

2024 Current Policy in Black

Library Board Recommendations in Red (with additions/removals)

Staff 2025 Proposed Policy in Blue

Draft Version: 01

Corpus Christi Public Library Collection Development Policy

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.

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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.

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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. Diversity and inclusion are about respecting, understanding, honoring, and welcoming all members of the staff and community into the library. Decisions about hiring, collection development, policies, and programming are made with a lens of equity, diversity, and inclusion.

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

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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, essential to our democracy, will be upheld, supported, and defended in the selection and accessibility of all library materials. In this regard, the library upholds 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 well as to the Texas Library Association's Intellectual Freedom Statement.
- C. Selection of materials does not constitute or imply agreement with or approval of the content, viewpoint, implications, or presentation of the materials.
- D. The library staff does not serve *in loco parentis*. It is the parent(s), and only the parent(s), who may restrict their children, and only their own children, from access to library materials. Responsibility for children's reading rests with their parent(s) and/or legal guardian(s). Selection will not be inhibited by the possibility that materials may inadvertently come into the possession of children.
- E. The library is not a judicial body. Laws governing obscenity, subversive materials, and other questionable matters are subject to interpretation by the courts. Consequently, no challenged material will be removed from the library for complaints of obscenity, pornography, subversiveness, or any other category covered by law until after receipt of an independent court order. Conversely, materials previously judged unlawful will not knowingly be selected.

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- 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. While CCPL provides extensive collections for all audiences including adults, juveniles, and teens, access and use of the entire collection is a right of all residents.

- Materials move from location to location 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.
- Limiting a minor’s (under 18 years of age) access to or 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.

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- Materials missing or withdrawn from the Library’s collection are not automatically replaced.
- 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.
- 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.
- 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 materials with content containing obscenity, sexual conduct, and sexual intercourse. Age-appropriate materials concerning biology, human anatomy, or religion are exempt from this rule.**

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 16
 - Young Adult Collection: Ages 16+
 - Adult Collection: Ages 18+
- Limiting a minor's 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.

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. Patrons are free to choose what they want from the collection, and to reject what they don't like, but not to restrict the freedom of others to choose. 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, etc.

- 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.

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

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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.

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:

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Reconsideration

CCPL believes in 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 representing the range of human thought and experience. With such a broad spectrum of ideas and information available, it is inevitable that people will occasionally encounter resources they believe to be inappropriate or offensive. The materials held in the Library's collection are controversial and reflect differing viewpoints.

Library Staff will listen politely and respectfully to any questions and concerns of Library patrons and informally explain the policy. Only City Resident who has been an active CCPL cardholder in good standing for one year or more may request the removal or relocation of items from the collection through the Request for Reconsideration of Materials form. Prior to submitting the Request, the requester must have read the work in its entirety. 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.

The Library Director or designee will assign a committee to review the Request in a timely, professional manner. The committee will evaluate the item to determine if it meets the criteria established in the Collection Development Policy. The Library Director or designee will make a decision based on the recommendation received from the Reconsideration Committee.

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. If the Board is not in agreement with the staff decision, the Board's recommendation will be submitted to the City Manager or designee. 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.

(Updated February 2, 2024)

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- The Library Director or designee will assign a committee to review the Request in a timely, professional manner.
- 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.
- The Library Director or designee ~~will make a decision based on the recommendation received from the Reconsideration Committee~~ shall have final discretion as to whether to follow or modify the recommendation by the review committee.
- 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.
- 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. ~~If the Board is not in agreement with the staff decision, the Board's recommendation will be submitted to the City Manager or designee. The City Manager or designee will make the final decision.~~
- ~~After a final decision is made, 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. Corpus Christi Public Libraries will not review subsequent requests for reconsideration of the same material. (Updated February 2, 2024)~~

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. 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 15 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.

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.

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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. 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 vigorously defends the First Amendment right of speakers and participants to express themselves.

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.

Reviewed October 1, 2021; August 2023. Next review: August 2025

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Collection Development Policy is reviewed biannually or as needed.