

Universal City Public Library Collection Development Policy

MISSION STATEMENT

Universal City Public Library is a dynamic civic resource that will provide free access to information, materials, and services to all members of the community to stimulate ideas, advance knowledge and enhance quality of life.

COMMUNITY ANALYSIS

Universal City's land mass is 6.5 square miles and located "at the north gate of Randolph Air Force Base on State Highway 78, Loop 1604, State Highway 218, and on the Southern Pacific Railroad on the northern edge of San Antonio in northeast Bexar County", as described in the *Handbook of Texas*.

LIBRARY DESCRIPTION

The Universal City Public Library is a department of the City of Universal City and serves as the home library for the City of Universal City and for Bexar County. The service population also includes those of neighboring counties such as Guadalupe and Comal counties.

POLICY OBJECTIVES

The collection development policy supports the library's mission and establishes the goals of the collection. It is the purpose of the Universal City Public Library to provide equal access to resources, regardless of sex, age, origin, ethnic background, nationality, or socioeconomic status. The Library will acquire, organize, maintain, and make available resource materials to meet the needs, interest, and concerns of the community. The library provides resources for various opinions relating to important, complex, and controversial issues, including views that are unpopular and unorthodox. The Library will serve as a source of information and will provide the opportunity and encouragement for people of all ages to meet their educational, recreational and leisure needs.

The library follows the principles of Intellectual freedom and access to information, adopted by the American Library Association as expressed in the Library Bill of Rights (Attachment A), the Free Access to Libraries for Minors (Attachment B), the Freedom to Read Statement (Attachment C), and the Freedom to View Statement (Attachment D).

The library believes that individuals possess the freedom to accept or reject an item from the library collection for their personal use. Children's use of the library collections rests with their parents and/or legal guardians, not the library. The library

assumes that parental consent is given to youth that view/borrow materials in the adult collection. Material selection will not be inhibited by the possibility that material may inadvertently come into the possession of a child.

General Selection Policy

- I. The ultimate responsibility for collection development rests with the Library Director who operates within the framework of policies determined by the Library Advisory Commission and the City Council of Universal City. Library staff has the responsibility of initial screening, based on the collection development policy in regard to copyright and general material condition, of all materials donated to the library. The Library Director is responsible for determining what materials and the format of said materials will be added to the collection.
- II. The library does not limit itself to print medium and offers access to media resources as well. The library continually explores all new formats as technologies continue to evolve.
- III. The library collects traditional and current mediums, including items in print (books, large print books, graphic novels, and periodicals), non-print (DVD's, books on CD, read along books for children) and electronic/digital (online databases, downloadable books, audios, videos, and magazines.)

IV. COLLECTIONS

- a. Children's collection (Birth to 6th grade)
The library collects materials for children with a focus toward currency, age level suitability, and a general balance of the subject collection. The collection contains, but is not limited to:
 1. Picture books, board books, graphic novels, and bilingual books.
 2. Books for reading aloud to young children
 3. Educational and entertainment video recordings
 4. Electronic resources and games for education and recreation
 5. Basic works on a wide range of subjects of interest to the children served
 6. Titles that appear on school reading lists
 7. Current editions of standard children's works that enjoy enduring popularity
 8. Basic reference tools in both print and electronic format
 9. Works reflecting diverse views on controversial topics
- b. Young Adult Collection (Ages 13 – 17)

The young adult collection is not intended to meet all the needs of teenagers whose interests vary widely and are highly developed. Young adults working on school assignments rely primarily on adult collections. The library collects materials for Young Adults that include works reflecting diverse views on controversial topics. The collection contains, but is not limited to:

1. Basic works on a wide range of subjects found to be of interest to young adults in the library community
2. Titles that appear on school reading lists
3. Works that are widely read for pleasure by young adults
4. Works intended to help young adults cope with the challenges of adolescence
5. Sound and video recordings of interest to young adults

c. Adult collection (Ages 18 and up)

The adult collection is intended to meet patron's day-to-day needs for both recreation and information. The collection includes standard classic works, high demand materials, and a core collection of items to meet adult needs for basic information. Budget and space limitations require a focus on materials that appeal to a broad range of patrons. The collection contains, but is not limited to:

1. Popular fiction, best sellers, classics, and genre fiction
2. Non-fiction works in all subject areas
3. Periodicals and newspapers in a wide range of subjects
4. Large print books printed in large type format to meet the special needs of patrons with vision difficulties
5. Reference materials providing quick and current information
6. Unabridged versions of both fiction and non-fiction audiobooks
7. Media materials

d. Spanish collection (all ages)

The library maintains a collection of Spanish language materials aimed at meeting the needs of the local Spanish-speaking community. This collection is developed based on budgetary and space limitations. Resources include fiction and non-fiction books and other media formats for children and adults

e. Texana Collection

The Texana collection uses non-fiction selection criteria and is curated for local and state information. Texana materials are located in a separate section in the adult non-fiction area of the library.

V. SELECTION CRITERIA

Selections and decisions to add items into the library collection are rarely based on a single criterion. Materials are selected using selection aids such as *Public Library Catalog*, *Children's Catalog* and reviews in professional journals such as *Booklist*, *Kirkus*, *Publisher's Weekly*, *New York Times Book Review*, *Library Journal*, and *School Library Journal*. The lack of a review or an unfavorable review is not sufficient reason to reject an in-demand title.

A. General Selection Criteria

The following criteria apply to both purchased and donated material

1. The existing collection and relation to items already contained in the library's collection
2. Popular demand
3. Attention of critics and reviewers
4. Accurate, current, impartial content
5. Qualification, authority, and reputation of author(s), creator(s), publisher(s), or director(s)
6. Suitability for the intended audience
7. Awards and nominations
8. Budget and space limitations
9. Availability from vendor(s) or publisher(s)
10. Licensing requirements

In addition to the general criteria, the following are also considered:

B. Criteria for selecting non-fiction

1. Quality of the writing
2. Date of publication
3. Physical format

C. Criteria for selecting fiction

1. Popularity of the author
2. Quality of the writing
3. Literary merit
4. Physical format

D. Criteria for selecting reference materials

1. Accuracy and objectivity of information
2. Arrangement of the information
3. Timeliness or publication date
4. quality of illustrations, binding, and design
5. physical format

E. Criteria for selecting electronic/downloadable materials

1. Ease of access
2. comparison of content with other available formats
3. Hardware requirements
4. Licensing requirements
5. Networking capabilities
6. Customer service requirements

F. Criteria for selecting audio-visual materials

1. Demand
2. Reviews
3. Artistic merit or recognition by prizes or awards
4. Quality of production
5. Relationship of the item to the existing library collection

Textbooks - The Universal City Public Library does not intentionally collect textbooks. Textbooks will not be purchased based on the need of educational courses. Donations of textbooks are not accepted.

VI. INTERLIBRARY LOANS

All efforts are made to provide adequate resources to our Library community. The Universal City Public Library participates in TexShare as part of a Resources Sharing Agreement. UC residents, library volunteers, and members of the Friends of the Library that hold a valid UC library card and are in good standing are eligible to use Interlibrary Loan services. Library patrons who do not reside in Universal City will be *encouraged* to use available local resources, especially the San Antonio Public Library system. Library staff will assist non-Universal City residents in locating desired materials in the San Antonio Public Library system, if that resource is available to them. The Universal City Public Library makes every effort to provide materials to meet our clientele's needs. However, the Library cannot support all the curriculum needs of clientele enrolled in or involved with various schools and academic institutions.

VII. GIFTS AND MEMORIALS

Universal City Public Library welcomes gifts and donations that support the mission of the library and serve to enhance library resources and services. The library has no obligation to accept or maintain any items donated. All donations accepted become the property of the Universal City Public Library. The library welcomes gifts of cash for the direct purchase of library materials and will try to accommodate the subject or title preferences of the donor in so far as they align with the library's Collection Development Policy. A bookplate recognizing the donor can be affixed to print material

if so desired. Substantial cash offerings and bequests will be handled by the Library Director.

Donations of print and nonprint materials will be evaluated according to criteria described in the Collection Development Policy. Not all gifts of materials will be added to the collection and any donations or gifts not selected for inclusion will be disposed of at the discretion of the library. The library reserves the right to not accept gifts of print and nonprint materials dependent upon space limitations and items may be given to the Friends of the Universal City Public Library for book sales, recycled, or discarded.

All gift purchases and donated materials added to the collection shall be integrated into the library collection as time permits. The library reserves the right to decide the location of the materials and is not obligated to keep donated materials for any length of time and does not accept responsibility for notifying donors of withdrawal or replacement of items.

VIII. WEEDING

Regular removal of unused materials from the Library collection promotes a collection that is current and relevant to the needs of the community. The Library uses the *Collection Evaluation and Weeding for Small and Medium-Sized Public Libraries Manual* (CREW), a publication available through the Texas State Library. Materials are weeded according to the following criteria:

1. Materials worn, damaged, or heavily damaged through use.
2. Materials that are no longer accurate or factual, or which are considered inappropriate according to standards set forth in the CREW Manual.
3. Materials that no longer circulate or have little to no recent use.
4. Excess copies of materials that are no longer in demand.

Items that are selected for removal may be disposed of through recycling or donated to the Friends of the Universal City Public Library for sale at the bookstore.

IX. RE-EVALUATION OF LIBRARY MATERIALS

The Universal City Public Library fully endorses patron's freedom of choice in selection and access to materials. The library upholds the right of the individual to access information, even though its contents may be controversial, unorthodox, or unconventional. The library's aim is to offer a wide diversity of views and expressions responsive to community needs. Though the library provides materials presenting various points of view, the decision to acquire material does not constitute endorsement of the material's content, viewpoint, implications, or means of expression.

The library recognizes that some materials are controversial and that any given item may offend some patrons. If the patron wishes to express his or her concerns in writing, the selector will provide them with a properly completed *Reconsideration of a Book or Other Library Material form* (Attachment E). Forms will be accepted from adult cardholders who are residents of the library's legal service area (a resident of the incorporated City of Universal City) who holds an active library card and who have read, viewed, or listened to the material in its entirety.

Upon receipt of the completed form, it will be forwarded to the librarian responsible for collection development in the area. The librarian will consider the request in a timely fashion, reviewing the questioned material in its entirety and conduct necessary research in order to re-evaluate the items appropriateness for inclusion in the Library's collection. The librarian will consult with the library director and a decision will be made regarding the retention or placement of the item. Once a decision has been made regarding the retention or placement of the item, the patron who submitted the Request for Reconsideration form will be notified of the decision and reasons for it. Individual titles will not be re-evaluated more than once a year.

X. REQUESTS FOR ADDITIONS TO THE COLLECTION

Patron requests for materials are welcome and encouraged. All requests are assessed with the Selection Criteria identified herein. The library will not fill requests for textbooks, materials accessible to only one patron over the life of the material, or any items that require on-going costs, such as memberships or subscriptions.

XI. LOCAL AUTHORS

Local authors are defined as residents of the City of Universal City, Bexar County, and those of neighboring counties such as Guadalupe and Comal Counties. The library wishes to recognize the literary efforts of local authors by including their works in its collections. These works, however, must meet the Selection Criteria identified herein and the Gifts and Donations Policy. Some works, especially works of non-fiction, may not be considered without accompanying professional reviews. Works not accepted for the collection will not be returned to the author.