

SUBJECT: Collection Development

COLLECTION 400.00

PURPOSE: To articulate the principles, policies, and criteria that guide the staff in selecting materials to develop responsive collections for the library system and to inform the public on these principles and selection standards used by the Library.

MISSION: The mission of the Corpus Christi Public Libraries (CCPL) is to improve literacy, enhance knowledge, and create a sense of community by making useful information easily accessible to the Corpus Christi area.

COMMITMENT: We are committed to providing easy access to books, digital resources and information for all ages through responsive professionals, engaging programs, and state-of-the-art technology in a safe and friendly environment.

Corpus Christi Public Library (CCPL) prioritizes a commitment to equity ensuring that all members of the Corpus Christi community have equitable access to library services and programs.

CCPL remains committed to providing the entire Corpus Christi community access to books, ideas, and knowledge, and to fostering a Library for All.

PRINCIPLES: The Corpus Christi Public Library Collection Development Policy is based on the following principles:

- A. Materials are selected which provide for the interest, information, enlightenment, entertainment, education, development, and enrichment of all library patrons, within budgetary constraints and availability of materials.
- B. The freedom to read, along with the freedom to hear and to view, is protected by the First Amendment to the Constitution of the United States. This freedom, under the First Amendment, will be upheld, supported, and defended in the selection and accessibility of all library materials. In this regard, the library is guided by some of the principles of the American Library Association's Library Bill of Rights, Freedom to Read, Freedom to View, Statement on Labeling, and Free Access to Libraries for Minors as supported by the Texas Library Association.
- C. Selection of materials does not constitute or imply agreement with or approval of the content, viewpoint, implications, or presentation of the materials.
- D. CCPL respects the rights of parent(s)/guardian(s) and will not serve in loco parentis—in place of the parent(s)/guardian(s). CCPL encourages parent(s)/guardian(s) to be involved with their child's use of library resources and to guide and monitor their child's selection of library material. It is the parent(s)/guardian(s), and only the parent(s)/guardian(s), who may restrict their children and only their own children, from access to library materials. Selection of library material will not be inhibited by the possibility that materials may inadvertently come into the possession of children.
- E. CCPL is not a judicial body. Laws governing obscenity, pornography and other questionable matters are subject to interpretation by the courts. Material challenged on these grounds, or any other category covered by law, will not be removed from the library unless there is a legal judgement on the material by a court of competent jurisdiction. It is the responsibility of those objecting to the material to provide a valid court order from a court with applicable jurisdiction. Materials previously judged unlawful by a court of competent jurisdiction will not knowingly be selected.

POLICY: In accordance with the above principles, the following policies apply in regard to materials selection and accessibility for the general library collection.

- Materials transfer between library locations to fulfill community needs and requests.

- With limited exception, the collection is maintained on “open shelves” and is available for browsing and loan to all patrons using their library card.
- CCPL does not restrict access to any section based on age. Our collections are curated to serve the vast reading and viewing interest of the following age ranges:
 - Juvenile Collection: Infancy through age 12
 - Teen Collection: Ages 13 through 17
 - Young Adult Collection: 18-25
 - Adult Collection: Ages 18+
- Limiting a minor’s (under 18 years of age) access to utilization of the collection is entirely within the purview of and is solely the responsibility of the minor’s parent or guardian.
- Materials missing or withdrawn from the library’s collection are not automatically replaced.

It shall be the goal of the CCPL through its collection policies in areas designated for minors, to meet the educational, informational, and recreational needs of the community. The juvenile and teen sections shall exclude:

1. Any picture, photograph, drawing, sculpture, motion picture film or similar visual representation or image of a person or a portion of the human body which depicts nudity, sexual conduct or sado-masochistic abuse and which is harmful to minors, or
2. Any book, pamphlet, magazine, printed matter however reproduced, or sound recording which contains any matter enumerated in subsection (1) above, or explicit and detailed verbal descriptions or narrative accounts of sexual excitement, sexual conduct or sado-masochistic abuse and which, taken as a whole is harmful to minors.

Harmful to minors means:

1. Predominantly appeals to the prurient, shameful or morbid interest of minors, and
2. Is patently offensive to prevailing standards in the adult community as a whole with respect to what is suitable material for minors, and
3. Is utterly without redeeming social importance for minors.

SELECTION: The selections made follow the aforementioned principles while attempting to maintain diversity, quality, and responsiveness to patron interest patterns. As such, selections are made on the basis of any one, several, or all of the following considerations:

- A. Budgetary constraints limit the purchase of materials.
- B. Diversity is pursued by attempting to meet the needs of all ages, backgrounds, and educational levels, by providing as many subject fields as possible, and by providing alternative perspectives on unpopular or unorthodox as well as popular materials. The collection represents various opinions and viewpoints on all issues of general concern and should broadly reflect the various ethnic and social groups in the City.
- C. The collections contain materials that represent people of diverse populations such as ages, races and ethnicities, abilities and disabilities, religions, cultures, gender, and sexual orientation. Some material presents alternative or minority viewpoints, ideas, issues, and lifestyles, special insight into human and social conditions, or their experience and contributions.
- D. Quality is pursued by applying professional discretion and standards established by the library profession and through the use of appropriate selection aids, including book reviews, bestseller lists, etc.
- E. The Library staff responds to community interests by careful consideration of the following: patron requests for purchases, use patterns for existing materials, purchase trends of similar materials from retailers, and any other source of information indicating community interests. The Library collection serves, to the degree possible, the interests of a diverse community without exclusion. Responsiveness

to the interest of one individual or group is not restricted on the basis of dislike or objection of another individual or group.

- F. Undue duplication of materials is avoided, either in the library itself, or with other institutions in the community. Esoteric or very technical works, and materials available elsewhere to special interest groups, are generally excluded from the collection. Materials may also be excluded if the existing collection already covers the field.
- G. Materials with formats that do not conform or lend themselves to library use are usually excluded.
- H. Gifts, unsolicited materials, and patron suggestions for purchases are all evaluated under the same policies, principles, and selection criteria as regularly purchased materials.

CRITERIA: Library materials, whether purchased or donated, are subject to the criteria listed below. An item need not meet all of these standards to be included in the Library's collection:

- Public interest or demand
- Relevance to the community
- Contemporary significance
- Enduring value
- Readability and style
- Treatment of subject for the intended audience
- Physical durability, and attractiveness
- Suitability of the format for library use
- Creative, literary, or technical quality
- Cost
- Availability from our contracted vendors
- Reviews in professional journals
- Reviews in popular media
- Professional or literary reputation of the author, publisher, or producer
- Circulation of similar material
- Relation to existing collection and other materials on the subject

Materials missing or withdrawn from the Library's collection are not automatically replaced. The decision to replace items is based on the following criteria:

- Not every subject gap will be filled
- Availability of other copies or editions in the collection
- Public interest
- Adequacy of coverage in the subject area
- Circulation of withdrawn or missing item
- Cost
- Availability from our contracted vendors

Formats collected include books, periodicals, newspapers, maps, audio and video recordings, graphic novels, braille, online eBooks and audiobooks, online databases, and a "library of things" such as MakerSpace tools, baking pans, crochet hooks, etc. New and/or emerging formats will be considered when appropriate. The collection does not include pop-up books, coloring books, workbooks, cutout books, or fragile, multipart items that will not withstand circulation.

Periodicals and newspapers are selected to include current information not available in book format. Back issues are retained in paper, microform, or electronic formats considering reference usefulness, customer interest, and space limitations.

CCPL is not responsible for materials available through databases or consortiums.

The Corpus Christi Local History Room at LaRetama Central Library, a special collection of the library, collects, preserves, and manages information about Corpus Christi and Nueces County. Due to the nature of the materials collected, the Corpus Christi Local History Room has its own collection development policy.

RECONSIDERATION: CCPL maintains freedom of information for all and does not restrict a user's right to read, view, or listen to Library materials. As such, CCPL collects and makes available a wide variety of information, resources, and materials. With such a broad spectrum of ideas and information available, it is inevitable that people will occasionally encounter resources they believe to be inappropriate, offensive, or controversial.

A city resident who has been a CCPL Library cardholder for at least 3 months and currently in good standing may submit a *Request for Reconsideration* form (Appendix F). Prior to submitting the Request, the patron is encouraged to read the work in its entirety.

- The Request for Reconsideration form must be completely filled out, signed, and dated to be accepted. Library users who object to material in the library must follow the Request for Reconsideration process before any adjustments are considered by library staff.
- The Library Director or designee will assign a staff committee to review the reconsideration request in a timely, professional manner. During the reconsideration process, the material may temporarily be unavailable to the public only if it is needed by the Review Committee. The committee will evaluate the item and submit its findings to the Library Director or designee.
- The Library Director or designee will make a decision based on the recommendation received from the Review Committee and will inform the patron of the decision in writing via postal mail and/or email.
- The patron has the right to appeal the Library Director's decision. The appeal must be submitted in writing within 30 days to the Library Director.
- Appeals will be forwarded to the Library Board for review at a Library Board meeting. The patron will be notified of the date, time, and location at which their appeal will be addressed and will have the opportunity to address the board during public comment.
- The Board can vote to uphold the staff decision or make another recommendation. If staff is not in agreement with the recommendation; the City Manager or designee will make the final decision.
- After a final decision is made, Corpus Christi Public Libraries will not review subsequent requests for reconsideration of the same material for 2 years.

WEEDING: CCPL will evaluate its collections on an ongoing basis in response to the changing nature and needs of the community. CCPL will withdraw materials based on the elimination of outdated materials, materials no longer of interest or in demand, duplicates, and worn or mutilated items. Professional Librarians use the Integrated Library System (ILS) to obtain various views of collection performance. These and other guidelines are from *CREW: A Weeding Manual for Modern Libraries from the Texas State Library and Archives Commission*. Frequency of circulation, community interest, and availability of newer and more valid materials are considered.

The processes of inventory and maintenance are continuous. CCPL maintains an active practice of systematic weeding to keep the collection responsive to patron's needs, to ensure its vitality and usefulness to the community, and to make room for newer materials. Local History and Genealogy Room materials are an exception.

Weeding is an integral part of collection development. Weeded materials will be disposed of through means determined by the Library. The Library retains those materials in good condition that continue to have enduring or permanent significance to its mission and overall collection goals.

DISPLAYS AND PROGRAMS: Library-initiated programs and displays support the mission of the Library by providing patrons with additional opportunities for accessing information, education, and recreation. CCPL believes in promoting the collection through a variety of programs and displays representing the diversity of genres, formats, ideas, and expressions with a multitude of viewpoints and cultural perspectives that reflect the diversity in our community. Library displays increase awareness of programs, resources, and services. Displays and programs in juvenile and teen sections may not include images, illustrations, representations, or written descriptions of sexual conduct. Some programs or displays may incorporate sensitive issues of civic engagement and explore diverse ideas. CCPL believes in the ability to transform controversy into a learning moment of the nature of diverse opinions and experiences.

Library sponsorship of a program does not constitute an endorsement of the program content, or the views expressed by the participants or speakers, any more than the purchase of resources for the library collection or curation of a display constitutes an endorsement of the resources' content or its creator's views.

CCPL creates programs for an intended age group or audience based on educational suitability and audience interest; however, restrictions on participation based solely on the gender, chronological age, or educational level of patrons violate this right and should be enforced only when not doing so would adversely impact the safety of the participants or interfere with the intended purpose of the program.

Parents and guardians may restrict their own children's access to library programs, but no person or organization can interfere in others' access and participation.

Concerns, questions, or complaints about library-initiated programs and displays are handled according to the Request for Reconsideration process.

Collection Development Policy is reviewed biannually or as needed.

Revised 3/4/2025