

# **New Braunfels Public Library**

## **Collection Development Policy**

---

### **I. Mission**

It is the mission of the New Braunfels Public Library, within the constraints of its budget, to provide library materials and services to all residents of the City of New Braunfels Texas, in order to meet their informational, educational, cultural and recreational needs. The library places special emphasis on stimulating children's interest in reading and learning. In addition to acquiring and circulating library materials, the library provides access to other collections and information sources throughout the state, nation, and world.

### **II. Purpose**

The purpose of the Collection Development Policy is:

- to provide a statement of the commitment to a collection that meets the informational, educational, cultural, and recreational needs of the service population
- to guide library staff in the selection of materials, and
- to clarify for the public the criteria used in selecting materials.

### **III. Library Description**

The library offers a variety of services, including photocopiers, 6 computer workstations with early literacy software, and twenty-nine (29) public access workstations with Internet access, office software, and educational games. Regularly scheduled children's programs include a baby lap-sit program, preschool story times, toddler story time, family story time, bilingual story time, youth programming, and an annual summer reading program. Regularly scheduled adult programs include English computer classes, Classic Films, crafting, gardening, life improvement and bilingual programming.

The New Braunfels Public Library is currently open sixty-nine (69) hours per week -- Mondays through Thursdays from 9:00 a.m. to 9:00 p.m.; Fridays from 9:00 a.m. to 6:00 p.m.; Saturdays from 9:00 a.m. to 5:00 p.m.; and Sundays from 1:00 p.m. to 5:00 p.m, and the Westside Community Center Branch is open forty (40) hours per week – Tuesday and Wednesday from 12:00 p.m. to 8:00 p.m. and Thursday through Saturday from 9:00a.m to 5:00 p.m. The library is staffed with seven full-time certified librarians, five full-time support staff members, and nineteen part-time employees.

The following statistics demonstrate the popularity of the Library and its services:

### **2.5 Collection Development**

In five years, from FY 2009 to FY 2014,

- Circulation of library materials has increased by **42%**
- Number of visitors has increased by **25%**
- Number of persons attending programs has increased by **211%**, and
- Public Internet computer usage has decreased by **7%**.
- Requests for Information have increased by **60%**

Over 285,000 patrons now visit the NBPL each year, many in pursuit of research material, others looking for recreational reading, and still others to attend various programs and have free access to library computers.

#### **IV. General Selection Policy**

The library selects materials in accordance with guidelines adopted by the American Library Association in its Library Bill of Rights, Freedom to Read, Freedom to View, and Free Access to Libraries for Minors, which are appended.

##### **A. Authority**

Ultimate responsibility for the collection rests with the New Braunfels City Council. They, in turn, delegate this responsibility to the Library Director through the Assistant City Manager. The Director may delegate the responsibility of selection to staff members. The Library Director and delegated staff are responsible for classifying and arranging library materials to meet the needs of the public.

##### **B. Criteria**

The selection of materials is characterized by flexibility and responsiveness to the changing needs of the citizens of New Braunfels. Neither the order of the general criteria nor the order of items in a list of specific criteria indicates relative importance.

The criteria for selection, acquisition, gifts, duplication, reconsideration, replacement, automatic shipments, and withdrawals of material for all age groups in all media formats include:

- Present and potential relevance to community needs
- Suitability of subject, style, and reading level for the intended audience
- Price and budgetary considerations
- Local author, illustrator, or subject
- Public demand
- Accuracy of content
- Authority of author and source
- Permanent or timely value
- Space limitations
- Quality of physical format
- Scarcity of material on the subject
- Appropriateness and effectiveness of medium to content
- Critical reviews

#### **2.5 Collection Development2**

An item need not meet all of these criteria to be accepted.

Librarians rely on professional bibliographic tools for selection. Some of the tools that may be used include:

- *Library Journal*
- *Booklist*
- *School Library Journal*
- *The Horn Book*
- *Publisher's Weekly*
- *New York Times Book Review*
- Public Library Catalog
- Fiction Catalog
- Children's Catalog
- Professional bibliographies prepared for various subject areas

The general public may recommend the purchase of library materials by completing the appropriate form and submitting it to the library staff. These requests are given consideration based on the selection criteria above.

## **V. Specific Selection Policies by Collection**

### A. Reference Collection

1. Description: This collection contains materials that cover the entire range of the Dewey Decimal Classification System. These materials vary in degree of difficulty from basic introductory level to a beginning research level.
2. Criteria:
  - Materials that provide facts and information in demand or of potential use to library users
  - Materials that can be updated must be current
  - Adequate subject coverage
  - Logical arrangement of information

### B. Texana Collection

1. Description: This collection includes materials relating to the culture and history of Texas, with special emphasis on New Braunfels.
2. Criteria:
  - Relates to Texas or New Braunfels
  - Includes appropriate maps, oral histories, books, pamphlets, and microfilm
  - Non-fiction, unless classified as literature

### C. Adult Collection

1. Description: Materials include varying formats to serve wide ranges of ages, educational backgrounds, interests, and reading skills.
  - Nonfiction: This collection includes current information on subjects of topical as well as continuing interest, differing points of view on contemporary and controversial issues, historically significant points of view, materials for instruction in areas of interest, and materials for entertainment and recreation.

## **2.5 Collection Development**

- Fiction: This collection focuses on contemporary literature, including classic and popular titles in a variety of genres. An effort is made to maintain a collection of pre-twenty-first century fiction of literary value.
2. Criteria:
    - Literary, educational, informational, and recreational value
    - Effectiveness of presentation
- D. Youth Collection
1. Description: This collection consists of fiction books that stimulate and enrich the pleasure of recreational reading geared to the secondary school age (ages 12-18, middle and high school grades 7-12). The library's selection of graphic novels is still being expanded and has proven to be popular with this age group.
  2. Criteria:
    - Current popular appeal
    - Classics for this age group
- E. Children's Collection
1. Description: This collection includes materials in various formats to meet the recreational, informational, and educational needs of children from infancy to the middle school student.
  2. Criteria:
    - Suitability of reading level
    - Treatment of the subject related to the age of the intended audience
    - Interest level
    - Educational value
- F. Periodical/Newspaper Collection
1. Description: This collection includes magazines, newspapers, and microforms that do not circulate. Most of the titles are aimed at the adult level with some titles for children. Retention is determined by space considerations.
  2. Criteria:
    - Information is easily retrieved, such as, but not limited to, inclusion in a standard periodical index
    - Is within both budget and space constraints for the collection
    - Contributes to a balance and range of information
- G. Media Collection
1. Description: This collection includes non-print formats such as DVDs, compact discs, downloadable eBooks and audiobooks and other emerging technologies.
  2. Criteria:
    - Is suitable for the intended audience
    - Ease of use
    - Cost efficiency
    - Artistic merit
- H. Foreign Language Collection
1. Description: The library maintains a small collection of titles in foreign languages. Most foreign language materials are dictionaries and basic grammar books.

## **2.5 Collection Development**<sup>4</sup>

- A separate Spanish language collection is maintained. This collection contains both fiction and nonfiction materials, video recordings, DVDs and books on CDs. It is primarily intended for patrons fluent in the language.
2. Criteria:
- Is suitable for the intended audiences
  - Is within both budget and space constraints for the collection
- I. Local Author Collection
1. Description: The library maintains a small collection of titles written or illustrated by individuals who currently have or in the past had their permanent residence in Comal or Guadalupe County.
- The purpose of this collection is to showcase local authors whose works would not otherwise meet the criteria in Section IV of this policy for inclusion in the library collection.
2. Criteria:
- Items must be donated and indicated as intended for the local author collection.
  - Items may be fiction or non-fiction works for all ages.
  - Items will be shelved in the adult area of the library in a section designated as the “Local Author Collection”.
  - Items will be cataloged with the designation LAC at the top of the call number.
  - Items will stay in the collection for at least one year. At that point, at the discretion of library staff, items may be weeded.
  - Items donated for the Local Author Collection may be moved into the library permanent collection at the discretion of library staff if the works meet the criteria in Section IV of this policy.

## **VI. Gifts**

The library encourages gifts of materials or money for library materials by individuals, groups, foundations, and corporations.

All gifts are subject to evaluation by the general criteria listed in the policy for the collection. Donors are informed that any gifts to the library may or may not be added to the collection. Any item that is not added may be donated to another institution where it might be used, or it may be sold in the Friends of the Library bookstore or book sale. Proceeds from such sales are used to benefit library services and programs.

## **VII. Collection Maintenance**

Systematic evaluation of the collection is required in order to keep the collection responsive to patrons' needs, to insure its vitality and usefulness to the community, and to make room for newer materials. The Collection Development Policy serves as a guide for maintaining the collection as well as for the de-selection of materials.

An item may be withdrawn from the library's collection because of:

- loss or physical damage
- lack of use
- availability of a new edition
- lack of currency
- inaccurate information

As materials become worn, dated, damaged, or lost, replacements will be considered by appointed staff members, who will determine whether or not:

- there is a need to replace that item
- the item is still available and can be replaced
- the library owns multiple copies
- another item or format might better serve the same purpose
- the work is of importance in its subject area
- updated, newer, or revised materials are available
- it is listed in standard bibliographies
- its cost is justified
- the item has historical value
- another library or agency could better provide it or a comparable item.

Materials withdrawn from the collection that are in good condition will be put in the Friends of the Library bookstore or book sale. Materials withdrawn from the Reference Collection that retain some informational value may be offered to other libraries or other tax-supported institutions in the city, county, or the library system.

## **VIII. Reconsideration of Library Materials**

The library staff applies the selection criteria described in this policy in an effort to provide books and other materials that reflect a diversity of viewpoints. It is the goal of the library to provide information on many topics, levels, and opinions.

Library users may request books or other materials to be either added to or removed from the collection. The procedure for addressing a request for reconsideration made by a user is included in the appendix, along with the forms to be used to request reconsideration of library materials.

## **IX. Interlibrary Loan**

The purpose of Interlibrary Loan (ILL) is to expand the range and scope of materials available to library users. The ILL process relates to the collection development process as follows:

Requests for recently published material are considered for purchase. Special consideration is given to requests for titles published within the last six months since other libraries do not customarily loan these items. ILL may not be used for any title that is on order or owned by the library unless the copy is determined to be missing or lost.

*ENDORSED*

*BY THE NEW BRAUNFELS PUBLIC LIBRARY ADVISORY BOARD*

*JUNE 8, 2001*

*REVISED APRIL 22, 2003; REVISED MAY 16, 2005; REVISED APRIL 16, 2007,  
REVISED SEPTEMBER 17, 2012, AUGUST 19, 2013, JUNE 15, 2015*

---

Brad Wehring, President

New Braunfels Public Library Advisory Board

---

Gretchen Pruett, Director

New Braunfels Public Library