

**Tyler Public Library
POLICY**

TITLE: **COLLECTION DEVELOPMENT POLICY**

EFFECTIVE DATE: 2018-08-08

AUTHORIZED BY: Tyler Public Library Board

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I. Mission Statement/Purpose of Policy

(A) The mission statement of the Tyler Public Library is to meet our patrons' needs for information, education and recreation through access to library resources. We seek to serve and enrich the people of Tyler.

(B) The mission statement sets forth the following philosophy of service: The purpose of the Tyler Public Library is to provide all area residents ready access to a broad collection of materials in a variety of formats that detail our knowledge, ideas and culture; to offer encouragement and guidance in their use; and to provide the community with access to reliable and easily available sources of information.

(C) Because of the volume of publishing as well as the limitations of budget and space, the library must have a collection development policy with which to meet community interests and needs if it is to fulfill its objectives.

(D) This policy is used by library staff to select, maintain and weed materials and also to serve to acquaint the general public with the principles of collection development. The policy will be reviewed on a regular basis by the City Librarian and the Library Board to ensure that the policy remains current, pertinent and an accurate reflection of the changing needs of the community, the library and its collection development objectives.

II. Factors Affecting Collection Development

(A) The library has served the recreational, educational, and informational needs of Tyler since 1899. During its history, the library has grown with the community, adding services and materials in response to user needs and modifying its course of development in order to provide the best possible library service.

III. Responsibilities for Collection Development

(A) The ultimate responsibility for collection development, as with all library activities, rests with the City Librarian, who operates within the framework of library policy.

(B) This responsibility is shared with other members of the library staff. The Collection Development Associate and various professional staff are responsible for juvenile, young adult, reference, adult, and audiovisual collections, and other subject areas as necessary.

(C) Because the City Librarian must be able to answer to the Library Board and the general public for actual selections made by staff, he or she has the authority to reject or select any item contrary to the recommendations of the staff.

IV. Selection of Library Materials/Criteria for Evaluation

(A) General criteria. The Tyler Public Library's materials selection policy must be flexible and broad. The library will not duplicate specialized materials already available in local institutions, purchase textbooks used in the schools nor supply titles in quantity proportionate to extensive demand. The selection of library materials involves the following factors and considerations:

1. The experience and knowledge of staff selectors;

2. Familiarity with the community, its needs and interests;
3. Holdings and availability of other area library resources; and
4. The library's existing collection and its materials budget

(B) Criteria for judging materials:

1. Materials are judged on the basis of the work as a whole, not on a part taken out of context.
2. Reviews in professional journals (*Booklist*, *Kirkus Reviews*, *Library Journal* and popular periodicals) are used in the selection process and are sought whenever possible.
3. Opinions on selected works may also be solicited from area authorities or from electronic discussion groups.
4. The lack of a review or an unfavorable review is not sufficient reason to reject a title for which there is demand.

(C) Criteria for the selection of adult nonfiction books for circulation:

1. Reliability of information and qualification of the author in the subject field;
2. Timeliness and permanent value;
3. Literary style;
4. Popular interest;
5. Reputation of the publisher;
6. Illustrations;
7. Relationship to the existing collection;
8. Physical format (binding, typography, design, etc.); and
9. Price.

(D) Criteria for selecting adult and young adult fiction books:

1. Popularity of the author (patron requests);
2. Appeal to the general-interest reader;
3. Relationship to the collection;
4. Quality of the writing;
5. Characterization (constructive, realistic portrait);
6. Literary merit;
7. Reputation of the publisher; and
8. Price.

(E) Other guidelines for selection:

1. Best-selling fiction: Books that appear on the best-seller lists of the *New York Times* and *Publishers Weekly* are not automatically purchased and may be selected without the benefit of a positive review. The library will purchase two or more copies of a title only when the author is especially popular with our library users.
2. Genre fiction: The most important criterion for the selection of mystery/detective, science fiction and fantasy, romance, and western titles is the popularity of the author.
3. Retrospective purchases: As much as possible, the fiction collection should contain the best and most enduring of all the novels and short stories that have been published in the English language. Using standard bibliographies, the library will add or replace historically significant titles to its collection on a regular basis.
4. Works by first-time authors: The library feels an obligation to purchase the works of promising new authors. Using the standard review tools, selectors will purchase the best new fiction published each year.
5. Purely pornographic works, as defined by local, state and federal law, will not be purchased; however, serious fiction, poetry, drama and other

nonfiction works will not be excluded simply because of coarse language or frankness of treatment.

(F) The Reference Collection

1. In general, reference materials are selected with the goal of satisfying the majority of information needs within the community. Questions which fall beyond the scope of the collection are referred to other agencies.

2. Materials are evaluated by using the following criteria:

- (a) Authority of the publisher, editorial staff and contributors;
- (b) Arrangement of the information (including the use of indexes, bibliographies and tables of contents);
- (c) Accuracy;
- (d) Objectivity;
- (e) Timeliness;
- (f) Scope;
- (g) Relationship to the existing collection;
- (h) Illustrations;
- (i) Physical format;
- (j) Special features; and
- (k) Price.

(G) The Periodical Collection

1. A collection of magazines and newspapers is maintained for browsing purposes and as a supplement to the book collection. Requests for periodicals which fall outside the scope of the collection may be filled through the interlibrary loan network by means of printed copies. The collection is evaluated on an annual basis.

2. Selection of periodicals is based on the following criteria:

- (a) Appeal to the general-interest reader;
- (b) Accessibility of a title's contents through indexes;
- (c) Accuracy and objectivity of the editors and contributors;
- (d) Patron requests; and
- (e) Preservation of a balanced viewpoint within the collection.

(H) Audiovisual Materials: Audio Recordings

1. The library recognizes sound recording as a major form of publication. Because of the cost and diversity of titles available, the aim of this collection is to represent a cross section of available material.
2. Recordings are selected on the basis of reviews in professional and general publications and the popularity of artists or authors whose works appear in this format. Patrons' requests are also taken into consideration.
3. Dramatic and documentary recordings, such as books on tape, are selected on the basis of literary merit, content interest and quality of the production.

(I) Audiovisual Materials: Video Recordings

1. The library's video collection is intended to serve the informational, educational and recreational needs of the community. The collection strives to complement, rather than to compete with, streaming services by offering a different collection focus. The collection is designed to be general in nature and does not contain specialized materials for the exclusive use of one particular group.
2. Generally speaking, selections are popular titles. VHS videocassettes are no longer purchased. DVD titles are chosen based on a combination of the following: a score of 60 or higher on www.metacritic.com; 3 stars on www.allmovie.com; minimum score of 6.7 on www.imdb.com, or professionally reviewed sources and the discretion of the Library staff or Collections Development Associate.

3. Because of the great diversity of materials available, no single set of criteria can be applied to all items. Titles may be evaluated using one or more of the following specific criteria:

(a) Relationship of the item to the existing collection and to other materials available on the subject;

(b) Recognition by prizes, awards, etc., given by critical organizations or institutes;

(c) Provision of a presentation most effectively or appropriately delivered by the video format; and

(d) Provision of information that is unique to or available only in this format.

(J) Gift Materials

1. Materials donated to the library are not automatically added to the collection. These items are reviewed according to the selection criteria set forth in this section. Gifts are considered with the explicit understanding that such factors as duplication, lack of community interest, processing costs or inadequate shelf space may prevent their addition to the collection or permanent retention on the shelves.

2. Gift materials not added to the collection will be disposed of according to section VII (D) of this policy.

(K) Electronic Materials

1. Electronic materials include online, CD-ROM resources, e-books and e-audio. Titles or services are intended to supplement and, in some cases, replace print materials. E-books and e-audio are currently purchased and shared through OverDrive's Northeast Texas Digital Library Consortium ("Consortium") with some content ("Advantage") exclusive to Tyler patrons. The library does not have control over the selections made by other libraries in the Consortium.

The library also selects and purchases streaming audiobooks through RB Digital. Access to e-books and e-audio is also available through EBSCO on TexShare. The library does not have control over selections for the EBSCO content. Titles purchased are "licensed" copies.

2. Selection of electronic products and services is based on the same criteria for print materials. Due to limited funds and the nature of electronic materials, the following additional criteria may apply:

- (a) Accessibility (equipment and space to utilize product effectively);
- (b) Ease of use (product marketed for the general public);
- (c) Timeliness;
- (d) Relationship to the existing collection;
- (e) Community interest;
- (f) Cost;
- (g) Availability (not all titles are available in digital form);
- (h) Bestselling authors and high interest fiction titles and series will take priority;
- (i) Multiple copies will not be purchased, excepting the addition of Advantage titles which allow for quicker access to high demand titles; and
- (j) Content that does not require repurchasing after a set time period or number of checkouts will be given lower priority in Advantage Purchases.

(L) Local and Family History Materials

Through the Local and Family History Room, located on the third floor, the library seeks to provide information on Tyler and its history, as well as provide resources for basic research in genealogy. Published materials on Tyler and Smith County will be exhaustively collected and materials for the beginning and accomplished genealogist will be acquired as funds and space permit.

A local author is defined as any individual who was born in Tyler or publishes a work of fiction or non-fiction which was written while the author was residing in the City of Tyler. Self-published works by local authors may be added if the author chooses to donate a copy of his work for the local authors section. This

should not be considered a permanent placement. These titles will be added as space allows.

The library selects materials emphasizing local interest, such as roses, Texana and regional authors, as is warranted. The library may accept special collections of papers and documents that relate to local families or history; however, the library will not accept responsibility for maintaining the privacy of any personal or group records. No restrictions will be placed on duplicating such materials except in cases where the process will harm the original document.

(M) Requests to Buy

The library maintains a balanced and varied collection to interest all patrons. Budgetary constraints prohibit purchasing every request. The library welcomes requests from patrons and places a high priority on patron needs and wants. All requests will be evaluated according to selection guidelines. Patrons are limited to two requests per month and to requesting titles that have already been published. Highest consideration will be given to requests for materials that are:

1. Bestsellers;
2. Prize winners;
3. Items of local Interest; and
4. Items less than three years old.

V. Materials for Specific Audiences

(A) Materials for Children

1. In selecting materials for children, the library's goal is to make available a collection that satisfies their informational and recreational needs.
2. Materials are selected which meet the general needs of the majority of children. Materials whose qualities make them valuable to children with special needs, talents, problems or interests are also considered.
3. Criteria for materials selection are the same as for adult and young adult materials with the addition of vocabulary suitable to the age of the intended audience and quality of the illustrations in children's fiction.

(B) Materials for the visually impaired, such as large-print books, are acquired according to patron demand. The library also encourages patrons with special needs to use the resources of the National Library Service for the Blind and Physically Handicapped.

VI. Maintenance of Library Materials

(A) Most library materials are processed in such a way as to ensure their maximum use under normal circumstances. Inexpensive paperbacks may be an exception to this policy.

(B) All materials returned to the library are inspected for damage.

(C) Damaged but still usable materials are mended according to an established set of procedures.

(D) Patrons are charged a replacement cost for materials they check out that are irretrievably lost or damaged beyond repair. (See Circulation Policy, section VII, for details.)

VII. Withdrawal of Library Materials

(A) Weeding is necessary to maintain a vital, useful and up-to-date collection. This task takes skill, care, time and knowledge of the materials to do a competent job.

(B) Selection of materials for weeding is based on the following criteria:

1. Materials worn out through use;
2. Ephemeral materials, which are no longer timely;
3. Materials no longer considered accurate or factual;
4. Materials which have had little recent use and are of questionable value; and
5. Excess copies of a title no longer in demand.

(C) Replacement of materials that are withdrawn is not automatic. The need for replacement is based on the following criteria:

1. Number of duplicate copies;

2. Existence of adequate coverage of the subject; and
3. Demand for the specific title or for material in that subject area.

(D) The City Librarian will approve all materials for disposal. Disposal of materials weeded from the collection is accomplished according to the following priorities:

1. Materials which are of no interest to other libraries or other tax-supported institutions but which are judged by the City Librarian to have possible resale value are kept for the Book Nook and the library book sale, where they are offered on a first-come, first-served basis.
2. Materials unsuitable for transfer or sale are discarded.
3. Materials that can be used by another tax-supported institution, not a library, are made available to that institution with all responsibility for transfer assumed by the receiving institution.

(E) The library will not accept requests to hold weeded materials for individuals.

VIII. Request for Reconsideration of Library Materials

Individuals may request reconsideration of a selection decision of library material. To receive consideration by the library, all requests must be made in writing using the library's request for reconsideration form (see page 21).

The library materials about which a request for reconsideration has been made will not be removed from the collection, nor will their use be restricted in any way, before final action is taken by the Library Board on the request.

Within 30 days of the filing of the written request for reconsideration, the City Librarian will send a written response to complainants notifying them of the library's Collection Development Committee's decision regarding their request. The response will also inform complainants that if they desire, the request will be forwarded to the Library Board who will review the request within 90 days and take action on it. In making its decision, the Library Board will consider professional reviews and will employ all of the criteria of selection listed in the Library's Collection Development Policy, including the American Library Association's Library Bill of Rights, Freedom to Read Statement, and Freedom to View Statement and The Texas Library Association's Intellectual Freedom Statement.

Complainants will be notified in writing of the Library Board's decision in the matter.

Requests for reconsideration about a particular item will not be considered by the library more than once within a 12 month period.

All policies will be reviewed annually by staff, and significant changes will be brought to the Library Board.

IX. Appendices

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.

- I. 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.
- II. 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.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- VI. 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.

Adopted June 18, 1948.
Amended February 2, 1961, and January 23, 1980,
inclusion of "age" reaffirmed January 23, 1996,
by the ALA Council.

The Freedom to Read Statement

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 or limit access to reading materials, to censor content in schools, to label "controversial" views, 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 counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. 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.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. 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 or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. 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 controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that

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 toward 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 people 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 that are unorthodox, unpopular, or considered dangerous by the majority.*

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that 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 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 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 can read should be confined to what another thinks proper.

3. *It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.*

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 people can flourish that 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 expression 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 values differ, and values cannot be legislated; nor can machinery be devised that 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 the prejudgment of a label characterizing any expression or its author as subversive or dangerous.*

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. 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; and by the government whenever it seeks to reduce or deny public access to public information.*

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 individuals are free to determine for themselves what they wish 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. Further,

democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

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, they 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 the reader cannot obtain matter fit for that reader's 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 the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans 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 the written word. We do so because we believe that it is 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 of 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, June 30, 2004, by the ALA Council and the AAP Freedom to Read Committee.

A Joint Statement by:

American Library Association

Association of American Publishers

Texas Library Association Intellectual Freedom Statement

A. Preamble

The Texas Library Association holds that the freedom to read is a corollary of the constitutional guarantee of freedom of the press. Freedom of choice in selecting materials is a necessary safeguard to the freedom to read, and shall be protected against extra-legal, irresponsible attempts by self-appointed censors to abridge it. The Association believes that citizens shall have the right of free inquiry and the equally important right of forming their own opinions, and that it is of the utmost importance to the continued existence of democracy that freedom of the press in all forms of public communication be defended and preserved. The Texas Library Association subscribes in full to the principles set forth in the LIBRARY BILL OF RIGHTS of the American Library Association, Freedom to Read Statement, and interpretative statements adopted thereto.

B. Areas of Concern

1. **LEGISLATION.** The Texas Library Association is concerned with legislation at the federal, state, local and school district level which tends to strengthen the position of libraries and other media of communication as instruments of knowledge and culture in a free society. The Association is also concerned with monitoring proposed legislation at the federal, state, local and school district level which might restrict, prejudice or otherwise interfere with the selection, acquisition, or other professional activities of libraries, as expressed in the American Library Association's LIBRARY BILL OF RIGHTS and the Freedom to Read Statement.

The Intellectual Freedom Committee works with the Legislative Committee to watch proposed legislation, at the various levels, which would restrict or interfere with the selection, acquisition, or other professional activities of libraries.

2. **INTERFERENCE.** The Association is concerned with the proposed or actual restrictions imposed by individuals, voluntary committees, or administrative authority on library materials or on the selection judgment, or on the procedures or practices of librarians.

The Intellectual Freedom Committee attempts to eliminate restrictions which are imposed on the use or selection of library materials or selection judgment or on the procedures or practices of librarians; receives requests for advice and assistance where freedom has been threatened or curtailed; and recommends action to the Executive Board where it appears necessary.

3. MATERIALS SELECTION POLICY. The Texas Library Association believes that every library, in order to strengthen its own selection process, and to provide an objective basis for evaluation of that process, should develop a written official statement of policy for the selection of library materials.

The Intellectual Freedom Committee encourages all libraries to develop a written statement of policy for the selection of library materials which includes an endorsement of the LIBRARY BILL OF RIGHTS.

4. EDUCATION. The Texas Library Association is concerned with the continuing education of librarians and the general public in understanding and implementing the philosophy inherent in the LIBRARY BILL OF RIGHTS and the ALA Freedom to Read Statement

The Intellectual Freedom Committee supports an active education program for librarians, trustees, and the general public.

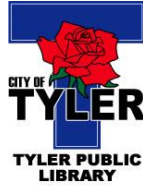
5. LIAISON WITH OTHER ORGANIZATIONS. The Texas Library Association, in order to encourage a united front in defending the rights to read, shall cooperate with other organizations concerned with intellectual freedom.

The Intellectual Freedom Committee advises on TLA positions and cooperates with other organizations.

Adopted September 15, 1972
by the TLA Council

Reaffirmed April 7, 1995
by the TLA Council

Letter of Donation



Date: _____

Name: _____

Address: _____

City, State Zip: _____

Thank you for your donation of the following items to the Tyler Public Library. The library benefits greatly from gifts that are useful to the needs of the collection. Donors agree, however, that those items which in the library staff's opinion would not be an appropriate addition will be forwarded to other libraries, non-profit agencies and charitable book sales or placed in the library's sales.

_____ Hardbound books

_____ Paperbound books

_____ Periodicals

_____ Audio Cassettes

_____ Video Cassettes

_____ Compact Discs

_____ DVDs

_____ Other _____

No goods or services were provided in consideration for this gift. Donor is responsible for determining the value of this gift.

Sincerely,

Librarian



Tyler Public Library Citizen's Request for Reconsideration of Material

Thank you for bringing an item to our attention you feel may not have merit. The Collection Development Committee will examine the material in an attempt to be objective, but they need your help to determine specifically the objection. Your help in this matter is appreciated. We hope you will continue to use and support the library in its efforts to bring a well-balanced and meaningful collection together for every citizen of Tyler.

Please complete the following form. You may use the back of the form if you require more space.

Author _____

Title _____

Publisher _____

Format: Hardcover ___ Paperback ___ Recording ___ Other _____

Request initiated by _____

- 1) To what in the item do you object? Please be specific, citing pages.
- 2) What do you feel might be the result of using this material?
- 3) For what age group would you recommend this material?
- 4) Can you recommend anything good about this material?
- 5) Did you read, view or listen to this item in its entirety?
- 6) Are you aware of the reviews received by this material? The reference librarian will be happy to help find them.

Signature of Complainant _____

Address _____

Library Card Barcode # _____

Phone _____