



Policy: Collection Development Policy

Mission:

The Dallas Public Library strengthens communities by connecting people, inspiring curiosity and advancing lives.

The Library is committed to inform, entertain, enrich, and to foster the self- learning process by facilitating access to its collections, services, and facilities to all members of the community. All service efforts will focus on customer expectations and needs.

The Library will make available a broad spectrum of ideas reflecting different points of view and will provide collections that reflect the needs of the community it serves.

The Library will honor its public trust by assuring maximum use of public resources.

Furthermore, the Library will stimulate the awareness and use of libraries to promote individual enlightenment, community enrichment, and economic vitality throughout the city.

Definitions:

“Collection development” refers to the selection and maintenance of the Library resources to meet customers’ needs and interests for cultural, educational, and recreational use with current and retrospective information.

“Material” is used for all forms of media and has the widest possible inclusions. Resources may be, but are not limited to: books (hardcover and paperback), pamphlets, maps, magazines and journals, comic books, graphic novels, newspapers, manuscripts, photographs, CDs, DVDs, Blu-ray DVDs, audiobooks on CD, databases, ebooks, digital audiobooks, digital magazines, digital video, and digital music.

“Selection” refers to the decision that must be made to add a given item to the collection, or to provide access to the item through digital sources.

“Weeding” refers to the removal of materials in order to keep the collection current, accurate, up-to-date, and appealing.

Purpose:

The quality of library service depends in large part on the availability of a well-selected, well-maintained collection which provides content resources in adequate numbers and in a variety of appropriate formats. The collection is intended to meet the informational, educational, cultural, and recreational needs and interests of the community. Since the Library cannot acquire or retain all print and non-print materials, it must establish guidelines that describe what it provides and why.

This policy:

- This policy presents the guidelines followed by the Dallas Public Library and explains the
Collection Development Policy
effective: April 2, 2012
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principles and criteria staff use to add materials or to withdraw materials from the collection.

- This policy establishes limits and priorities on collection parameters and assists in budgeting decisions.
- This policy informs citizens of 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 gifts.
- This policy is to express the Library's commitment to provide materials that meet the needs and interests of all the residents of Dallas and supports the principle of free access to materials and information in an unbiased environment.

The Library recognizes the missions and resources of other libraries in the metropolitan Dallas area and does not needlessly duplicate functions or materials. The resources of other libraries may be available to Dallas City residents through cooperative agreements with the Texas State Library and Archives Commission, and municipal, county, and academic libraries within Texas.

The Library provides free access to all materials to all customers who may select or reject any item for their personal use. The Library does not support or subscribe to any system of industry coding, rating, or labeling. Responsibility for a child's use of library materials regardless of format or content lies with the parent or guardian, not the library. The library does not act in loco parentis.

The Library adheres to the principals of the American Library Association as outlined in the following documents.

[Library Bill of Rights](#)

[Freedom to View](#)

[Freedom to Read](#)

[Labeling Systems](#)

[Rating Systems](#)

Key Collection Management Principles:

Collection Management applies strategic selection utilizing a customer-driven acquisition model that addresses the needs of the community while applying both budgetary and library space considerations:

- the selection of the most current items that customers want and need at the best possible price that considers educational, literary, and popular interests
- the replacement of titles and subjects as needed
- usage and popularity of subjects
- weeding to maintain the collection



Key Selection Criteria as it applies to Dallas Public Library's Mission Statement

General Criteria

There is no single standard that can be used to evaluate all the types of materials included in the Library's collections. Each type of material will be evaluated in terms of its own qualities and merit for the collections. Listed below are some general criteria that selectors use to evaluate, regardless of the format. These are:

- Relevance to interests and needs of the community
- Current and anticipated demand
- Creative, literary, or technical quality
- Clarity, accuracy, and logic of presentation
- Permanent, current, temporary, educational, or recreational value of the resource
- Suitability of format to Library circulation and use
- Suitability of subject and style for intended audience
- Reputation and qualifications of the author, publisher, or producer, with preference generally given to titles vetted in the editing and publishing industry
- Evaluation of criticisms and reviews in professional journals and popular media
- Representation of a significant trend, genre, or culture
- Representation of multiple points of view
- Relevance to the existing collection's strengths and weaknesses
- Support of library programs and initiatives
- Budget, cost, and space considerations
- Availability of content through the internet, subscription databases, or other means
- Availability from our contracted vendors
- Works by local authors which are self-published will be considered if they fit the above criteria

Formats Collected

The Dallas Public Library collections include material in a wide range of physical and digital formats. Most formats other than physical print books require specific media players or a device that is compatible with current digital and streaming media services. New and emerging media formats will be considered when the associated media players and devices are widely available for purchase at an affordable price, and when most new high demand titles are being produced in the new format. Older media formats will be deemed obsolete and removed from the general collection, and will no longer be purchased, when the media players are no longer widely available for purchase, or new titles are no longer being produced in the obsolete format.

Individual titles may be available in a variety of different formats in both physical and digital media. The Dallas Public Library considers several different factors including accessibility, cost, demand, and long- term storage and access when deciding which format(s) to purchase and which titles should be purchased in multiple formats to increase access.

Print Criteria

The print collection of the Library serves all citizens of Dallas by providing the best available quality print materials for recreational use, informational, and developmental needs and interests, including those which support the local school curriculums.

Customer recommendations are used to enhance the print collection and meet the needs of each local community.

Formats collected include both physical and digital books (hardcover, paperback, large print, and ebooks), pamphlets, maps, serials (magazines and journals), comic books, graphic novels, newspapers, manuscripts, and photographs. The physical print collection does not include pop-up books, coloring books, workbooks, cutout books, textbooks, or fragile, multipart items that will not withstand circulation.

At the Branches, including the Downtown Branch and Youth Discovery Center, the physical print collection is intended to be browsing in nature, to contain current interest material, to appeal aesthetically, to update and change constantly, and to reflect the needs and interests of each local community.

The Central Library research floors house the most comprehensive collection of print materials with the intention of having a retrospective and in-depth selection. The collection supports the needs of serious researchers, which includes materials of historical significance, as well as for recreational and general informational use.

Fiction Print Criteria:

Fiction materials are collected in various physical and digital print formats. Fiction collections are generally browsing collections and as such, condition of the physical materials is important. Purchasing new copies of worn titles is preferred when there is continuing demand for the title demonstrated through recent circulation or outstanding holds. Last copies lost in circulation or withdrawn because of poor condition are not replaced unless there is continuing demand for the title.

The general fiction collection focuses primarily on English language works. New titles are selected from a variety of resources including vendor lists, trade, and popular review media. Particular emphasis is placed on collecting and retaining Texas authors and fiction about Texas.

Winners of literary awards, such as the National Book Award, Nobel, Pulitzer, Booker, Newbery, Caldecott, and Coretta Scott King prizes, are collected. Lesser-known and earlier works by award winning and well-known authors may be collected to complete the author's works. Classics are fully represented in the collection and titles are refreshed as needed.

Multiple copies of titles may be collected to meet demand and reduced in number when demand declines.



Non-fiction Print Criteria:

Non-fiction is chosen on the basis of the following factors: significant subject matter, accuracy, scope, current interest or relevance, acceptable format and effective presentation. Non-fiction standards of writing quality may be waived for material representing a point of view not otherwise available. Books on controversial subjects or issues, though written in an extreme or sensational manner, may be acquired based on demand, popularity, and social significance.

The Library aims at acquiring materials which provide a core of basic knowledge. In addition, the Library selects, makes accessible and promotes the use of materials which:

- Address contemporary issues
- Provide self-help information
- Provide health and wellness information
- Facilitate continuing education
- Enhance job-related knowledge and skills
- Increase knowledge of affairs of the community, the country, and the world
- Support business, cultural, recreational, and civic interests in the community
- Nourish intellectual, aesthetic, creative and spiritual growth
- Present different viewpoints on issues

Serials Print Criteria:

The acquisition of serials requires a higher degree of selectivity than monographic works. Once a serial is selected, an ongoing and costly commitment is made in terms of payments, storage, etc. The large number of serials published makes it impossible to purchase all requested titles. Developments in technology have made electronic access the preferred method of purchase for many serial titles.

The Library purchases serials that are important for reference and research work in the various subject areas, as well as serials for general and popular reading. Newspapers are selected on the basis of their standing as important representatives of a region, state or city. Emphasis is placed on newspapers from Texas. For back issues of periodicals and newspapers, electronic formats or microfilm are recommended to conserve space.

The Central Library houses a large collection of serials, including browsing collections of popular general interest titles, and special interest titles to support the needs and interests of researchers, professionals, and hobbyists. The Downtown Branch and Youth Discovery Center collections are intended to be browsing collections that support a wide array of interests. The other serials collections at the Central Library are limited to titles of significant importance for the subject areas and special collections of the unit. Select titles may be added to a browsing collection when first available, and then be moved to another unit for long-term retention.

The Branch libraries emphasize current popular titles with some depth in special areas of particular interest to the local community. Branches will have a current subscription to the



major local newspaper, and a few select core titles. The size and scope of individual branch collections will vary depending on current interest and use. Space is a consideration at many of the neighborhood libraries and, therefore, the serials collections are limited to current popular titles, which will not be retained for more than one year.

Audiovisual Criteria

The audiovisual collection of the Library serves all citizens of Dallas by providing the best available quality audiovisual materials for recreational, informational, and developmental needs and interests, including those which support local school curriculums. Customer recommendations are used to enhance the collection and meet the needs of each local community.

Formats collected include physical and digital CDs, DVDs, Blu-ray DVDs, and audiobooks on CD. Changes and advances in technology make it imperative that the library adapt in order to offer the best and most complete informational services to its customers. The Library will collect audiovisual formats reflecting the needs and demands of the public, with limited collections of certain formats at select branches.

Audiovisual material is selected to make the best use of the unique features of each medium and for the artistic and technical quality, content and impact of each work. It is not the Library's intention to duplicate the spectrum of audiovisual materials available in the private sector.

At the Branches the audiovisual collection is intended to be browsing in nature, to contain current interest material, to appeal aesthetically, to update and change constantly and to reflect the needs and interests of each local community.

The Central Library houses an extensive collection of audiovisual materials that is retrospective and in-depth. The collection supports the needs of serious researchers, which includes materials of historical significance, as well as for recreational and general informational use.

Dallas Public Library's audiovisual collection adheres to the ALA [Freedom to View Statement](#), [Labeling Systems](#), and [Rating Systems](#) statements.

Film Criteria:

The selector looks for works that are the most popular, have lasting appeal, or are highly acclaimed films. The Library strives to provide a variety of viewpoints without the constraint of labeling or prejudging films on the basis of the moral, religious, or political beliefs of the producer or filmmaker, or on the basis of controversial content. The Library cannot acquire every film product.

Audio Book Criteria:

The criteria used to select audio books are the same as print books. Selection is based on popular fiction and non-fiction titles that the Library already has in print form. Only



unabridged versions are purchased unless there is high demand for particular titles that are only available in the abridged version.

Music Criteria:

The selector looks for the most popular, sought after, or acclaimed music. The Library strives to provide a variety of viewpoints without the constraint of labeling or prejudging audio materials based on the basis of the moral, religious, or political beliefs of the producer or artist or the basis of controversial content. The Library does not collect Edited Music CDs that have been censored for language. The library cannot acquire and retain every artist or acquire every work of any particular artist.

Electronic/Digital Criteria

Electronic/Digital formats currently collected include electronic databases, electronic books and digital audiovisual formats. Due to changes and advances in technology, the Library must adapt in order to offer the best and most complete informational services to its customers, as well as providing options for more popular materials in non-traditional formats. Electronic formats offer 24 hour, 7 day a week usage for all customers, multiple usage of single titles, significant savings in space and storage costs for the Library, as well as integration with everyday devices such as Smartphones, laptops, and tablets for mobile usage. Digital services are evaluated on an on-going basis and the Library is committed to providing more digital content to its customers based upon technological developments, customer needs, and content offered. It is the Library's policy to explore all new formats to stay abreast of current technological changes. The Library will collect and provide access to electronic formats, reflecting the needs and demands of the public.

Databases Criteria:

Databases are selected based on professional evaluations, technical quality, breadth of coverage, usability, subject matter, accessibility, informational and educational needs of the citizens of Dallas and costs to the system. Databases will be used to enhance or supplement the reference collection.

The Library will compare databases of a similar nature to determine the database that best suits the needs of the community. The Library will use trials when available to gain feedback from staff on the most suitable database. The databases with full-text and remote access will be given preference.

When databases come up for renewal the Library will determine if an electronic database should be renewed based on usage and comparison to other available databases that provide coverage of the same subject(s).

Digital Books Criteria:

In general, the criteria used to select digital books are the same as print books; however, the Library may select workbooks, textbooks and study guides that would not normally be considered if available and in demand by customers. Consideration will also be given to



accessibility outside normal Library operating hours, and the potential for multiple customer usage. Digital books will also be used to supplement and enhance the print collection including reference.

Digital Audiovisual Materials Criteria:

Digital audiovisual materials include audiobooks, music and film formats. Selection of these materials is the same as physical audiovisual materials. Consideration will also be given to accessibility outside normal Library operating hours, the potential for multiple customer usage, and social media integration. Digital materials will be used to supplement and enhance the audiovisual collection.

Collection Maintenance:

Periodic and continuous evaluation of materials in the Dallas Public Library collection is an integral part of collection development and is considered of equal importance to the acquisition of new materials. This evaluation process, including systematic and on-going weeding of library materials, is essential in order to assure an active useful collection and in order to have the best utilization of space.

The Dallas Public Library uses the [C.R.E.W. method](#) as a guideline when weeding the collections.

In addition, collection maintenance involves:

- Inspecting materials for age and condition.
- Monitoring materials for changes in interest and use.
- Reviewing the collection for content, and replenishing subjects which need more material or updated material.
- Recommending titles for replacement or purchase and suggesting subjects for collection development.
- Identifying materials that should be mended or moved to limited access, relocated to another collection (i.e. reference to circulation, or to another branch or unit), or withdrawn.
- Statistical analysis of circulation by criteria including but not limited to: Call number range, subject, format, and demand.

Gifts:

A gift for the Library collection may consist of materials or funds for the purchase of materials. The Dallas Public Library encourages unrestricted gifts of funds to allow the most flexible method by which to enrich the collection. Funds are welcomed for the purchase of specific items consistent with the Collection Development Policy, as well as the acquisitions of materials recommended by the Library staff.

The Dallas Public Library accepts donations of new, like new, or gently used materials. However, materials given to the Library are evaluated by the same standards as purchased materials. It is explicitly understood that factors including, but not limited to, duplication, lack of community interest, processing cost or inadequate housing may preclude the addition of gifts to the collection or their



permanent retention.

Donations may be made at any Library location. Library staff can provide an acknowledgement form but are unable to place a value on the materials donated. The Library is not legally permitted to appraise the value of a non-cash gift. Donors who wish to have an evaluation of their gifts for tax purposes must obtain an independent appraisal. As the Library is considered an interested party in the transaction, the IRS will not approve an appraisal made by the Library.

Customer recommendation:

Meeting the needs and demands of the community are very important to the Dallas Public Library. To that end, funds are set aside each year to purchase materials recommended by our customers. The same criteria used to select other materials for the collection will be used to determine if the customer's recommendation will be added to the collection. In addition, the selector will not purchase items:

- that are expensive (over \$75 List Price)
- that require on-going cost (memberships, subscriptions, etc...)
- that are not accessible by more than one person over the life of the item (online testing/tutoring/training websites that allow only one person to have access)
- that are outdated, superseded, or otherwise detrimental to the quality of the collection

The Library reserves the right to limit the number of recommendations or total expenditure by customer.

Customers may recommend titles online at <https://www.dallaslibrary.org/books/suggest-a-title>

Request for reconsideration of materials in the collection:

In order to represent the variety of viewpoints within the community, the Dallas Public Library has the responsibility to acquire and make available a wide range of books and materials including those which express controversial or unpopular ideas. The Dallas Public Library does not endorse particular beliefs or views, nor does the selection of an item express or imply an endorsement of the viewpoint expressed by the author.

Library materials will not be marked or identified to show approval or disapproval of the contents, nor will items be sequestered, except for the purpose of protecting them from theft or damage.

There may be occasions when a member of the community expresses a concern about a particular item in the Library's collection. If a customer wishes the Library to reconsider material that is in the collection, a "Request for Reconsideration of Library Materials" form (LIB-FRM-311) may be obtained from any library service desk or by mail or e-mail from the Library. The Request for Reconsideration will be evaluated according to the [Request for reconsideration of materials in collection policy \(LIB- POL-105\)](#).



Statement on Controversial and Historical Content:

The community in Dallas represents a wide range of needs, interests, and experiences. This makes Dallas Public Library responsible for providing open access to all points of view for our community. The inclusion of an item in DPL's collection does not imply endorsement of any specific idea, theory or policy inside that item.

Dallas Public Library strives to represent all sides of controversial issues in our collection, to the extent that the availability of materials, budget, and space allows. Selection is based on the criteria in our collection development policies. Since the Dallas community includes people with a variety of viewpoints, neither endorsement nor disapproval by an individual or group will automatically cause an item to be included or excluded from our library's collection. All public libraries contain materials that some patrons may find objectionable, and all libraries may lack materials that some patrons feel are important. DPL has procedures available for resident library card holders to request the purchase of materials or reconsideration for removal of materials.

To request that the library purchase an item, fill out the online [Suggest a Title form](#).

To request that the library reconsider an item in our collection, fill out a Request for Reconsideration of Materials form (LIB-FRM-311). This form is available at any library service desk, by mail or email.

Responsibility for monitoring a child's reading, viewing, and listening habits rests solely with that individual's parent or guardian.

Due to the age and breadth of our collection, we understand there is language in some materials' descriptions that may be considered outdated, inaccurate or potentially harmful. These descriptions do not reflect the present views of the Dallas Public Library. They reflect the attitudes, social circumstances, places and time periods in which the people who created them were living.

Organizing material in a public library's collection involves the use of standardized metadata created by external organizations, such as the Library of Congress. Some potentially objectionable language in our catalog may be part of this metadata. DPL strives to mitigate harmful language in our catalog and in materials' descriptions where possible.