

Collection Development Policy

Approved by the Library Advisory Board on August 1, 2016

Mission Statement

The Abilene Public Library provides materials, services, and programs to help community residents obtain information which meets their personal, educational, professional, and recreational needs.

Description of Service Community

The Abilene Public Library is located in the City of Abilene, which is approximately midway between Ft. Worth and Midland. Abilene, Texas is the seat of Taylor County with a population of about 120,958. The city is primarily suburban and the center of a 22 county area known as the Texas Midwest. Most of these counties are rural. Abilene is unique in that it has three private Christian universities. Dyess Air Force Base maintains over 7,000 military personnel and their families just west of Abilene. The International Rescue Committee has a small relocation center in Abilene. Abilene has a wide range of residents, with 64% of the population between the ages of 18 and 64, 13% 65 or older, and 23% 17 and under. The cost of living is below average, and the median income is around \$41,000.

The Abilene Public Library primarily serves the City of Abilene and Taylor County, but assistance and materials are also available, for a nominal fee, to individuals in surrounding counties. Abilene Public Library cards are available only to those residing in the state of Texas. Abilene's demographics include 60% Caucasian, 26% Hispanic, 10% African American and roughly 4% other. English is the dominant language spoken in Abilene, but Spanish, French, and many Asian and African dialects are also represented. Students attending the local universities can access materials and services through the Abilene Public Library's membership in the Abilene Library Consortium. The Abilene Public Library provides full service and actively reaches out to the 7,000 Dyess military personnel and their families.

Scope of the Collection

Abilene Public Library shares collections and resources with five other institutions in the Abilene Library Consortium. As the only public library in the consortium, personnel primarily provide the larger collection with popular reading, listening and viewing items. APL collects Adult, Young Adult and Children's fiction in many different genres. Nonfiction items include current popular materials as well as a robust history, biography, literature, religion, and Genealogy collections. The Abilene Public Library boasts a large collection of Music CDs, Audio Books, DVDs and Blu-Ray for every age of patron in both English and Spanish. Popular magazines and newspapers are available in the 2nd floor reading room. The Main Branch and Mockingbird branch provide a small Spanish collection with a wide variety of materials. Many physical resources are duplicated with digital collections in our OverDrive, Hoopla and Flipster collections.

Programs or patron needs the collection must meet.

The Abilene Public Library strives to meet the various needs of all of its patrons. To this end, the collection will support numerous endeavors, which include materials for both formal and self-education needs as well as recreational needs. This includes various works of fiction, non-fiction, juvenile materials, audiovisual materials, newspapers, periodicals, and digital materials. Materials are available as both circulating and as reference materials that must be used in the library only. The library does not

place the needs of one individual over the other, but strives to provide adequate resources to meet all needs. The library as a whole will support the right of the individual to access information, no matter if it may be considered controversial, unorthodox or unacceptable to others.

The collection will also support the needs of various programs offered by the Abilene Public Library. These programs include but are not limited to: children's story times, teen activities, and adult programs based on areas of interest. For many of the children's story times, there is a concentration on the six stages of early literacy; these skills can also be found in the supported children's collection. Our tween and teen programs cover a wide variety of interests; some of the clubs and event focus on crafts and movies, others on developing writing skills. By offering these programs, teens are learning valuable skills as well as receiving socialization. The adult programs we offer help with technical skills (such as computer use and mobile device use). By supporting and developing these, the Abilene Public Library is encouraging life-long learning, change, and new interests outside the home. All programs that are offered have supported reading or audiovisual materials to further self-education in these departments. These materials will be available for circulation as normal, with reference collections as needed.

Service goals

The Abilene Public Library strives to provide a collection of high quality materials that are reliable, current, and appealing to a wide range of patrons. Recreational titles will attempt to provide both lasting value and immediate interest. These materials will be available across all ages and interests at all locations. Throughout the three locations, the Abilene Public Library is represented as one collection, with easy and clear accessibility to all patrons, no matter their physical location. Additionally, digital materials are available through a virtual fourth branch of the library that functions with the same intents, purposes, and funding of the physical locations.

The Abilene Public Library collection:

- Reflects a variety of viewpoints, needs, and interests in accordance to the overall demographics of the Abilene area.
- Strives to provide an adequate number of copies for titles purchased; the more popular the item, the more copies are ordered so as to decrease the wait for patrons. These copies are purchased in multiple formats, including digital. Patrons can also request additional copies.
- Uses social media, outside, and in-house advertising to inform patrons of the collection. This includes flyers, radio spots, blog posts, and email lists of new titles.
- Will respect and respond to the community's needs and interests.
- Supports school and homeschool curricula.
- Corresponds with programs offered, such as various clubs for teens, informational and recreational sessions for adults, and children's story times.

Cooperative collection development programs

The Abilene Public Library is in two consortia cooperative collection development programs. A consortium is defined as an association, typically of several business or companies. The first consortium is the Abilene Library Consortium (ALC); this association exists between the various academic libraries

(Abilene Christian University, Hardin-Simmons University, McMurry University, and Howard-Payne University) in or near Abilene, as well as the public library. Because the Abilene Public Library is the only non-academic entity, we wish to provide a seamless service to the ten thousand college students in town. This is done through offering popular fiction, nonfiction, and audio-visual materials available to check out to any student, faculty, or staff member. The public library's goal is to complement the academic collections in the consortium, as no one entity can fully provide for the community's needs alone. To that end, the Abilene Public Library offers general research materials through our nonfiction and database collections.

The second cooperative collection development program is with the Overdrive agreement with Tom Green County Library and the Abilene Public Library. Overdrive, an electronic resource for e-materials, allows both the Abilene Public Library and Tom Green to have a virtual fourth branch. The buying power is split between the two counties, allowing access to more materials, offers a deeper selection, and has multiple copies available. This consortium was developed in 2006; as of 2016 there have been almost 16,000 titles purchased.

Details of Subject Areas and Formats Collected

Special Collections

The Abilene Public Library has two special collections, the Texas Collection and the Genealogy Collection; both are currently housed entirely at the Main Library location. These collections offer a more detailed and comprehensive collection than is located among regular circulating materials. Both special collections are available to the public during regular operating hours. Everyone is encouraged to use the collections, but they hold particular interest for students, teachers, historians, local governmental persons, genealogists, and archivists. The Texas and Genealogy Collections both continue to grow and expand with additional local and family histories being acquired regularly. Some of the same print resources located in the library can also be viewed online on the West Texas Digital Archives (wtda.alc.org).

The Genealogy Collection contains materials relevant to historians and genealogists. It contains maps, family histories, indexes, and microfilms along with books both donated and bought by Abilene Public Library. The genealogy collection will aid anyone looking to trace family relationships. While the collection is primarily focused on providing materials that have to do with Abilene and Taylor County, we strive to offer some materials from other cities and states, in both print and online resources to meet the needs of both Abilenians and to other library visitors.

The Texas collection materials are gathered with the theme of local and state history in mind. Materials are purchased with an emphasis on Abilene and Taylor County. Some materials from other Texas counties and cities can also be found in the Texas Collection. Multiple copies of books by Taylor County authors can also be found in the Texas Collection. All materials are non-fiction and limited to in library use only.

Periodicals

The collection includes both print and online subscriptions, and covers entertainment as well as educational content. While the Abilene public library maintains subscriptions to the Abilene newspaper other content is evaluated based on customer feedback, regional interests, and diversity of coverage. Newspapers and magazines are selected based on their breath of coverage and fulfillment of entertainment and/or educational needs. The largest collection of magazines and newspapers is held at

the Main Library while the branches will both have a smaller selection based on the desire of their select customer needs. The periodical collection strives to maintain a fair and balanced collection that does not favor any one race, religion, or political standpoint. Materials for all ages and educational levels are provided. Periodicals are selected and evaluated annually. Retention decisions are based on whether materials are indexed, the availability of the materials and their use.

Reference

The reference materials are used to strengthen the circulating collection in both the juvenile and adult departments. Some reference materials are still purchased in print, but a higher percentage of materials are available online through databases subscriptions. The reference department is focused on providing up to date information on a diverse field of subjects that is suitable for general research needs. Professional and/or scholarly level research requests are referred to the universities in the surrounding area, which are part of our consortium. All reference materials are for in-house use only and cannot be checked out. This ensures that the materials are always available for use at any time.

Adult Fiction

Fiction collections are a major component of most public library collections. The Abilene Public Library strives to serve the broadest community as possible; to that end, this collection consists of popular or renowned authors and works that are of current or lasting interest. Selections are based on the quality (determined by reviews from literacy magazines or websites), potential use, award lists, and patron demand of these materials. The current major formats collected are regular print, large print, e-books, and audiobooks.

Young Adult Fiction (YA)

The young adult fiction collection contains novels written specifically for youth age 13 to 18, although interest may exceed that age range. Emphasis is on books which widen the boundaries of the adolescent's thinking, enrich his/her life, and help fulfill recreational or emotional needs. Plot, characterization, theme, writing style, and appropriateness for the YA reader are taken into account. All branches also contain an audiobook collection for the YA section. Additionally, the digital branch offers a wide selection of YA books and audiobooks for downloading.

Non-Fiction

All locations contain a nonfiction collection, with the largest being housed at the Main Library. The Abilene Public Library realizes the growing trend of popular nonfiction, especially in memoir and humor categories, and strives to keep current, high-demand works in the collection. Nonfiction contains a variety of texts useful for educational needs, including homeschool and self-education. There is an appropriate collection both for adults and juveniles. Works are selected based on their timeliness, demand, and usefulness according to the needs of the community. Both collections are selected largely based on positive reviews from literary magazines and websites, demand, and quality. Nonfiction is purchased in multiple formats similar to fiction.

Children's Materials

Books, audiovisual materials, and other resources are available for children from infancy to age 12. As children grow into readers, they require an assorted collection to meet various literary needs. Due to a growing diverse population, the collection is intended to reflect a similar diversity in race, sex, religion, and other facets of their life. The emphasis of the collection is on general information and recreational needs with an effort to supplement and extend the school curriculum. All learning styles are supported through a variety of formats, including digital. Materials are collected in regular print, audiobooks, and e-resources. Databases and other websites are also available for further education and use.

Paperbacks

Paperbacks are currently cataloged and available for check-out at all three locations. These collections consist mostly of newly published titles rather than retrospective materials, although classics or popular works are purchased as well. Young adult and children's titles are also purchased for their own collections.

Graphic novels

As trends rise and fall, one popular collection is the graphic novel collection for both young adults and adults. Manga (Japanese comics) and American comics are purchased in accordance to the demands of the community; subsequent volumes of popular series are purchased in general for the length of the series. Graphic novels are purchased for all ages, ranging from juvenile to adult. Graphic novels will be selected that cover a wide variety of genres, age groups, and art styles, with a particular focus on popular and award winning materials.

Formats collected books, newspapers, periodicals, etc.

The Abilene Public Library collects materials in a variety of formats, including print books (regular and large print), digital, microfilm, newspapers, periodicals, and audiovisual materials (DVDs, Audiobooks, and CDs). Because people communicate and learn in different ways, the library does not limit itself to the print medium. As formats increase and decrease in popularity, certain formats may not continue based on their circulation, use, and new formats that become available. As e-resources become more popular and prevalent, these sources will be further integrated into the library system. Streaming services for TV and music may be further added to the collection as well. The Library's evaluation of priorities in choosing informational, educational and recreational materials applies to all media. The Library recognizes that the technologies of sound, image and information databases continue to evolve. It will monitor and evaluate new formats and measure their practical use by individuals and community organizations.

Digital Collections

Abilene Public Library provides databases of digital materials for all patrons who have a library card and are made available through links from the APL website. The databases available include digital formats of books, audio books, movies, television shows, journals, popular magazines, graphic novels, children's books, current music as well as our state provided research databases. These databases are purchased as annual subscriptions and may be subject to the availability of funds in each budget year. Each database that we subscribe to has negotiated contracts, different service platforms and conditions to access materials. Databases are dynamic and materials are added frequently. Digital titles are purchased to fulfill patron requests, provide extra copies of popular material, and allow for 24 hour information access. Almost all digital titles are available with WIFI connections via personal computer and a wide variety of personal devices. There are multiple reasons why digital collections benefit the

local library and are not designed to replace print collections. Digital book allows for multiple font sizes and screen colors for patrons with vision issues. The library experiences no lost or late items and patrons can use materials anywhere and maintain a high degree of privacy. Digital books do not require shelf space or personnel to physically maintain them.

Gift Policy

Abilene Public Library accepts gifts of books, magazines, and audiovisual materials. Donated items must meet the library's criteria for collection development and anticipated need before being added to the collection. Gift materials which do not meet those standards may be given to the Friends of the Library for book sales, exchanged, or recycled. Gift items may be marked with an appropriate bookplate. A receipt for tax purposes will be given to the donor if requested at the time the donation is made. Staff providing the receipt will not place a value on the donation. Whenever a gift is no longer needed or useful, it will be disposed of in the same manner as purchased materials. Cash donations for the purchase of materials in memory or in honor of a person are always welcome.

Reconsideration of Materials

The Library will review the selection of a specific item upon request of a member of the community. Whenever possible, patron complaints should be handled by the staff person to whom they are made. If further assistance is needed, the branch manager will address the complaint. Should the patron be dissatisfied with the outcome, the branch manager will contact the City Librarian. The patron may submit a "Request for Reconsideration of Library Materials" form at this point. The item under consideration will be removed from the shelf while the Library Advisory Board reviews the item and request in relation to the Library's mission and selection criteria. The individual who submitted the request may be invited to address the Board and present their concerns. Items the Board deems appropriate for the collection will not be removed except in accordance with established weeding policies.

Selecting materials

Librarians and selected staff that have current relevant knowledge of a collection area will be responsible for adding additional materials. Suggestions from the general public are encouraged and will be reviewed for adding to the collection or for temporary checkout through interlibrary loan. All possible selections will be weighed against availability of funds in the current budget, availability of materials, and shelf space.

The library will use several resources to choose the best materials available. Resources include, but not limited to, award winning materials, large publishing companies, reviews, and trade publications such as Library Journal. Many titles that belong to popular series or author will be on standing order with the libraries chosen publisher so that the items arrive quickly for patron use.

Evaluation

Evaluation of the print and digital collection is vital as we determine if the needs of the community are being met and if funds are being used in the appropriate areas. Through this we will be able to determine which areas need weeding, as well as which areas of the collection are weak and in need of improvement.

The collection will be evaluated based on collected circulation statistics, through current library literature and standards, and the opinions and suggestions from library users. The Abilene Public Library uses a non-biased outside professional entity as an evaluative tool to determine patron needs and use. We do not evaluate based on any one individual personal belief or standard. A constant routine visual inspection of physical materials keeps the collection fresh and materials in need of placement will be evaluated and replaced as necessary.

Also adopted by the Library Board as part of the Materials Selection Policy, are the following American Library Association statements:

Library Bill of Rights

Freedom to Read Statement

Freedom to View Statement

Adopted by the Abilene Public Library Advisory Board, February 7, 2011.