories, business and management theories published by captains of industry, or materials that accompany training workshops.
- The Library may provide links to commercial web sites that provide accurate, useful information that can be used independent of the business itself.
- 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 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.

***Discussion:** In the absence of reviews, the Library depends on the reputation of the author, the vetting process through which reputable publishers put the works they publish, media coverage, and customer demand for the subject or genre when making selection decisions. Vanity press and self-published titles are rarely reviewed in the standard review media. Works that are self-published or produced by vanity presses have not been through a reliable vetting process, and are rarely in high demand.*

- 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. The Library may retain a few examples of Braille for representative purposes.
- The Library does not generally collect or pursue primary source materials or out-of-print titles.
- The Library's collection is intended to provide useful, current information rather than historical coverage that documents the development of a field of knowledge.
- Exceptions may be made on a case-by-case basis if staff determines that an out-of-print title continues to be in demand and/or provides the best coverage of a subject. However, given the cost of acquiring out-of-print titles, and the difficulty in acquiring

enough copies to satisfy the multiple-copy requirements of Current Topics and Titles and Lifelong Learning service priorities, these exceptions will be rare.

- Since it is usually preferable to provide hardback fiction in new branches, the Library may seek out-of-print hardbacks when developing opening day collections.
- 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 reserves the right to decide whether a gift/donation should be added to its collection and may sell or otherwise dispose of gift material not added to the collection. The library will not appraise gift materials for tax purposes but will, upon request, provide a written receipt.
- 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 *The CREW Method*ⁱ for guidelines when weeding.

Reconsideration of Library Materials

- When a patron objects to the presence or absence of any library material, the complaint will be given hearing. All complaints to staff members will be referred to a librarian who will discuss the matter with the complainant.
- If not satisfied, the patron may make an appointment with the Library Director to discuss the matter further. If the patron wishes, s/he 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.

Materials Not Collected

The Library will not actively collect materials aimed at an academic or special audience. Other types of materials currently not collected at the Library include, but are not limited to:

- Textbooks
- Recorded music
- Outdated media, such as slides, film strips, phonograph recordings, computer software for circulation
- Other realia such as pictures or art work
- Other materials as determined by the Library Director or Library Management Team

Formats

The library will carefully consider the formats of material collected, with all new formats subject to the approval of the Director of Libraries. Issues considered will include: initial and ongoing costs of the material; acquisitions, cataloging, and processing required; storage; accessibility; expected manner of use by patrons; and impact on existing formats.

Special Collections

The McKinney Public Library System has one special collection:

- Genealogy and Local History

Reference Collection

The Roy and Helen Hall Memorial Library is the major resource center for the City and will maintain a more in-depth and up-to-date Reference Collection than the John and Judy Gay Library. As more reference materials are available in electronic format, the goal of maintaining the reference collection is for it to be as minimal as possible.

Guidelines:

- All librarians should be prepared to discuss the Library's Collection Policy with customers.
- Copies of the Library's Collection Policy should be available for public review at all times.
- Customers' opinions about the collection should be respected. Their concerns about the collection should be taken seriously.
- It is critical that customers be treated courteously throughout the process.