



LAKE DALLAS PUBLIC LIBRARY

Where curiosity and creativity connect!

Lake Dallas Public Library Collection Policy

Introduction

The Lake Dallas Public Library (LDPL) is a small municipal library located at 302 S. Shady Shores Drive in Lake Dallas, Texas. Founded in 1975, the library serves residents of Lake Dallas and the surrounding communities collectively known as the Lake Cities. The library seeks to be the heart of these communities by providing the space, resources, and technology its current and future residents need to create, learn, and grow.

Purpose

Since the Lake Dallas Public Library cannot acquire or retain all print and digital materials, it must establish a framework for selecting items for the library's collection. This policy explains the criteria used by LDPL staff to select or withdraw items from the collection. The policy also informs patrons how they can make recommendations about the collection, educates staff and citizens about challenges to items in the collection, and provides guidelines for accepting, declining, evaluating, and acknowledging donations. The collection development policy will be reviewed and/or revised as the need arises.

Philosophy

The Lake Dallas Public Library's collection is developed based upon community interests and needs, the composition and use of the existing collection, and input from patrons and staff. The library collects and provides access to a wide range of materials that support the library's role as a provider of information, popular materials, and independent learning.

In support of its mission to provide the space, resources, and technology its current and future residents need to create, learn, and grow, the Lake Dallas Public Library upholds the [Library Bill of Rights](#) and the [Freedom to Read Statement](#) created by the American Library Association as the foundations for public library services and as a guide to best practices. The library upholds the right of the individual to secure information, even though the content may be controversial, unorthodox, or unacceptable to others. Materials available in the library present a diversity of viewpoints, enabling citizens to make the informed choices necessary in a democracy.

Responsibility

Librarians select materials based on their knowledge of the community's needs. Ultimate responsibility and authority for the selection and maintenance of the collection lies with the Director of Library Services, who delegates responsibility to library staff.

Collection Priorities

The Lake Dallas Public Library provides materials that support the collection priorities identified by the residents of Lake Dallas. The collection is developed with the goal of maximizing the annual allocated budget. Materials are expected to meet the needs and interests of patrons in their day-to-day lives. The collection is intended as a means of enabling patrons to:

- Enrich their personal lives
- Educate themselves in areas of personal interest
- Develop informed opinions about issues of the day
- Gain an appreciation and understanding of other people, cultures, and viewpoints
- Gather, use, and evaluate information successfully

LDPL attempts to provide a wide variety of materials at different levels and in various formats for all people in the communities the library serves, without exclusion. In general, the collection should provide basic information in all areas and more depth in areas of greater community interest. The Lake Dallas Public Library will not provide comprehensive or even higher level research coverage in any area with the exception of local history.

Selection Criteria

The selection of materials is driven by customer demand in all formats, for all ages. Library staff utilize various criteria when deciding which materials to add to the collection. All selections, purchases, requests, and gifts must meet some of the following criteria:

- Currency and accuracy of information
- Appeal to the interests and needs of individuals in the community
- Authoritativeness and/or reputation of the creator
- Contemporary significance or permanent value
- Favorable reviews from a professional library resources or journals
- Literary or artistic merit
- Popular demand regardless of professional reviews
- Relation of work to existing collection
- Scarcity of materials in a high-interest subject area
- Value as source material or interpretation
- Suitability of the format to library circulation and use
- Availability of materials elsewhere in the area, including other North Texas Library Consortium libraries

The budget and space required for the material must be warranted by the use it would receive. Online resources are also evaluated based on accessibility and availability of library licensing.

Library staff typically does not select items that are specialized, very technical, or have appeal for small interest groups. However, the library may select or add donations of items that have local or historical interest for the Lake Cities, including works by local authors. The Lake Dallas Public Library generally does not select manuscripts, rare books, or textbooks.

Interlibrary Loan

The library depends on intraconsortium lending and interlibrary loan for materials of a highly-specialized nature so that library resources may be used for subjects of greater value to a greater number of general users. Materials not available at the Lake Dallas Public Library may be requested from other libraries in the North Texas Library Consortium or through TexShare. As part of the agreement with other libraries who participate in this program, LDPL agrees to lend its materials to other libraries using the same interlibrary loan network.

Purchase Suggestions

The Lake Dallas Public Library recognizes that recommendations from patrons are a vital component of the information resources selection process. Patrons in good standing are welcome to suggest items for the library's collection. Library staff will review all purchase suggestions and make decisions whether to purchase the requested material based upon this collection development policy. No purchase requests are guaranteed. If the library cannot purchase a requested physical item, patrons may consider using the Interlibrary Loan service.

Donations

Donations of money and materials are encouraged, as they extend the budget and help develop the collection; however, the library will not accept materials that are not outright gifts. Donated materials are added to the collection selectively using standards similar to those used for purchased materials. The library generally does not accept donations of magazines, newspapers, encyclopedias, abridged books, VHS or cassette tapes, or items in poor condition. The Lake Dallas Public Library retains the right to dispose of donated materials by discard, selling through a second-hand vendor, donation, or offering to the community through the free shelf. The library does not evaluate or appraise gift materials for tax purposes, though it can provide an acknowledgement of receipt of the items if requested by the donor.

Collection Maintenance

Library staff must review the collection on an ongoing basis with the goal of maintaining the quality and vitality of library collections. This process includes the withdrawal of items from the collection based on a number of factors, including condition, publication date, frequency of circulation, community interest, and the availability of newer or more valid materials. Withdrawn materials will be disposed of in the manner deemed most appropriate for that item, including donation to the Friends of the Lake Dallas Library book sales, neighboring libraries, educational institutions, or charitable organizations.

Intellectual Freedom

The essence of democracy is that individuals have the right to unrestricted inquiry and the right of forming their own opinions. In a democratic society, everyone is free to determine what they wish to read, to hear, or to view. Likewise, each group or organization is free to determine what it will recommend to its members. The freedom to read, to hear, and to view is protected by the First Amendment to the Constitution of the United States of America. These freedoms are essential to our democracy and will be upheld, supported, and defended in the selection and provision of access to all library information resources.

Selection of information resources and their inclusion in the collection and/or access to resources does not constitute or imply library staff agreement with or endorsement of the content, viewpoint, implication, or expression of the material.

Library staff and volunteers do not act *in loco parentis*. Responsibility for materials selected by and read by children and adolescents rests with their parents or legal guardians. Selection decisions are not influenced by the possibility that materials may be accessible by minors. Library staff will catalog and shelve materials in accordance with the audience for which the author/publisher intended and the age recommendations of professional review sources.

Requests for Reconsideration of Materials

The Lake Dallas Public Library recognizes that patrons will often become as familiar with the content of certain library materials as the library staff. For that reason, the library welcomes comments and suggestions regarding materials in the collection. This is especially true of non-fiction in subject areas of rapidly changing nature, such as technology and computer science, where materials only a few years old may no longer be viable. These types of suggestions and recommendations by patrons will be utilized by library staff in an ongoing process of collection maintenance.

The Lake Dallas Public Library also recognizes that individuals may take issue with certain library materials because such items may not support their tastes and views. Patrons who wish to request the withdrawal or reclassification of materials currently owned by the library are encouraged to discuss their concerns with the Director of Library Services. If the patron is not satisfied with the response to their request, the patron may submit a formal, written Request for Reconsideration of Library Materials. Copies of this form may be obtained from the circulation desk or by email from the library. For a Request for Reconsideration of Library Materials to be considered, it must meet the following criteria:

1. The Request for Reconsideration of Library Materials must be filled out completely and submitted to the Director of Library Services.
2. The individual completing the form must be a member/patron of the Lake Dallas Public Library.
3. The individual completing the form must be a resident of Lake Dallas.
4. The individual completing the form must have read the material in its entirety.
5. A separate form is required for each item for which reconsideration is requested.

Patrons who submit a Request for Reconsideration of Library Materials will receive a response from the Director of Library Services.

1. The Director of Library Services, along with necessary staff, will evaluate the original reasons for the purchase.
2. Patron objections will be considered in terms of the principles of the [Library Bill of Rights](#) and the opinions of the various selection aids used in collection development.
3. The Director of Library Services will prepare a report, which will determine whether the material in question meets the library's selection criteria. The director will make a recommendation for retention, replacement, reclassification, or removal.
4. The Director of Library Services will utilize the report to respond to the patron within 30 days from the date the Request for Reconsideration of Library Materials was received by

the library. The final decision regarding the material rests with the Director of Library Services.

Materials will remain accessible to the public during the reconsideration process. Once a book has been through the reconsideration process, it will not be available for review until two years after the initial request was made.