



DENTON PUBLIC LIBRARY

COLLECTION DEVELOPMENT POLICY

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MISSION AND PURPOSE

The Mission Statement of the Denton Public Library guides the selection of resources, development of services and the allocation of funds:

*The Denton Public Library strengthens community,
transforms lives and inspires imagination.*

The library supports the individual's right to have access to ideas and information representing all points of view. The Denton Library Board has adopted the American Library Association's statements regarding the following: Library Bill of Rights, The Freedom to Read, Freedom to View, Access to Digital Information, Services and Networks, and Labeling and Rating Systems.

The purpose of this document is to guide librarians and to inform the public about the principles upon which selections are made. For purposes of this document, the term "resource" shall be defined to include, but is not limited to, print, audiovisual, microform, electronic information, and services and networks provided directly or indirectly by the library.

In order for the Denton Public Library to fulfill its role as a viable community resource, its collection development goals include:

- o Providing resources that meet customers' interests and needs in a timely, cost effective manner.
- o Providing a broadly based and diverse collection of resources that can support the roles of the library as a popular materials center, a reference center, and an independent learning center.
- o Providing a balance of viewpoints on all subjects through its collections and access to resources.
- o Purchasing current materials and providing access to electronic resources proportionate to levels of demand and use, taking care to anticipate and respond to indicators of significant new needs.
- o Practicing ongoing collection management techniques in order to maintain the vitality of the library resources.
- o Keeping abreast of technological changes that affect the development of the collection and resources.

- o Developing its collection and resources with an awareness of the materials available in surrounding libraries and organizations.
- o Being receptive to customer suggestions, comments, and ideas about the collection and resources.
- o Developing processes to support the work of local authors and musicians.

LIBRARY COMMUNITY DESCRIPTION

The demographic figures quoted below are taken from the United States Census Bureau American Community Survey for 2019.

The Denton Public Library serves the residents of the City of Denton including students who attend the University of North Texas, Texas Woman's University, and North Texas Central College. The Denton Public Library serves a diverse clientele with numerous racial and ethnic groups represented in our service area. Approximately 23% speak a language other than English.

The children of Denton have a significant presence with elementary and secondary school age children accounting for 14% of our population. More than 20% of our population is of college age. Denton also has a growing retired population with an active retirement community.

The University of North Texas and Texas Woman's University are internationally renowned institutions that attract students and faculty from around the world. Their presence enhances the cultural life of Denton and, with the support of local citizens, has developed a very active arts community with concerts, festivals, theatre, lectures, and exhibitions available year round.

Materials are selected with the needs of all segments of our population in mind. Many residents prefer having library services available to them remotely. Therefore, in addition to traditional methods of delivery, the library delivers information resources electronically on a 24-hour, seven days per week basis.

SELECTION CRITERIA

The Denton Public Library selects materials for its collection in accordance with professionally accepted guidelines. The library does not sanction particular beliefs or views, nor is the selection of any given item equivalent to an endorsement of the author's viewpoint. All materials are judged as a whole rather than by isolated passages. The library acquires and makes available resources that educate, entertain and enrich persons as individuals and as members of society. Area library resources are considered in selecting materials. Denton library users have access to materials at the libraries of the University of North Texas and Texas Woman's University. Selection is based on community needs, both those expressed and those inferred from study of community demographics and statistic-based circulation patterns as evidence of areas of interest.

Resources are purchased in the most appropriate format for customer use. New formats shall be considered for the circulating collection when, by industry report, national survey results, and evidence from local requests, a significant portion of the community population is interested in and/or has the necessary technology to make use of the format. Availability of items in the format, the cost per item, and the library's ability to acquire and handle the items will also be factors in determining when a new format will be collected. Similar considerations will influence the decision to delete a format from the library's collections.

- **Audio Books**

The library's primary goal is to provide an audio book collection that parallels most areas of the general collection. When selecting audio books, consideration should be paid to the criteria determined for the fiction and non-fiction collection. Additional criteria include authority and competency of producer, artistic merit and reputation of the narrator, quality of interpretation and ease of understanding by the library user, technical quality, packaging, and cost. Audio book materials are available in compact disc format and digital format. The library collects only unabridged titles.

- **Digital Video Discs (DVD & Blu-ray)**

The primary goal of the DVD/Blu-ray collection is to meet the recreational needs of the community and to enhance the non-fiction collection as warranted by customer demand. The criteria used for the selection of fiction and non-fiction DVDs/Blu-rays is the same as for the print collection. Additional criteria include technical quality; authority and competency of the producer; artistic merit and reputation of the performers; availability of public performance rights; and cost. It is not the intent of the library to duplicate the spectrum of feature films available in the private sector, but rather to provide a selection of feature films that are current high interest and appropriate to the collection. The library DVD/Blu-ray collection is not intended to supplement curriculum requirements of educational organizations within the community.

- **Electronic Resources**

The library acquires and makes available web-based databases, online training, and educational resources.

The primary criteria for selecting electronic resources are the library users' information needs. Other criteria to be considered when selecting electronic resources include compatibility with available equipment and /or existing operating systems; ease of use by library users; enhanced searching capabilities; cost; authority; accuracy; frequency of updating; anticipated demand by library users; impact upon staff for ongoing maintenance; training requirements for staff and the public; remote access capability; and licensing fees and usage restrictions.

- **Digital Materials**

The library acquires and makes available a collection of downloadable and streaming content in the following formats: ebooks, audiobook, music, and video.

The primary criteria for selecting digital materials are the library users' information and entertainment needs. Criteria to be considered when selecting digital material platforms include compatibility with available equipment and /or existing operating systems; ease of use by library users; cost; anticipated demand by library users; training requirements for staff and the public; remote access capability; and licensing fees and usage restrictions.

- **Fiction**

Classic works of enduring value, popular current titles and best sellers, critically acclaimed authors, and genre fiction make up the fiction collection. The primary purpose of the fiction collection is to satisfy the heavy demand from recreational readers for popular, new titles. Current best sellers are bought in multiple copies to satisfy anticipated demand. In addition to recreational reading, the needs of the student population are also considered.

Fiction is selected according to the following criteria: popular demand; reputation of the author and publisher; appropriateness to the library's users; importance as a document of the times; and whether a title is a part of an existing series. Fiction titles may be purchased in more than one format and include but not be limited to print, audio book, DVD/Blu-ray, and electronic media.

Comparable in size to hardcover editions, trade paperbacks may be purchased, and are preferred in cases where the hardcover edition is extremely expensive and the title either would be used infrequently or is an item that would be weeded from the collection in a few years.

Mass market paperbacks are smaller in size to hardcover or trade paperback editions. They are often purchased as added copies of popular titles to meet customer demand and as part of the paperback browsing collection.

- **Graphic Novels**

Selections are based upon professional reviews, customer requests, and the popularity of styles, authors, characters, and series. Manga, graphic novels, and comics are selected based upon the age appropriateness of the text and illustrations. The collection may also include non-fiction and classics in graphic format.

- **Music**

The library's primary goal is to provide a collection of music on compact disc or through downloadable media that has the breadth and depth to meet the needs of a strong music community, yet appeal to a wide variety of tastes. Criteria to be considered when selecting material for the music collection includes authority and competency of the producer; artistic merit; technical quality; popularity; availability from vendors; and cost. A concerted effort is made to collect music produced by local area musicians.

- **Nonfiction**

The nonfiction collection emphasizes timely, accurate and useful informational materials to support individual and community interests. It emphasizes materials that are current and in high demand. Resources are available for all ages and reading levels in a variety of formats. Materials are selected to represent a continuum of opinions and viewpoints when available. Titles with sustaining value and those of current, accepted authority are part of the library collection. As a new field of knowledge emerges, the library responds with timely additions.

The following general criteria are to be considered when selecting materials for purchase: authoritativeness of the writer and reputation of the publisher; accuracy of information; impartiality of opinion or clearly stated bias; timeliness of data; adequate breadth and depth of coverage; appropriateness and relevancy of subject to library's users, and popular demand. Nonfiction titles may be purchased in more than one format and include but not be limited to print, audio book, DVD/Blu-ray, and electronic media.

- **Large Print Books**

Large Print books are acquired to serve the needs of the visually impaired. Adult fiction and nonfiction titles are selected based on the same criteria as regular print.

- **Periodicals**

Periodicals are a source of new ideas, current topics, consumer information, and recreational reading material. The periodicals collection complements the book collection and includes popular titles in a broad range of subject areas.

The periodical collection includes basic and popular reading magazines, foreign language publications, and a variety of business, and Texas publications. Journals that are highly technical or scholarly are generally not included in the collection. Additional full text periodical coverage is provided through databases accessible in house as well as remotely. The collection also includes newspapers published locally.

- **Reference**

Reference materials, whether print or electronic, are by their nature designed to be consulted for definite items of information rather than to be read sequentially. They can provide quick, concise and current information or they may serve as an index to other materials in the library's collection. Since these materials are used daily by the public and library staff, materials in the reference collection may only be used in the library.

The primary criteria for selecting reference materials are the library users' information needs. The decision to select print or computer-based resources will be based upon cost, content, currency, and ease of use. Other criteria to be considered when acquiring materials for the reference collections include favorable reviews or inclusion in basic reference collection guides, and reputation of the author or publisher.

- **World Languages**

Languages collected will be determined by community needs based on demographics and evidence of areas of interest. When selecting materials for the world language collection consideration will be paid to the criteria determined for collection areas identified in this document. Availability of materials from vendors is an additional criteria.

MATERIALS NOT PURCHASED/ACQUIRED

Due to finite resources, there are certain materials that the library does not collect for its circulating and regular reference collections:

- Abridged books
- Abridged audio books
- Music in print (musical scores and sheet music)
- Rare books (that require special handling)
- Text books (except in areas where there is little or no material in any other format)

SELECTION PROCESS

Responsibility for Selection

Ultimate responsibility for resource selection rests with the Director, who operates within the framework of administrative directives set by the Denton Library Board and within the restraints of the annual budget as approved by the Denton City Council. The Director determines the materials budget allocations, guidelines, and organizational structure for the librarians who select resources.

The Technical Services Manager oversees the selection process and works with the Branch Managers in setting yearly objectives. Librarians are responsible for choosing appropriate materials for their area and seeing that the collection is developed and maintained.

Selection Tools

Tools used in selection by librarians include professional library journals, trade journals, vendor provided lists and resources, subject bibliographies, publishers' promotional materials, and reviews from reputable sources. Librarians will also be aware of materials reviewed in national newspapers and magazines, local publications, the broadcast media, and from reputable sources available via the Internet. Purchase suggestions from customers are welcome and are given serious consideration when they meet the established criteria.

COLLECTION MAINTENANCE

- **Repair Guidelines**

Given the nature of a public library collection, material repairs will be kept to a minimum. Books that are out of print or very expensive to replace are the primary candidates for repair. Otherwise, only simple repairs, involving limited staff time, will be made. Audiovisual materials will rarely be repaired.

- **Weeding**

In order for the library to fulfill its role as a viable community resource it must maintain an up-to-date, useful collection. Systematic weeding is required in order to keep the collection responsive to customer needs, to ensure its vitality and usefulness to the community, and to make room for newer materials.

The following categories of materials will be considered for weeding: worn or damaged items, duplicate copies of seldom used titles, materials which contain outdated or inaccurate information, superseded editions of specific titles, and materials no longer of interest or demand.

GIFTS AND MEMORIALS

Gifts and memorials are gratefully accepted by the library in accordance with the Denton Public Library Gift Policy and are evaluated for addition to the collection in accordance with the selection guidelines in this administrative directive.

RECONSIDERATION OF RESOURCES

A singular obligation of the public library is to reflect within its collection of resources differing points of view on controversial or debatable subjects. The Denton Public Library does not promote particular beliefs or views, nor does the selection of a resource express or imply endorsement of the viewpoint of the author or vendor. All materials will be judged as a whole rather than by isolated passages. Library resources will not be marked or identified to show approval or disapproval of the contents, nor will items be sequestered, or access denied, except for the purpose of protecting resources from damage or theft.

Comments from members of the community about the collection or individual resources frequently provide librarians with useful information about interests or needs that may not be adequately met by existing resources. The library welcomes expression of opinion by customers, but will be governed by this Collection Development Policy in making additions and deletions to the collection. Requests for reconsideration of library materials may be made in accordance with the Denton Public Library Reevaluation of Materials Policy.

SPECIAL COLLECTIONS

Refer to the Special Collections Development Policy for further information.