

Corpus Christi Public Library Collection Development Policy

****SAMPLE****

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 all in the Corpus Christi area.

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.

Commitment:

We are committed to providing easy access to books 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 with 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 for the United States. This freedom will be upheld, supported, and defended in the selection and accessibility of all library materials.
- 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 will use its discretion to exclude pornography and other sexually explicit material of prurient value from its collections. Given the number of minor patrons, CCPL's interest in protecting its minor patrons from harmful sexual materials is legitimate. The Library's Parent Guide provides helpful instructions on how parents can monitor materials that their minor children check out.

Policy

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

- A. Materials move from location to location to fulfill community needs and requests.
- B. With limited exception, the collection is maintained on “open shelves” and is available for browsing and loan to all patrons using their library card.
- C. Materials missing or withdrawn from the Library’s collection are not automatically replaced.
- D. Through ongoing methods the library branch managers and director can monitor the collection to see that it is serving its public. The Collection Development Policy should be reviewed as needed to ensure a document that continues to answer the needs of the Library and its community.
- E. The Corpus Christi Public Library’s Children’s Collection is intended to serve children through 8th grade. The CCPL’s Young Adult Collection is intended to serve teens from 9th grade to 12th grade.
- F. 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, especially its children. In curating its collection in the children’s and young adult sections for the benefit of the community, CCPL takes seriously its obligation to not include sex acts or sexually explicit or graphic materials within the children’s and young adult sections that would be harmful to minors or impede their development.

The term “sex act” or “sexual activity” is defined as any of the following:

- 1. Actual or simulated sexual intercourse, including genital-genital, oral-genital, anal-genital or oral-anal, whether between persons of the same or opposite sex;
- 2. Contact between the finger, hand, or other body part of one person or the genitalia or anus of another person, except in the course of examination or treatment by a person medically licensed;
- 3. Masturbation, ejaculation or orgasm;
- 4. By use of artificial sex organs or substitutes therefore in contact with genitalia or anus;
- 5. The touching of another person’s genitals or anus with a finger, hand, or artificial sex organ or other similar device at the direction of another person;
- 6. Sexual bestiality, or sadomasochistic abuse;
- 7. Depictions or descriptions of sexual attraction or romantic relationships between an adult and a child younger than 18 years of age;
- 8. Nudity: depictions or descriptions of the genitals, pubic region, the anus or any portion of the female breast below the top of the areola; designed to promote prurient interest;
- 9. Content that would entice, induce, or encourage a child younger than 18 years of age to engage in sexual conduct.

To improve the experience of our community’s children in the Library, CCPL recognizes that certain material, including but not limited to pornography, are not allowable for minors under the law. CCPL will conform the entirety of the Library’s collections in the children’s and young adult sections to the standards in reference to TX Penal Code 43.24 and requirements of the Children’s Internet Protection Act (CIPA) set forth at 20 U.S.C. §9134 and 47 U.S.C. §254.

(1) The library director shall ensure that in developing the Library's collections for minors, no materials added to the children's and young adult sections of the library's collections shall include (a) any picture, photograph, drawing, sculpture, motion picture film, videocassette, or other visual representation of a person or portion of the human body which depicts sexually suggestive nudity or sexual conduct, sexual excitement, sexual battery, bestiality, or sadomasochistic abuse, which exhibits sex acts as previously defined or which is otherwise harmful to minors as defined by CIPA; or (b) any book, pamphlet, magazine, printed matter, or sound recording, however reproduced, which contains explicit or detailed descriptions or narrative accounts of sexual excitement or sexual conduct which exhibits sex acts as previously defined or otherwise harmful to minors as defined by CIPA.

(2) The sole exception to this policy is that the library director may curate constitutionally protected materials of the type identified in paragraph (1) above for bona fide research by adults but must ensure that such materials are not accessible to minors. The library director shall ensure that all such materials are kept in such a way as to prevent access by children.

(3) The library director shall report to the City Council regularly, but no less often than once every six months, regarding the Library's compliance with this policy.

Children under the age of 18 shall receive library cards that are especially designated for minors. These cards will be accompanied by a Parent Guide with resources listed provided to help parents/guardians to quickly locate information about some books. This Youth Library Card is intended to help prevent the checkout of material with content containing obscenity, sexual conduct, and sexual intercourse. Age-appropriate materials concerning biology, human anatomy, or religion are exempt from this rule.

Selection

Ultimate responsibility for materials selection rests with the library director acting on the authority of Corpus Christi City Council and subject to the standards in reference to TX Penal Code 43.24 and requirements of the Children's Internet Protection Act (CIPA) set forth at 20 U.S.C. §9134 and 47 U.S.C. §254. The selection of any material for the Library's collection does not constitute an endorsement of its contents. The Library recognizes that many materials are controversial and that any given item may offend some patrons. Decisions are not made based on any anticipated approval or disapproval, but solely on the merits of the work in relation to the building of the collection and to serving the interests of patrons. The Library strives to provide a balanced view on controversial subjects by selecting sources portraying all sides of an issue. The primary goal of collection development is to provide materials (i.e. books, audio recordings, DVD's, electronic, etc.) that meet the educational, informational, and recreational needs of the community. 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. It is our goal that within the collection everyone can find something that brings them joy, but we are aware that it won't be the same thing for every one of our users. Decisions about what materials are suitable for particular children should be made by the people who know them best – their parents or guardians. The selection of materials for adults is not constrained by possible exposure to children or teenagers. Library staff is available to assist children and parents in finding the materials that are best suited to the individual child.
- E. 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, and local standards.
- F. 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.
- G. 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.
- H. Materials with formats that do not conform or lend themselves to library use are usually excluded.
- I. 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, 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 collects and makes available a wide variety of information resources and materials representing the range of human thought and experience. A singular obligation of a public library is to reflect within its collection differing points of view on controversial or debatable subjects. The Library welcomes expressions of opinions from our residents concerning materials selected for the collection. If any customer who is a resident of the City of Corpus Christi and is a CCPL cardholder, questions the content, tone, or placement of an item in the collection, they should first address the concern with a Library staff member. If the resident’s concern is not satisfied through discussion with Library staff, the resident may initiate a Request for Reconsideration of Library Material.

- A. The Request for Reconsideration of Materials form must be filled out, signed, and dated to be accepted. The material will remain available during the reconsideration process. No materials will be removed without following the full reconsideration process.

- B. The Library Director or designee will assign a committee to review the Request in a timely, professional manner.
- C. The committee will evaluate the item to determine if it meets the criteria established in the Collection Development Policy. The committee may recommend a number of actions including removal of the material, re-labeling/classification of the material, providing other restrictions on the material, or no action at all. The review process by the committee will be completed and submitted to the Library Director or designee within 30 days from the date the complete Request for Reconsideration of Materials is submitted. If additional time is needed, the customer submitting the request will be notified.
- D. The Library Director or designee shall have final discretion as to whether to follow or modify the recommendation by the review committee.
- E. The Library Director or designee shall inform the customer in writing of his or her decision regarding the Request for Reconsideration of Materials no later than 10 days after receiving the report from the review committee.
- F. The requestor has the right to appeal to the Library Director's decision. The appeal must be submitted in writing within 30 days to the Library Director. If an appeal is requested, the Library Director will forward the request to the Library Board for review at a Library Board meeting and will notify the requester of the date, time, and location at which the Board will address the appeal.
- G. The Library's Board's decision is final. The decision is effective for two years after which time a citizen may again request reconsideration of the book.

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. As outlined in our policy, which protects children from harmful, sexually explicit material in areas designated for minors, any materials taken from the area intended for minors, may be reshelved in an adult section that reflects the intended genre. 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. Displays and programs may not include images, illustrations, representations, or written descriptions of sexual conduct. Library displays increase awareness of programs, resources, and services. 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 are responsible for their own children during library programs, and may restrict their own children's access to these programs.

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

Reviewed: October 1, 2021; August 2023.

Name

Telephone

Address, City, Zip

Email

Library Card Number

Material on which you are commenting:

Title or program or display

Author

Format

1. What brought this title to your attention?
2. Did you read/view the entire item/program?
3. What do you believe to be the purpose of this item/program?
4. To what specifically do you object and why?
5. For what age group do you recommend this item/program?
6. Have you read any reviews of this item?
7. How do you feel this item does not conform to CCPL Collection Policy?
8. What would you like CCPL to do about this item/program?
9. In the place of this item, please recommend other materials/programs which you consider to be preferable for the purpose intended.

Signature and date

Thank you for your interest in the Corpus Christi Public Libraries!

Form Updated: April 23, 2024