

Collection Development Policy

Purpose of the Collection Development Policy

This formal policy serves five vital purposes:

- It acts as a blueprint for our collection, guiding staff in decision-making regarding the selection, management, and preservation of the collection.
- It identifies responsibilities for developing collections.
- It establishes parameters and priorities, guiding staff in developing budgets and allocating resources.
- It informs the public of the principles guiding our collection development.
- It states the Library's commitment to intellectual freedom and to providing information expressing a variety of viewpoints.

Collection development responsibility

The Fort Worth Public Library Director delegates the authority for selection and collection development decisions to the Collection Development Manager, who oversees this responsibility through the Collection Development Unit and designated professional staff who make individual selection decisions.

Community Profile

Knowledge of our community is essential in making decisions about the Library's collection. Our collection reflects the large, diverse, dynamic community we serve through our Central, Regional and Branch locations.

The Fort Worth Public Library defines its service audience as the residents and property owners of Fort Worth, Texas.

The City of Fort Worth covers over 358 square miles and has over 900,000 residents making it one of the top 15 largest cities by population in the United States.

Selection and Evaluation Criteria

Selection Criteria

Library staff utilize professional judgment and expertise in making collection development decisions, including decisions about choosing titles, identifying quantities for purchase, and selecting locations for materials. Anticipated demand, community interests, strengths and weaknesses of the existing collection, system-wide availability, physical space limitations, acquisitions procedures and available budgets are all factors taken into consideration. Materials are acquired in multiple formats when appropriate including print, audiovisual and digital resources. Highest selection priority is given to those materials in all formats having the broadest appeal.

Library staff use their training, subject knowledge and the selection criteria to identify collection goals and priorities for the Central Library, Regional Libraries and Branch Libraries. The following criteria are used to evaluate and select items for the collection. An item need not meet all of these criteria to be selected. Certain materials are selected to address local community needs. Branch materials therefore are not necessarily duplicated in the Regional or Central Library collections and vice versa.

Criteria:

- Content
 - Accuracy of the information
 - Comprehensiveness
 - Enduring significance or interest

- Integrity
- Purpose
- Quality
- Representation of controversial or diverse points of view
- Cost in relation to use and/or enhancement to the collection
- Critical reviews
- Current and anticipated appeal
- Format

Additional format criteria are considered when selecting digital content, including: Accessibility; Ease of use; Equipment, training, and technology requirements; License agreement requirements and vendor support; Unique content.

- Local interest
- Relation to the existing collection
- Relation to other resources in the community
- Significance of the author/creator or publisher
- Suitability of subject and style for intended audience
- Support of library programs and initiatives
- Timeliness

Selection Sources

Sources for selection decisions encompass, but are not limited to, published reviews from standard review sources such as professional journals, The New York Times, and The Fort Worth Star-Telegram; publisher/vendor catalogs and advertisements; professional and trade bibliographies; and patron requests and recommendations. The Library strongly encourages patron input and all patron requests and recommendations are subject to the selection criteria outlined above.

Self-Published Titles

Self-published titles will be evaluated using the same criteria as titles published by mainstream publishing houses. Staff will consider self-published titles that meet a demand from our patrons. Staff will need to have published reviews for self-published titles and/or scans of artwork/illustrations and text in order to make an adequate evaluation.

Gifts/Donations

Any accepted gifts/donations of materials for the collection are evaluated using the same selection criteria that are applied to purchased materials. Decisions regarding the final disposition of gifts/donations are the responsibility of staff at individual locations or the Collection Management Division, using the following guidelines:

- Not all gifts/donations are added to the collection. Gifted/donated materials not added to the collection are not returned to the donor.
- The Library retains unconditional ownership of the gift/donation and the donor will be required to sign a Quit Claim form at the time of the gift/donation.
- The Library reserves the right to decide the conditions of display, housing and access to the materials.
- Gifts/donations added to the collection are housed in the most appropriate location as determined by Library staff.

- Unused gifts/donations may be disposed of by any means determined by the Library.
- The Library does not place a value on gifts/donations nor provides appraisals for income tax or any other purpose.

The Library is pleased to accept monetary gifts intended for the purchase of library materials when the donor's intentions for the gifts and the library's collection development objectives are consistent. Monetary donations must be accepted by the Library Director.

Rare Books, Local History, and Genealogical Materials

Please contact the Genealogy, Archives, and Local History Unit at 817-392-7740 or genlhist@fortworthtexas.gov to discuss the donation of any rare books, local history items, and genealogical materials.

Collection Evaluation and Maintenance

Once materials have been added to the Library's collection, they are managed through an assessment and evaluation process to ensure that ongoing collection priorities are met; that collections remain up-to-date, balanced, and attractive; and that space limitations are minimized. This process identifies items for replacement, retention, or weeding (removing items from the collection). Library staff utilize professional judgment and expertise in deciding which materials to retain, replace, or weed. Library staff also employ statistical tools such as circulation reports, collection turnover rates, collection age, and demographic changes in the community to help identify areas and items to select, replace or weed.

Weeding is an integral part of collection development. Weeded materials will, at the Library discretion, be disposed of through means determined by the Library. The Library retains those materials that continue to have enduring or permanent significance to its mission and overall collection goals.

Along with the same criteria used to select new materials, general criteria for retaining, replacing, or weeding include:

- Availability of item in alternate formats
- Historical significance, interest, or value
- Physical condition
- Relative usefulness of item
- Space considerations
- Superseded, inaccurate, or out-of-date content
- Current demand/use by patrons

Intellectual Freedom

The Fort Worth Public Library is committed to the free and open exchange of ideas, information and points of view, and ensures free and open access to its holdings for all users. The Library is committed to the principle that the constitutionally protected freedoms of speech and press are enjoyed by all. To this end, the Library strives to offer a collection that represents the needs of Fort Worth's diverse community. Inclusion of an item in the collection does not mean that the Library endorses any theory or statement contained in those materials or resources.

While every patron may not agree with the viewpoints offered in some library materials, the Library has a responsibility to provide a balanced collection with access to material reflecting diverse ideas through which any side of a question, cause, or movement may be explored, provided that the materials meets the outlined selection criteria. The balanced nature of the collection is reflected in the diversity of materials not in the equality of numbers. Users are free to choose

what they want from the collection, to reject what they don't like, but not to restrict the freedom of others to choose. It is our goal that within the collection everyone can find something that brings them joy but we are aware that it won't be the same thing for every one of our residents.

Decisions about what materials are suitable for particular children should be made by the people who know them best—their parents or guardians. Selection of materials for adults is not constrained by possible exposure to children or teenagers.

The Library is committed to free and open access to its collections and to connecting people of all ages with the world of ideas, information, and materials they wish to explore in a friendly, non-judgmental manner.

The Fort Worth Public Library supports the [American Library Association's Library Bill of Rights](#), the [Freedom to Read statement](#) and the [Freedom to View statement](#).

Suggestions for Purchase

The Fort Worth Public Library welcomes input from residents about materials they would like to see in the library. Residents can complete a Suggestion for Purchase form online (fortworthtexas.gov/departments/library/about choose "request" option) or in person at any FWPL location. Suggestions for Purchase will be evaluated by Collection Development staff and must meet the same criteria as any other item selected for purchase by the Library.

Reconsideration of Library Materials

The Library welcomes expressions of opinions from our residents concerning materials selected or not selected for the collection. If a patron questions the content, tone, or placement of an item in the collection, they should first address the concern with a Library staff member. Patrons who wish to continue their request for reconsideration of library materials may submit a formal [Request for Reconsideration form](#).

After receiving the completed Request for Reconsideration form, the Collection Development Manager and/or appropriate Collection Development Librarian will evaluate all requests to add or remove material from the collection within the context of the Collection Development Policy. During the process, the material in question will remain accessible to Library patrons. The Library Director delegates collection development decisions to the Collection Development Manager. When a decision is made, the Library Director and Assistant Director for Public Services will be notified and the Collection Development Manager will notify the patron by letter of the decision.

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