



Farmers Branch Manske Library COLLECTION DEVELOPMENT POLICY

Reviewed and Accepted by Library Advisory Board - XX.X.X
Amended by Library Advisory Board – XX.XX.XX

PURPOSE

The mission of the Farmers Branch Manske Library (FBML) is to provide the community with an inviting center for learning, culture, recreation, and information in all its forms. The FBML achieves this mission, in part, by providing materials in a variety of print and non-print formats to meet the informational, cultural, educational, and recreational information needs of users of all ages. The intent of the Collection Development Policy is to increase public understanding of the purpose and nature of the FBML collection and to serve as a guide for Library staff in the development and maintenance of the Library's collection.

OBJECTIVES

1. Maintain the collection by purchasing new materials and withdrawing obsolete and dated materials.
2. Ensure the collection meets the educational and recreational needs of the community.
3. Maintain a core collection of materials that meets the community's need for basic information and standard or classic works.
4. Provide popular and best-selling titles to the community in a timely manner.

SELECTION AND EVALUATION CRITERIA

To meet this goal, the FBML has developed procedures for selecting, evaluating, re-evaluating, and withdrawing materials. These procedures are intended to ensure that the collection reflects all points of view on current and historical issues, and that materials are available in diverse media formats.

The FBML endeavors to provide a range of opinions on all subjects and does not exclude materials based on the author's or producer's point of view.

SELECTION CRITERIA

Books and other materials are selected according to intrinsic merit, subject treatment, community interest, and contribution to a balanced collection. No single standard of suitability can be applied in all cases.

Additional items of consideration are user request, suitability of subject matter, cost, availability, and recognition by established reviewers. Materials are evaluated as a whole and chosen with the intent of creating a balanced collection that represents a wide array of viewpoints, attitudes, and ideas.



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SELF-PUBLISHED MATERIALS

The Library generally does not purchase self-published materials unless they meet the same guidelines as other materials purchased for the collection, have received positive professional reviews, or are in particularly high demand.

USER RECOMMENDATIONS

The Library encourages input from the Farmers Branch community concerning the collection. A *Suggestion for Purchase* procedure enables users to request that a particular item or subject be purchased. All suggestions for purchase are subject to the same selection criteria. In addition, the Library will not fill customer requests that require ongoing costs (memberships, subscriptions) and that are not accessible to more than one user over the life of an item. Users can make a [suggestion online](#) or by returning a *Suggestion for Purchase* card to Library staff.

INTERLIBRARY LOAN

Items which are older or less popular, no longer available for purchase, or otherwise outside the guidelines set forth in this collection development policy may be obtained through interlibrary loan. If a requested item is not selected for purchase, users are encouraged to fill out an [ILL request form](#); available online or in the Library.

GIFTS AND DONATIONS

FBML reserves the right to decline any donation. If a donation is accepted, the items become the property of the FBML. FBML holds the right to determine the retention, location, circulation, and disposition of any gift. Items not added to the library collection will be disposed of, recycled, or resold to benefit the FBML and will not be returned to the original donor.

DESELECTION AND COLLECTION MAINTENANCE

Continued growth of the FBML collection requires periodic removal of worn, damaged, or outdated materials, through a process of weeding. In general, the FBML follows the guidelines set by the [CREW Method](#) (tsl.texas.gov).

REPLACEMENT OF WITHDRAWN MATERIALS

Criteria for the replacement of withdrawn materials include, popularity, status as a standalone item or part of a series, accuracy, and number of copies. Outdated materials, items no longer of interest or in demand, and worn or damaged copies will be removed. Items that have not checked out for a specified period of time are not replaced. If an item is part of a series, it is evaluated based on the series' popularity. Items withdrawn because of loss, damage, or wear are not automatically replaced.



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In addition, if multiple copies of an item are present, the item is not replaced unless extra copies are deemed necessary due to popularity.

DISPOSAL OF WITHDRAWN MATERIALS

FBML materials are owned by the city. Materials withdrawn from FBML may be disposed of through book sales, giveaways, exchanges, recycling, or a vendor specializing in discards and donations from libraries. All material must be fully withdrawn before any action is taken.

CHALLENGED MATERIALS

The FBML supports the American Library Association's "Library Bill of Rights."

It is the purpose of the library to provide materials for all ages, education levels, and socioeconomic backgrounds. Individual use of library materials is a private and personal matter. All citizens are free to reject for themselves materials of which they may disapprove; no citizen may restrict the freedom of use and access for others. Responsibility for the reading, listening, and viewing of library materials by minors rests with their parents or legal guardians, not with Library staff. Selection of library materials is not inhibited by the possibility that materials may come into the possession of children.

In some cases, **Farmers Branch residents** may wish to challenge the materials in the collection. If a **resident with an active library card** feels that an item should be removed or reclassified, they are welcome to complete a Request for Reconsideration form.

1. All completed forms will be forwarded to the Library Director, who will then send an acknowledgement of receipt to the **resident** within five business days of its submission. Submissions are limited to 2 requests for reconsideration at any given time.
2. After review, the Director, or designee, will communicate a decision and the reason for it, in writing, to the patron who initiated the request for reconsideration.
 - Requests are reviewed in the order they are received. Each request may take up to 30 days to review but may be longer depending on the number of requests.
3. If the Director's response does not satisfactorily resolve the issue, the resident may submit in writing a request that the reconsideration decision be reviewed by the Library Board. At the next regularly scheduled Library Board meeting, the resident will have 3 minutes during the public comment section to present their argument. The resident will receive written notification of the Library Board's decision within 30 days of the session. During the review process, the material in question will remain in the library collection. **All reconsidered materials are not eligible for another request for reconsideration for a minimum of two years.**