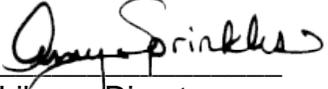


## CITY OF GRAND PRAIRIE LIBRARY POLICIES

<p>Section 200: <b>Collection Development Policies</b></p> <p>No. 201:     <b>Materials Funding Allocation</b></p> <p>Effective Date: 07/06/2017</p>	<p>Approved By:  Library Director</p> <p>Supersedes: 12/01/2013</p>
--	--

- 201.1     **Purpose:** The Grand Prairie Library System has three physical locations and one virtual location. All locations and collections will be updated every year using library materials funds.
- 201.2     **Policy/Guidelines:** With the Library Director's approval, the Library Services Supervisor of Process will distribute the materials budget among all the library system's locations and collections.
- The materials selectors will further distribute the funds approximately by demand, circulation stats, and costs of materials.
  - The Library Services Supervisor of Process will adjust the allocations as new formats become available and/or circulation stats change.

## CITY OF GRAND PRAIRIE LIBRARY POLICIES

Section 200: <b>Collection Development Policies</b>	Approved By:  Library Director
No. 202: <b>General Selection Process and Criteria</b>	Supersedes: 07/06/17
Effective Date: 08/13/20	

202.1 **Purpose:** The Grand Prairie Public Library System's mission is to provide free and equal access for all to resources that meet the informational, educational, and entertainment needs of our community. This policy provides an approach to selecting, acquiring and managing materials.

202.2 **Specific Goals:** Specific goals emphasized in our collections include:

- Early literacy and other initiatives for youth.
- Support for students.
- Lifelong learning for patrons of all ages.
- Recreational reading, listening and viewing for all ages.
- Generic research, especially in areas of local interest or subjects in high demand.
- Artistic and creative resources.
- Information and fact-finding resources.
- Occupational and professional development materials.
- Materials that reflect the diverse cultural, religious, racial, and ethnic backgrounds of our community residents, including materials in other languages.
- In addition to high demand materials, supply a core collection of items to meet the community's need for basic information and standard, classic works.
- Maintain a current collection through purchasing new materials and discarding obsolete and dated materials.
- Target each location's collection to match the interests and needs of the local community.
- Incorporate a variety of audio/visual formats in the collection.
- Integrate new technologies into the collection.

202.3 **Nature of Materials**

The Library collects traditional and current mediums: print, non-print and electronic. Since people communicate and learn in different ways, the Library does not limit itself to the print medium and offers access to a variety of media

and resources. The Library recognizes that the technologies of sound, image and electronic databases continue to evolve and continually explores all new formats in order to offer current technology within our collection. In the delivery of electronic resources, the Library adheres to and supports the American Library Association's doctrine on Access to Electronic Information, Services and Networks.

202.4 **Responsibility for Selection:** The selection and maintenance of the System's collections lies administratively with the Library Director who delegates to appropriately trained and skilled staff members. Selectors make choices based on a thorough knowledge of community interests, needs, and current library holdings.

202.5 **General Selection Criteria:** Librarians use their subject knowledge and expertise to select and evaluate materials for the collection. Gifts and purchases are selected for the collection using the same criteria. General criteria include, but are not limited to:

- Evaluation of patron interest of current inventory and subject matters as evidenced by circulation numbers.
- Significance and/or usefulness to the community.
- Evaluation presented by critical reviews.
- Comprehensiveness and depth of treatment: clarity, accuracy, objectivity, and organization of information.
- Reputation and authority of author, artist, producer, or publisher.
- Currency of information.
- Production quality and suitability of physical format for library use, including issues related to durability and possible obsolescence of format.
- Relationship to existing material in the collection.
- Cost and availability.
- Popular demand as related to above criteria.

202.6 **Weeding:** One component of maintaining a fresh, usable collection is the withdrawal of materials that no longer meet the needs of the Library's users. The Library conducts periodic and continuous evaluation of materials as an integral part of collection development. In evaluating materials for removal, the Library uses the Texas State Library's C.R.E.W. method and statistical analysis as a guideline. In addition, collection maintenance involves inspection of materials for age and condition, monitoring materials for changes in interest and use, reviewing the collection for content, recommending titles for replacement, determining materials to be mended and relocating materials to other collections. When information becomes outdated or materials become damaged beyond use, they should be removed from the collection. Per Chapter 11, Article 1, Section 11-17E of the Code of Ordinances, the library sends a memo to the Finance Director listing the quantity of items weeded after disposal.

202.7 **Self-published items:** Self-published titles will be considered using the same criteria as traditionally published items, outlined in section 202.5 of this policy. Authors may submit a copy of their work in either print or electronic format for a librarian to review. Items that are not added to the collection will be given to the Friends of the Library. All decisions are final.

## CITY OF GRAND PRAIRIE LIBRARY POLICIES

<p>Section 200: <b>Collection Development Policies</b></p> <p>No. 203: <b>Limits of the Collection</b></p> <p>Effective Date: 07/06/2017</p>	<p>Approved By:  Library Director</p> <p>Supersedes: 12/01/2013</p>
--	--

**203.1 Purpose:** The Grand Prairie Public Library System will purchase current materials proportionate to levels of demand and use, taking care to anticipate and respond to indications of significant new needs.

**203.2 Policy/Guidelines:** The library will attempt to meet its patrons' informational, educational, and entertainment requirements with these exceptions:

- Textbooks, whether at the elementary, secondary, or college level, unless there is a general interest in the subject;
- Highly technical works in which interest would be limited, or which would be available through Interlibrary Loan;
- Archaic, obscure, or rare works of manuscripts that do not fit into other specialized collections;
- Software or video games that require an individual license to operate;
- Prints or posters;
- Sculptures;
- Board games or puzzles;
- Materials in obsolete formats.

The Library uses resources from other libraries in the Dallas/Fort Worth Metro area and strives to avoid needlessly duplicating functions or materials. The resources of other libraries may be available to Grand Prairie residents through cooperative agreements with the Texas State Library and municipal, county and academic libraries within Texas. Grand Prairie residents may request materials through the Interlibrary Loan Program at any location or through the library's website.

**203.3 Formats included in the collection:**

- Print: Books, newspapers, periodicals, and large-print items.
- Non-print: Audiobooks, CDs, and DVDs.
- Electronic and digital, which may include: Online databases, e-books, e-audiobooks, and digital magazines.
- Other non-print or electronic formats as they are developed and judged to be appropriate, affordable and accessible.

## CITY OF GRAND PRAIRIE LIBRARY POLICIES

Section 200: <b>Collection Development Policies</b>  No. 204: <b>Special Collections</b>  Effective Date: 07/06/2017	Approved By:  Library Director  Supersedes: 12/01/2013
--	--

- 204.1 Purpose:** The Grand Prairie Public Library System houses two special collections at the Main Library: the Genealogy collection, and the Local History/Archives collection. These distinct collections are held to different standards for inclusion than the standards outlined in Section 202 of this policy manual (General Selection Process and Criteria).
- 204.2 Genealogy Collections:** The Genealogy Collection consists of both circulating and non-circulating items related to the practice and study of genealogy, and the various records and documents used. The goal of the Genealogy Collection is to develop and maintain a collection suitable for basic family research. Because of the number of other genealogy collections in the area, we will not attempt to duplicate any but the most standard works and sources. The Library may also make online databases remote (when possible) or in-library use. Magazines and newsletters deemed suitable to the collection will also be available in the Genealogy Collection.
- 204.3 Local History Collection:** This collection is composed of manuscripts, family histories, pamphlets, clippings, videos and DVDs, slides, audiocassettes, photographs and negatives, printed matter (published and unpublished), digital scans, and oral history recordings reflecting the history of the Grand Prairie area. Items reflecting the surrounding area will be given consideration only if they enhance the collection. Staff will evaluate donated and suggested local history material and determine if it is suitable for the collection. Historic relevancy, available space, condition and nature of the material will be considered in the evaluation process. All items of the collection will belong to and be controlled by the Grand Prairie Public Library System. Due to space and preservation considerations, three-dimensional historic items such as clothing, memorabilia, artwork, artifacts and other regalia will be severely limited. These items are best cared for in a museum setting.
- 204.4 Maintenance:** Staff may weed material or items deemed no longer relevant to the collection. When appropriate, material may be offered to another city department, another library or archive, or historical organization.

**CITY OF GRAND PRAIRIE  
LIBRARY POLICIES**

<p>Section 200: <b>Collection Development Policies</b></p> <p>No. 205: <b>Patron Request for Materials</b></p> <p>Effective Date: 07/06/2017</p>	<p>Approved By:  Library Director</p> <p>Supersedes: 12/01/2013</p>
--	--

- 205.1 Purpose:** The Grand Prairie Public Library System encourages customers to participate in the collection development process in order to make the collection more responsive to community interests. Patrons may make suggestions for specific materials they themselves would like to use.
- 205.2 Guidelines/Procedures:** Customers may suggest titles for purchase verbally, in writing, or by email. Library selectors will consider all patron requests in accordance with the library's collection development policy and funding.

## Appendix 205A.

### ***Suggestion for Purchase***



I suggest the Grand Prairie Public Library System purchase the following item for  Main Library  Branch Library

\*Title \_\_\_\_\_

\*Author \_\_\_\_\_

Publisher \_\_\_\_\_ Year published \_\_\_\_\_

\*Where did you hear about this title?

\*What is it about?

Please give as much information as possible. **All items starred (\*) must be completed** before the library can consider your suggestion. Thank you. If you would like to be notified if we purchase this item, give your name and phone number or address on the back.

RETURN THIS CARD TO THE REFERENCE OR CIRCULATION DESK

# Grand Prairie

T E X A S

## CITY OF GRAND PRAIRIE LIBRARY POLICIES

Section 200: <b>Collection Development Policies</b>	Approved By: 
No. 206: <b>Reconsideration Policy</b>	Library Director
Effective Date: 07/06/2017	Supersedes: 08/15/2015

**206.1 Purpose:** If a patron objects to material held by the library, he may submit a **Request for Review of Library Materials** form (Appendix 206A). In no instance will material be removed on demand. All considerations of requests to remove materials will be reviewed using the principles of this selection policy statement as a guide.

Although the Library provides materials presenting various points of view, acquiring material does not constitute endorsement of the material's content, viewpoint, implications or means of expression. Although we welcome input from the community, an item will only be reviewed once a year.

The library believes that individuals have the freedom to choose to use or not use any items in the collection. Responsibility for overseeing children's use of the library collection rests with parents or legal guardians. Selection of material will not be inhibited by the possibility that it may inadvertently come into the possession of a child.

**206.2 Requirements:** In order to have a request considered, the patron must:

- Be a registered borrower of the Grand Prairie Memorial Library.
- File a completed **Request for Review of Library Materials** (Appendix 206A.) form with the Library Director.
- Supply full name and address. Anonymous complaints will not be considered.

**206.3 Process:** After the completed complaint form is received, the Library management team and director will review the reasons for the complaint and the materials in question. She/he will attempt to answer the complaint to the patron's satisfaction.



206 Appendix A

**GRAND PRAIRIE LIBRARY REQUEST FOR REVIEW OF LIBRARY MATERIALS:  
REQUEST TO REVIEW MATERIAL**

The Grand Prairie Library welcomes and supports all people in their enjoyment of reading and recreational materials, and their pursuit of learning and information. The Library neither promotes nor censors particular viewpoints. The Library welcomes the opportunity to discuss the interpretation and application of the Library's collection policies with Grand Prairie residents. In order to assure that the Library has an accurate statement of your opinion regarding the material in question, please complete this form (use the other side or additional pages if necessary) and return it to the Library Director, Grand Prairie Library, 901 Conover Dr., Grand Prairie, TX 75051.

Author: \_\_\_\_\_

Title: \_\_\_\_\_

This is a: Book\_\_ Video/DVD\_\_ CD\_\_ Audiocassette\_\_ Other\_\_\_\_\_

1. Did you examine the material in its entirety? Yes\_\_ No\_\_ If not, which parts did you examine?
2. What did you find objectionable about this material? Please be specific, cite pages/sections.
3. Do you believe this material would be suitable if located elsewhere in the Library's collection? Yes\_\_ No\_\_
4. Do you believe there is anything redeeming about this material?
5. Other comments:

Name: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

City/State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Complainant represents: Self \_\_ Group or Organization\_\_

Name \_\_\_\_\_

Signature\_\_\_\_\_ Date\_\_\_\_\_

Appendix 205A.

**Suggestion for Purchase**



I suggest the Grand Prairie Public Library System purchase the following item for  Main Library  Branch Library

\*Title \_\_\_\_\_

\*Author \_\_\_\_\_

Publisher \_\_\_\_\_ Year published \_\_\_\_\_

\*Where did you hear about this title?

\*What is it about?

Please give as much information as possible. All items starred (\*) must be completed before the library can consider your suggestion. Thank you. If you would like to be notified if we purchase this item, give your name and phone number or address on the back.

RETURN THIS CARD TO THE REFERENCE OR CIRCULATION DESK

**Suggestion for Purchase**



I suggest the Grand Prairie Public Library System purchase the following item for  Main Library  Branch Library

\*Title \_\_\_\_\_

\*Author \_\_\_\_\_

Publisher \_\_\_\_\_ Year published \_\_\_\_\_

\*Where did you hear about this title?

\*What is it about?

Please give as much information as possible. All items starred (\*) must be completed before the library can consider your suggestion. Thank you. If you would like to be notified if we purchase this item, give your name and phone number or address on the back.

RETURN THIS CARD TO THE REFERENCE OR CIRCULATION DESK

**Suggestion for Purchase**



I suggest the Grand Prairie Public Library System purchase the following item for  Main Library  Branch Library

\*Title \_\_\_\_\_

\*Author \_\_\_\_\_

Publisher \_\_\_\_\_ Year published \_\_\_\_\_

\*Where did you hear about this title?

\*What is it about?

Please give as much information as possible. All items starred (\*) must be completed before the library can consider your suggestion. Thank you. If you would like to be notified if we purchase this item, give your name and phone number or address on the back.

RETURN THIS CARD TO THE REFERENCE OR CIRCULATION DESK



206 Appendix A

**GRAND PRAIRIE LIBRARY REQUEST FOR REVIEW OF LIBRARY MATERIALS:  
REQUEST TO REMOVE MATERIAL**

The Grand Prairie Library welcomes and supports all people in their enjoyment of reading and recreational materials, and their pursuit of learning and information. The Library neither promotes nor censors particular viewpoints. The Library welcomes the opportunity to discuss the interpretation and application of the Library's collection policies with Grand Prairie residents. In order to assure that the Library has an accurate statement of your opinion regarding the material in question, please complete this form (use the other side or additional pages if necessary) and return it to the Library Director, Grand Prairie Library, 901 Conover Dr., Grand Prairie, TX 75051.

Author: \_\_\_\_\_

Title: \_\_\_\_\_

This is a: Book\_\_ Video/DVD\_\_ CD\_\_ Audiocassette\_\_ Other\_\_\_\_\_

1. Did you examine the material in its entirety? Yes\_\_ No\_\_ If not, which parts did you examine?
2. What did you find objectionable about this material? Please be specific, cite pages/sections.
3. Do you believe this material would be suitable if located elsewhere in the Library's collection? Yes\_\_ No\_\_
4. Do you believe there is anything redeeming about this material?
5. Other comments:

Name: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

City/State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Complainant represents: Self \_\_ Group or Organization\_\_

Name \_\_\_\_\_

Signature\_\_\_\_\_ Date\_\_\_\_\_