

Pasadena Public Library: Explore, Learn, Create, & Connect

Collection Development Policy

Library Vision Statement

The Pasadena Public Library is committed to providing accessible, equal, and uncensored access to sources of knowledge, information, programs, and services that are representative of the community's needs.

Support for Intellectual Freedom

The Library provides an impartial environment in which individuals can explore interests spanning the spectrum of knowledge and opinions. This policy has been approved by the Pasadena Public Library Board. The Library Board affirms the American Library Association's Library Bill of Rights, Freedom to View, and Freedom to read policy statements in support of acquiring and managing collections.

Selection Policy Objectives

The Library's materials collection is developed and managed to meet the majority of the cultural, informational, educational, and recreational needs of the library's service area.

Collection decisions are made with the intention of promoting the library as a valuable resource within the community. This includes:

- Positioning the Library as the preferred partner for lifelong learning
- Embracing diversity
- Developing library services that incorporate both physical and virtual collections
- Committing to excellence in service to improve effectiveness and remove barriers

Responsibility for Selection

The ultimate responsibility for overseeing the selection of materials rests with the Library Director, who shall delegate this responsibility to the Collection Development Team under the guidance of the Collection Development Manager.

Designated selectors will work together to build and maintain the library's collection. All final selections will be reviewed by an experienced and professional librarian prior to purchase.

The Library encourages patron input, as they play a key role in developing a patron-oriented collection. Patron suggestions can be submitted through the library's website, in writing, or directly to any library staff member. All patron requests will be considered under the same criteria that the library uses for selecting materials, and the Library is under no obligation to purchase requests that do not meet these criteria.

Staff contribute to the development of a patron-oriented collection by selecting materials based on current and anticipated demand:

- Engaging in open, continuous two-way communication with library patrons and recognizing that individuals have different ways of expressing their needs based on age, language, economic status, culture, or other characteristics
- Interacting with patrons with understanding, respect, and responsiveness
- Handling all requests equitably
- Working in partnership with one another to understand and respond to community needs
- Understanding and responding to rapidly changing demographics, as well as societal and technological changes
- Recognizing that materials of varying complexities and formats are necessary to satisfy the diverse needs of library users
- Balancing individual needs and broader community needs in determining the best allocation of collection budget for acquiring or providing access to materials and information
- Seeking continuous improvement through ongoing measurement
- Reviewing the collection on a regular basis to identify areas of community interest that may need to be strengthened

Selection Criteria

The Library provides collections containing a wide variety of material formats, including print, audio-visual, and electronic. In selecting materials and developing collections for adults, as well as for children and teens, library staff include materials that represent the broad range of human experience, reflecting the ethnic, religious, racial, and socio-economic diversity not only of Pasadena but also the larger global perspective.

The Library's collections contain popular works, classic works that have withstood the test of time, and other materials of general interest. Works are not excluded or included in the collection based solely on subject matter or on political, religious, or ideological grounds.

To build a collection of merit, materials are evaluated according to one or more of the following standards. An item need not meet all of these criteria in order to be acceptable.

General Criteria:

- Positive reviews from professional journals, publications, or any other professional authority
- Relevancy to the community
- Appropriate material for library use, factors include ease of use, durability, and cost
- Suitability of subject and style for intended audience
- Relation to the existing collection and to other materials on the subject
- Requests by library patrons

Content Criteria:

- Skill, competence, and reputation of the author
- Objectivity
- Consideration of the work as a whole
- Clarity
- Currency
- Technical Quality
- Representation of diverse points of view
- Representation of important movements, genres, or trends
- Artistic presentation and/or experimentation
- Sustained interest
- Relevance and use of the information
- Effective characterization
- Authenticity of history or social setting

Special Consideration for Electronic Information Sources:

- Ease of use
- Availability of the information on library platforms
- Availability of information in multiple formats
- Availability of the physical space needed to house and store the information or equipment
- Vendor Data Privacy Practices

Age Level Guidance

The Library has three main collections, determined primarily by age and/or grade level. Each collection is primarily comprised of high-interest titles that span genres in a variety of formats, including fiction, non-fiction, large print,

magazines/newspapers, electronic (books, audiobooks, magazines, databases), in English, Spanish and other languages.

Materials selected for each collection are reviewed by experienced and qualified librarians. Determinations on placement are made based on recommendations from educators, publishers, and other professional resources. Items in each collection reflect a range of emotional, intellectual, and developmental needs for patrons of that group.

Children: This collection houses materials for children, birth through 5th grade, and their parents and caregivers. These titles are selected to foster a lifelong love of reading and learning, provide a strong educational foundation, and represent the myriad of unique and diverse stories of lived experiences around the world.

Teen: This collection houses materials for teens, grades 6 through 12. These titles are selected with the intent of furthering a love of reading and learning through popular and high-interest titles. These materials are written with a teen audience in mind, and serve as a means of supporting teens through their transition from child to adult.

Adult: This collection houses high-interest titles directed towards adults, over the age of 18. The purpose of this collection is to provide access to resources for both education and entertainment to adults in the community.

Parents and legal guardians are responsible for overseeing their child's exposure to and use of library materials. Items in the children and teen collections may not be considered appropriate by all adults for all children and all teen patrons, where other children and teens may be ready to read these materials. Only each child or teen and their own parent or caregiver can decide what material is suitable for them to read.

Resource Sharing

In order to maximize our collection use, limit duplication, and increase space for new materials, the library participates in resource sharing programs with other libraries across the nation.

InterLibrary Loan (ILL)

Managed by the Texas State Library and Archives Commission, the statewide interlibrary loan (ILL) program assists Texas public libraries in meeting the accreditation criteria to offer to borrow and lend materials

with other Texas public libraries. ILL allows Pasadena Public Library users to access materials from many libraries across Texas and throughout the country.

Reciprocal Borrowing

Pasadena Public Library has partnered with Harris County and other local libraries that allows cardholders to request and borrow materials from any library participating in the reciprocal borrowing partnership. Partner libraries have an integrated online catalog, and all titles available for checkout are searchable through the Pasadena Public Library's online catalog.

Gifts and Donations

Accepting gifts and donations is an important way for the public library to benefit from the generosity of the community it serves. Gifts and donations of materials are reviewed using the same criteria as purchases. The Library reserves the right to dispose of any donations that are not in suitable condition and/or could pose a public health concern. The Library will determine how to best incorporate accepted materials into the existing collections.

Materials received by the library that are not added to the library's collection shall be forwarded to the Pasadena Friends of the Library to be used at a future book sale or sent to the library's Sustainable Shelves program for material credit or recycling. Any proceeds or credits from the item will be used to directly benefit the library through programs, special projects, or purchasing new print and/or electronic materials.

Funds may be given for the purpose of acquiring materials recommended by library staff as prescribed in this policy, or for purchase of specific items suggested by the donor. When the library receives a cash gift for the purchase of materials, the library staff must make the selection with the general selection guidelines set forth in this policy.

Items added to the library collection will follow the standard maintenance and weeding guidelines.

Collection Maintenance and Weeding

The Library continuously evaluates the collection to ensure that it remains current and relevant to the community. The Library has established a set of criteria to guide their decisions to de-select items from the collection:

- Items that are damaged beyond repair and no longer suitable for public use
- Insufficient use or lack of interest in the community
- Items are out-of-date or provide inaccurate data
- Newer, more current, or more comprehensive resources are available
- Duplication or multiple copies
- Space limitations
- Little or no relevance to current trends and events
- No long-term or historical significance
- Availability from other sources, including InterLibrary Loan (ILL) and interlocal library reciprocal borrowing partnerships

Withdrawn books are either sent to the library's Sustainable Shelves credit and recycling program, donated to the Pasadena Friends of the Library for future book sales, or, if damaged beyond repair, disposed. Any proceeds or credits from the item will be used to directly benefit the library through programs, special projects, or purchasing new print and/or electronic materials.

Reconsideration of Library Materials

Given the vast and diverse scope of the Library's collection, it is expected that titles in the collection may be considered offensive or controversial by some library patrons. The Library recognizes an individual's right to express their opinion concerning materials in the Library's collection.

Pasadena Public Library cardholders who wish to request the withdrawal or reclassification of material currently owned by the library are encouraged to discuss their concerns with a library manager and review the Library's Collection Development Policy.

Any cardholder who wishes to request a specific item be reconsidered for withdrawal or reclassification must have read the work in its entirety. After reading the material, they must then fully complete and sign a "Request for Reconsideration form," available at any Pasadena Public Library location or online. At this point the reconsideration process will be formally initiated, and this form, and the written responses, will become part of the public record.

The Technical Services Manager will appoint a committee of librarians to read and review the material in question. The review will include checking local library systems, professional reviews and ratings, and whether or not it meets the Library's selection criteria as established in this policy.

The committee will make their recommendations to the Library Director, who will make the final decision regarding the withdrawal or reclassification of an item. Once a decision has been made, the Library Director will notify the patron in writing.

Once a final decision has been made on a title, no additional reconsiderations will be accepted for that title for a period of five years after a final decision has been made.

Publisher, Author, or Estate Requests for Removal

Should an author or author's estate release a statement requesting their title or series be removed from circulation, the library material in question will be pulled from circulation for review by the Collection Development Manager. If the material no longer serves the Pasadena community, it will be removed in accordance with the Library's Collection Maintenance and Weeding Policy.

Publisher decisions to cease publication of materials do not require automatic reconsideration or review.