

## 2.5 Collection Development

It is the mission of the New Braunfels Public Library (NBPL), within the constraints of its budget, to provide library materials and services to all residents of the City of New Braunfels 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.

### I. Purpose

This formal policy serves six vital purposes:

- It acts as a blueprint for our collection, guiding staff in decision-making regarding the selection, management, and preservation of the collection under budgetary and space limitations.
- It identifies responsibilities for developing collections that reflect the library's mission statement.
- It establishes the parameters and priorities, guiding staff in developing budgets and allocating resources.
- It informs the public of the principles guiding our collection development.
- It adapts to reflect new and differing areas of interest and concern to the community.
- It states the library's commitment to intellectual freedom and to providing information expressing a variety of viewpoints.

### II. Our Community

The New Braunfels community reflects varying economic, racial, ethnic, and educational backgrounds. A strong knowledge and understanding of the community is key in terms of selecting materials and providing services to a changing populations.

Our collections and services will continue to evolve and grow as the needs of the New Braunfels community change. As the community changes, the library will need to reassess and adapt its collections to reflect new and differing areas of interest and concern. The collection development policy will be periodically evaluated and revised (at least every 3 years) as necessary to provide guidance for implementing collection change.

The New Braunfels Public Library defines its service audience as the residents and property owners of New Braunfels, Texas, and its Extra Territorial Jurisdiction (ETJ).

Over 200,000 patrons now visit 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.

### III. 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 Library Director.. 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
- Evaluations in critical review media
- Material use metrics
- 

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

- Kirkus Reviews
- New York Times Book Review
- Professional bibliographies prepared for various subject areas

All materials, whether purchased or donated, will also be considered in reference to Texas Penal Code 43.24. Library staff will use professional judgment when determining whether to include materials in the library collection.

The Library provides a wide variety of fiction genres and topical nonfiction coverage appropriate for various reading and developmental levels. In selecting materials for the collections below, Library staff will not be inhibited by the possibility that materials may come into a child's possession.

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. Library staff will determine what the best format for the requested item will be.

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

##### **A. Reference Collection**

- a. 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.
- b. 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**

- a. Description: This collection includes materials relating to the culture and history of Texas, with special emphasis on New Braunfels.
- b. 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**

- a. 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.
  - **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.
  - **Graphic Novels:** This collection focuses on contemporary literature, including classic and popular titles in a variety of genres and styles like manga, following the selection criteria of both fiction and nonfiction for this age group.
- b. Criteria:
- Literary, educational, informational, and recreational value
  - Effectiveness of presentation

#### D. Youth Collection

- a. Description: Materials include varying formats to serve wide ranges of educational backgrounds, interests and reading skills geared to the secondary school age (ages 13-18). Since the youth collection covers ages 13 through 18, not all items in this collection are appropriate for all youth.
- **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.
  - **Fiction:** This collection focuses on contemporary literature, including classic and popular titles in a variety of genres.
  - **Graphic Novels:** This collection focuses on contemporary literature, including classic and popular titles in a variety of genres and styles like manga, following the selection criteria of both fiction and nonfiction for this age group.
- b. Criteria:
- Current popular appeal
  - Literary, educational, informational and recreational value
  - Effectiveness of presentation
  - Classics for this age group

#### E. Children's Collection

- a. 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. Since the children's collection covers ages birth through 12, not all items in this collection are appropriate for all children.
- b. 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

- a. 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.
- b. 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

- a. Description: This collection includes non-print formats such as DVDs, compact discs, downloadable eBooks, audiobooks, music, videos and other emerging technologies.
- b. Criteria:
  - Is suitable for the intended audience
  - Ease of use
  - Cost efficiency
  - Artistic merit

#### H. Foreign Language Collection

- a. Description: The library maintains a small collection of titles in foreign languages. Most foreign language materials are dictionaries and basic grammar books.
  - The library maintains a separate Spanish language collection. 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.
- b. Criteria:
  - Is suitable for the intended audiences
  - Is within both budget and space constraints for the collection

#### I. Local Author Collection

- a. 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.

b. 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.

**V. 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.

**VI. 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 and the *CREW: A Weeding Manual for Modern Libraries* serve 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:

- 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.

## **VII. Patron Responsibility**

Library users are encouraged to choose what they want from the collection and leave what they don't like, but not to restrict the freedom of others to choose. Decisions about what materials are suitable for particular children are the right and responsibility of their responsible adults.

## **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 in the library service area as defined in Section II and have had a library card in good standing for more than 60 days 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.

After a decision has been made regarding a Request for Reconsideration of Materials, including the appeal to the Library Advisory Board, the Library will not review subsequent requests for reconsideration for the same material for a period of three years.

## **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 Board, June 8, 2001

Revised April 22, 2003; May 16, 2005; April 16, 2007; Sept. 17, 2012; Aug. 19, 2013; June 15, 2015; Sept. 18, 2017; June 21, 2021; August 15, 2022; March 20, 2023; January 16, 2024

**By:** \_\_\_\_\_  
President, Library Advisory Board

**Attest:** \_\_\_\_\_  
Library Director



## **Appendix A – Library Bill of Rights**

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

1. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
2. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
5. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
6. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

## Appendix B – The Freedom to Read

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove books from sale, to censor textbooks, to label "controversial" books, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to avoid the subversion of politics and the corruption of morals. We, as citizens devoted to the use of books and as librarians and publishers responsible for disseminating them, wish to assert the public interest in the preservation of the freedom to read.

We are deeply concerned about these attempts at suppression. Most such attempts rest on a denial of the fundamental premise of democracy: that the ordinary citizen, by exercising his critical judgment, will accept the good and reject the bad. The censors, public and private, assume that they should determine what is good and what is bad for their fellow citizens.

We trust Americans to recognize propaganda, and to reject it. We do not believe they need the help of censors to assist them in this task. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

We are aware, of course, that books are not alone in being subjected to efforts at suppression. We are aware that these efforts are related to a larger pattern of pressures being brought against education, the press, films, radio, and television. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy.

Such pressure toward conformity is perhaps natural to a time of uneasy change and pervading fear. Especially when so many of our apprehensions are directed against an ideology, the expression of a dissident idea becomes a thing feared in itself, and we tend to move against it as against a hostile deed, with suppression.

And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with stress.

Now, as always in our history, books are among our greatest instruments of freedom. They are almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. They are the natural medium for the new idea and the untried voice from which come the original contributions to social growth. They are essential to the

extended discussion which serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures towards conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free men will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those which are unorthodox or unpopular with the majority.

Creative thought is, by definition, new, and what is new is different. The bearer of every new thought is a rebel until his idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept which challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. Publishers, librarians, and booksellers do not need to endorse every idea or presentation contained in the books they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what books should be published or circulated.

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one man can read should be confined to what another thinks proper.

3. It is contrary to the public interest for publishers or librarians to determine the acceptability of a book on the basis of the personal history or political affiliations of the author.

A book should be judged as a book. No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free men can flourish which draws up lists of writers to whom it will not listen, whatever they may have to say.

4. There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.

To some, much of modern literature is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters taste differs, and taste cannot be legislated; nor can machinery be devised which will suit the demands of one group without limiting the freedom of others.

5. It is not in the public interest to force a reader to accept with any book the prejudgment of a label characterizing the book or author as subversive or dangerous.

The idea of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for the citizen. It presupposes that each individual must be directed in making up his mind about the ideas he examines. But Americans do not need others to do their thinking for them.

6. It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large.

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society each individual is free to determine for himself what he wishes to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive.

7. It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, bookmen can demonstrate that the answer to a bad book is a good one, the answer to a bad idea is a good one.

The freedom to read is of little consequence when expended on the trivial; it is frustrated when the reader cannot obtain matter fit for his purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of their freedom and integrity, and the enlargement of their service to society, requires of all bookmen the utmost of their faculties, and deserves of all citizens the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of books. We do so because we believe that they are good, possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

*This statement was originally issued in May 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers. Adopted June 25, 1953; revised January 28, 1972, January 16, 1991, July 12, 2000 by the ALA Council and the AAP Freedom to Read Committee.*

## Appendix C – The Freedom to View

The freedom to view, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore, these principles are affirmed:

1. To provide the broadest possible access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, and other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

*This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989.*

*Endorsed by the ALA Council January 10, 1990.*

## Appendix D – Free Access to Libraries for Minors

Library policies and procedures, which effectively deny minors equal access to all library resources available to other users, violate the Library Bill of Rights. The American Library Association opposes all attempts to restrict access to library services, materials, and facilities based on the age of library users.

Article V of the Library Bill of Rights states, " A person's right to use a library should not be denied or abridged because of origin, age, background, or views." The "right to use a library" includes free access to, and unrestricted use of, all the services, materials, and facilities the library has to offer. Every restriction on access to, and use of, library resources, based solely on the chronological age, educational level, or legal emancipation of users violates Article V.

Libraries are charged with the mission of developing resources to meet the diverse information needs and interests of the communities they serve. Services, materials, and facilities which fulfill the needs and interests of library users at different stages in their personal development are a necessary part of library resources. The needs and interests of each library user, and resources appropriate to meet those needs and interests, must be determined on an individual basis. Librarians cannot predict what resources will best fulfill the needs and interests of any individual user based on a single criterion such as chronological age, level of education, or legal emancipation.

The selection and development of library resources should not be diluted because of minors having the same access to library resources as adult users. Institutional self-censorship diminishes the credibility of the library in the community and restricts access for all library users.

Librarians and governing bodies should not resort to age restrictions on access to library resources in an effort to avoid actual or anticipated objections from parents or anyone else. The mission, goals, and objectives of libraries do not authorize librarians or governing bodies to assume, abrogate, or overrule the rights and responsibilities of parents or legal guardians. Librarians and governing bodies should maintain that parents — and only parents — have the right and the responsibility to restrict the access of their children — and only their children — to library resources. Parents or legal guardians who do not want their children to have access to certain library services, materials or facilities, should so advise their children. Librarians and governing bodies cannot assume the role of parents or the functions of parental authority in the private relationship between parent and child. Librarians and governing bodies have a public and professional obligation to provide equal access to all library resources for all library users.

Librarians have a professional commitment to ensure that all members of the community they serve have free and equal access to the entire range of library resources regardless of content, approach, format, or amount of detail. This principle of library service applies equally to all users, minors as well as adults. Librarians and governing bodies must uphold this principle in order to provide adequate and effective service to minors.

*Adopted June 30, 1972; amended July 1, 1981; July 3, 1991, by the ALA Council.*



## Appendix E – Procedure for Reconsideration of Library Materials

Any library patron residing in the library service area as defined in Section II may formally challenge library materials in the New Braunfels Public Library based on appropriateness. The following procedure will be used to address such challenges.

The library director shall always be willing to meet with patrons to discuss the basis for the selection or exclusion of library materials.

### Procedure:

1. If objection to an item is brought to the attention of a staff member by a patron in-person, the staff member shall refer the patron to the Librarian in Charge at that time.
2. If the patron issue cannot be resolved by the Librarian in Charge, then the patron must submit a Request for Reconsideration of Library Materials Form for the material in question.

The request must comply with the following criteria:

- The patron must be identified fully and qualify as a registered borrower of the New Braunfels Public Library and reside in the library service area as defined in Section II.
  - The request form must be filed in writing.
  - The request form must be completed as an original document in full.
3. The library director shall refer the Request form to the applicable Collection Development Librarian for follow up to review and arrive at a decision. The Collection Development Librarian will relay decision to the Library Director for follow up with the patron.
  4. The Library Advisory Board will be informed of the request and any action taken.
  5. If the patron is not satisfied with the decision of the Library Director, the request will be referred to the Library Advisory Board for action.
  6. When a decision is appealed to the Library Advisory Board, the board should follow the procedure outlined below:
    - A. The Library Director will notify the individual of the date, time, and location of the meeting the advisory board will address the appeal. If the individual does not attend the meeting where the material is addressed, the matter is considered closed.
    - B. At the initial Library Advisory Board meeting, the Library Director will provide a short, formal presentation that explains a packet of materials, including the library's collection development policy, the Library Bill of Rights, the completed reconsideration form, reviews of the resource being reconsidered, and a list of awards or honors, if any. The Advisory Board will then hear the individual's request.



- a. Keeping in line with City of New Braunfels policy, each speaker will have 5 minutes to make a verbal presentation about the item under reconsideration; each side is limited to 30 minutes total.
- C. The Library Advisory Board will discuss the individual's request. The individual may observe the board's discussion, but the individual may not participate in the board's deliberations unless invited to do so by the board. The board chair may choose to give board members time to ask questions.
- D. The primary purpose of the board's deliberation shall be determining whether the library followed its collection development policy. In the event more time to deliberate or more information about the item under consideration is deemed necessary, the Library Advisory Board may form a 3-member Reconsideration Subcommittee.
- E. The Reconsideration Subcommittee will be responsible for fully reviewing the acquisitions process with respect to the item under reconsideration. The librarian in charge of purchasing materials for the collection of the item under reconsideration shall act as staff liaison to the subcommittee.
- F. During the month between regularly scheduled advisory board meetings, the subcommittee shall read and/or examine the challenged resource, read the written reconsideration form, and read copies of the professionally prepared reviews and list of awards provided by the librarian liaison on the committee. The subcommittee will meet with the appellant and their deliberations will be closed to the general public.
- G. At the following Library Advisory Board meeting, the subcommittee will make a recommendation to the board as a regular agenda item to either to retain, move the item to a different collection, or remove the item.
- H. The board will make its decision determined by simple majority.

## Appendix F – Request for Reconsideration of Library Materials

Title \_\_\_\_\_

Material type (circle one)    **Book**            **Periodical**            **Video**            **Other** \_\_\_\_\_

Author \_\_\_\_\_

Publisher \_\_\_\_\_

Person initiating request \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_ Phone number \_\_\_\_\_

Email \_\_\_\_\_

Do you represent \_\_\_\_\_ Yourself

\_\_\_\_\_ An organization  
(name) \_\_\_\_\_

\_\_\_\_\_ Other group (name) \_\_\_\_\_

1. To what do you object? (Please be specific. Cite pages.)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. Did you read the entire work?    Yes/  
No            If no, which parts? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. What would you like the library to do about this work?

\_\_\_\_\_ Return it to library staff for reevaluation of age appropriateness of collection placement

\_\_\_\_\_ Return it to library staff for reevaluation of inclusion in library collection

\_\_\_\_\_ Other – explain \_\_\_\_\_

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

### For Library Use Only

Staff member receiving  
form

Date \_\_\_\_\_

Collection

Developer

Date \_\_\_\_\_

Library Director

Review

Date \_\_\_\_\_

Resolution \_\_\_\_\_

Date \_\_\_\_\_

Library Advisory Board agenda date (if  
applicable)

\_\_\_\_\_

To be filed in Library Director's office.