

Collection Development Policy

I. Principles

San Antonio Public Library (SAPL) defines "Collection Development" as activities related to the building and management of library collections: setting selection policy, assessing user needs, studying collection use, selecting resources, maintaining the collections, and withdrawing or weeding materials. These activities are based upon the following principles:

- SAPL collects and maintains print, audio-visual, and electronic materials and resources in order to meet the informational, educational, cultural, and recreational needs of our diverse and dynamic community.
- SAPL provides these materials in a variety of formats and languages for diverse viewpoints and levels of comprehension.
- SAPL develops and maintain collections that are comprehensive, providing depth of treatment as well as representation of diverse points of view.
- Inclusion of materials does not constitute or imply agreement with or approval of the works' content by the Library.
- SAPL collects materials for all ages and reading levels. Responsibility for children's use of library collections rests with their parents, guardians, or caregivers.
- SAPL staff manages resources effectively and is accountable to the Library's funding sources.
- SAPL supports and defends citizens' freedom to read, hear, and view Constitutionally protected material through the selection and accessibility of library materials and resources, as stated in the documents appended to this policy:
 - Texas Library Association's Intellectual Freedom Statement (www.txla.org/pubs/ifhbk.html#TLA-IFS).
 - The American Library Association's
 - Library Bill of Rights (www.ala.org/work/freedom/lbr.html)
 - Freedom to Read Statement (www.ala.org/ala/oif/statementspols/firstatement/freedomreadstatement.cfm),
 - Freedom to View Statement (www.ala.org/ala/oif/statementspols/ftvstatement/freedomviewstatement.cfm)
 - Statement on Labels and Rating Systems (www.ala.org/alaorg/oif/labeling.html)

II. Selection of Library Materials

A. Library materials and resources will be selected using the following criteria:

- Present and potential relevance to community needs
- Literary merit and/or positive reviews
- Inclusion in bestseller lists, review sources, or published bibliographies
- Sustained public interest
- Suitability of subject, style and format for the intended audience
- Importance as a document of the times, and representation of important movements, genres, social and historical trends
- Local, state or regional historical significance
- Relation to the existing collection and to other material on the subject
- Representation of diverse points of view

- Authority, accuracy and accessibility of presentation
- Inclusion of work in bibliographies and indexes
- Reputation, skill and purpose of the author, producer, publisher, or creator
- Physical quality of material (binding, printing, paper, etc.)
- Artistic presentation and/or experimentation
- Appropriateness and effectiveness of medium to content
- Suitability of physical format for library use
- Original, unabridged, or unedited versions always preferred when available
- Textbooks will be purchased only when they are the best or only source of information on a subject

B. The Library may maintain special collections of materials focusing on particular topics in order to provide more in-depth coverage than may be found in the general collection. These collections will be limited to topics that meet a specific service need of the community, but within context, materials and resources selected for these collections will meet the criteria listed above.

III. Labeling

A. The Library does not remove or add evaluative labels (i.e. MPAA ratings on some motion pictures, or parental advisories on some CDs or audio recordings) to any library materials. In keeping with the American Library Association's Labels and Rating Systems statement (www.ala.org/alaorg/oif/labeling.html), library materials are not marked or identified to show Library approval or disapproval of the contents.

IV. Withdrawing / weeding materials

A. San Antonio Public Library engages in continual collection evaluation to maintain a current and relevant collection. Materials may be removed from the collection according to one or more of the following criteria:

- Material is damaged and cannot be repaired to withstand public use
- Resource is out-of-date or offers inaccurate data, or the item is not historically or culturally significant
- Newer, more complete or authoritative resources are available
- A more desirable format for the content has been added to the collection

B. Under City Ordinance 71254, passed and approved by City of San Antonio's City Council on March 22, 1990, materials withdrawn from the collections of the San Antonio Public Library may not be sold or given away except to the Friends of the San Antonio Public Library or to the San Antonio Public Library Foundation. Materials given to these organizations will be sold and the proceeds will be re-invested in the collections, programs, and services of the San Antonio Public Library.

Approved: Library Board of Trustees
May 28, 2008


Jean Brady, Board Chair