

Collection Development

Purpose of the Policy

These policies govern the selection and maintenance of the Tulsa City-County Library's collections of materials. They are designed to:

- Inform library customers about the libraries collections, the criteria used in selection of materials, and the procedure for a customer's request for reconsideration of materials.
- Guide the staff in their responsibility of selection of materials and maintenance of collections.
- Provide consistency and conformity in collection development throughout the system.

These policies will be reviewed periodically to ensure that they are responsive to changes that occur in the needs of the community, in the emphasis of the Library's objectives, or its organization and procedures.

General Principles of Collection Development

- The primary task of the Tulsa City-County Library is to provide materials which will meet the cultural, informational, educational and recreational needs of the public.
- To fulfill this mission, the Library acquires materials of contemporary interest and permanent value for the education, intellectual stimulation and pleasure of the entire community. Materials selection staff search for materials representing diverse views and expressions, including those which may be unorthodox or unpopular with some segments of the community. In selecting materials, the Library does not promote any particular belief or view, but offers collections of considerable scope and variety and provides a forum where individuals can examine different sides of issues and make their own decisions.
- The Library's collections contain materials for customers of all ages. The use of materials is not limited by the age of the customer. The ultimate responsibility for the use of materials by children rests with their parents or legal guardians.
- The Library acknowledges the important role of the community in collection development by actively inviting purchasing suggestions and consulting citizens in areas of special expertise. Serious consideration is given to all suggestions and ideas.
- The Tulsa City-County Library supports the principles embodied in the [American Library Association's Freedom to Read Statement](#), Library Bill of Rights, and [Libraries: An American Value](#). ([See Appendix](#).)

Responsibility for Collection Development

Final responsibility and authority for collection development rests with the CEO, who operates within the framework of the policies adopted by the Library Commission.

- Collection development for the library is directed by the Division Director—Collections in conjunction with the Children's Services Coordinator and the Materials Selectors. These librarians work with the managers throughout the library to develop plans for improving and evaluating collections.
- The selectors choose and order the majority of new materials for library collections; compile redevelopment and selection lists, review orders, oversee collection evaluation and development projects; monitor budgets and review the collection management performance of the branch managers. Materials selectors may propose and implement system-wide special collections projects.

- Selection processes are, by nature, cooperative. Input is sought from all staff to suggest materials for the collection. Customer suggestions for purchase may also be submitted via the online suggestion form.

Selection Criteria

- The evaluation of materials is characterized by flexibility, open-mindedness and responsiveness to the changing needs of the Library's customers. The following are among the most important general criteria.
 - Relevance to community needs,
 - Suitability of subject, style and reading level for intended audience,
 - Insight into human and social conditions,
 - Reputation, significance and qualifications of the author,
 - Demand for the material,
 - Reviews by critics and staff members,
 - Reputation of the publisher or producer,
 - Availability of other materials in the collection on the subject,
 - Clarity, accuracy and effectiveness of presentation,
 - Suitability of the format for Library use,
 - Local interest, and
 - Price and budget considerations.
- An item need not meet all criteria to be added to the collection. A title may be judged primarily in terms of artistic merit, scholarship, information content, or value as a historical document. Others are chosen primarily on the basis of customer demand.
- Although the Library does not purchase sufficient copies of titles for classroom use, TCCL has a strong commitment to providing a variety of supplemental materials in support of elementary and secondary students. Materials of interest to students at area colleges may be purchased if they are likely to be useful to a broader audience of the general public.
- The liability of certain materials to mutilation or theft does not preclude their selection or purchase for the system.

Controversial Materials

- The Library attempts to select materials that represent a range of viewpoints and attempts to exercise impartiality in selection decisions. Selection is based on criteria stated throughout this policy. The background or political views of an author, the frankness or coarseness of language, explicitness of text or illustrations, or the controversial content of an item will not automatically cause it to be excluded. Materials are evaluated as a whole and not on the basis of a particular passage or illustration.
- Citizens wishing the Library to reconsider the selection of library materials or Internet web sites should complete the appropriate Citizen's Request for Reconsideration form available at any library ([see Appendix](#)). A committee of staff members will evaluate the materials in light of the customer's request, using published reviews and the criteria contained in this policy. The Collections Division Director, Children's Services Coordinator or appropriate materials selector will decide the disposition of the materials in question, and will notify the customer. If the individual is not satisfied with the action taken, he/she may appeal to the CEO or in turn to the Library Commission.

Gifts

- Gifts of materials are accepted by the Library with the understanding that they may be added to the collection, sold, exchanged or discarded. Gift items are integrated into the collection given that separate shelves and collections may limit use by the public, make it more difficult to find desired materials or create unnecessary duplication. Gift items are acknowledged (though not evaluated for tax purposes) and may be marked with the appropriate bookplates.
- A gift acknowledgement form is available for recording the donor's address information and description of the gift. ([See appendix.](#))
- Gifts are subject to the same selection criteria as purchased materials. All gift titles to be added to the collection must be approved by the appropriate materials selector.
- Rare books and valuable collector's editions are not ordinarily included in the library's collections because of the special care and facilities necessary for their preservation. Retention of such collections is discretionary, and items may be sold or exchanged to benefit the library.

System-wide Collection Development

- Because all items in the library's circulating materials collection are available to citizens in any location in the county, the collection should be viewed as a whole. It is one unified collection that is housed in 25 locations. Because it is housed in many different locations, it is understood that all items may not always be available at every location. In choosing materials for particular locations, the materials selectors consider the need and demand in that location, as well as the size of the building, space available and other items already contained in the collection.
- Each library's collection is tailored to the needs of the nearby community. Because larger locations serve more customers, have longer hours and more space available, their collections reflect a greater scope and depth than the smaller locations. Branch library collections are generally intended to meet the immediate recreational and research need of the community. Regional libraries have larger collections that are broader in scope and depth. The Central Library is the largest library location and is intended to serve as a resource collection for the entire system. (Many online databases are available at all locations and via remote access.)
- System-wide online databases are identified, reviewed and selected by the Electronic Resources Team.