

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 library's 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 all materials, print and nonprint, 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.
- A necessary component of maintaining a vibrant, useful and authoritative collection is deselection of materials that no longer meet the standard for inclusion in the library's collections.
- The Tulsa City-County Library supports the principles embodied in the [American Library Association's Freedom to Read Statement](#), [Library Bill of Rights](#), [Libraries: An American Value](#), and [Freedom to View Statement](#). ([See Appendix-Chapter 1.](#))

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.

- Materials selection for the library is performed by selectors under the supervision of the Collection Development manager, directed by the Associate Director of Support Services. Materials selection librarians work with the managers throughout the library to develop plans for improving and evaluating collections.
- The selectors choose the majority of new materials for library collections, compile redevelopment and selection lists, review orders, oversee collection evaluation and development projects, guide deselection decisions, 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

Tulsa City-County Library Policies

- Selection processes at Tulsa City-County Library are cooperative. Input is encouraged from all staff and customer suggestions are welcomed.
- Materials are acquired in multiple formats, including print, audiovisual, online and digital formats. The highest selection priority is given to those materials in all formats having the broadest appeal. Because adding a new format to the collection affects the entire system and may necessitate additional shelving, processing or equipment, new formats are carefully evaluated for their popularity, customer demand, ease of use and cost before adding to the collection. As new formats are added, older formats with decreasing popularity or that are no longer available for purchase may be discontinued or removed from collections.
- As a rule, the library buys enough copies of materials to meet the demand for popular works. If necessary, additional copies may be acquired through the library's lease program. For some formats with shorter circulation periods, fewer copies may be purchased. Acquiring additional copies may be affected by the availability of the item, its long-term usefulness to the collection and the cost of the item. 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.
- Most materials for adults are purchased based on reviews in professional library journals, customer suggestions, award lists and other recommendations. Materials for children and teens are usually examined before they are purchased for the library.

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 and are applied to all formats:
 - 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, creator or producer
 - Popularity of the material
 - Reviews by critics and staff members
 - Reputation of the publisher or producer
 - Availability, age and condition of other materials in the collection on the subject
 - Clarity, accuracy and effectiveness of presentation
 - Suitability of the format for library use
 - Local interest
 - Price and budget considerations
 - Materials of long-lasting popularity or importance
 - Availability of usage statistics for online resources
- 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.
- The liability of certain materials to mutilation or theft does not preclude their selection or purchase for the system.
- Authors, producers or performers who suggest that the library add their materials to the collection may donate a copy of the item to the Collection Development Department for examination. Such materials will be considered and handled as gifts and cannot be returned. Materials, which are available only as print-on-demand or are self-published, will not normally be added to the library's collection.

- As the need arises, materials on a special topic may be pulled together as a special collection that is shelved separately from other materials. These collections may be dismantled and integrated back into the regular collection as interest in the subject wanes or usage declines. Because separate shelves and collections may limit use by the public, make it more difficult to find desired materials or create unnecessary duplication, special collections are not encouraged.

Age/Grade Level Criteria

The library recognizes that determining the appropriate age or grade level of material can be a matter of judgment. With the aid of professional tools and reviews, selectors use their training, knowledge and good judgment to assign materials to specific category. The listed categories below are identified as recommended approximate age/grade levels for children’s library materials. Adults are encouraged to make their own judgments based on what they know about their children and ask for assistance from librarians to discover materials right for their children.

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|------------|------------------------|--------------------|
| • E | Picture books | Birth - Grade 3 |
| • R | Readers | K -Grade 3 |
| • J | Juvenile fiction | Grade 3 - Grade 5 |
| • J | Juvenile nonfiction | K - Grade 6 |
| • T | Tween Fiction | Grade 5 - Grade 8 |
| • Y | Young adult fiction | Grade 9 - Grade 12 |
| • Y | Young adult nonfiction | Grade 6 - Grade 12 |

Digital Collection

To complement and enhance the broader library collections and fulfill the library’s overall mission, the library provides access to digital collections rich in materials relating to the history, culture, industry, geography, people, government, education and development of Tulsa and Oklahoma. The collection represents original resources in a variety of formats including photographs, maps, texts, postcards, and interviews. These collections function as digital surrogates that aid in the preservation of rare and fragile resources. As digital projects and technology evolve, other formats will be considered.

Sustainability and intellectual property concerns are challenges in developing digital collections. The selection and acquisition of materials for digitization is considered in accordance with the following:

- copyright status
- condition of the material
- uniqueness of the resource
- significance of the item
- demand for the material

Controversial Materials

- The library selects materials that represent a range of viewpoints and exercises impartiality in selection decisions. Selection is based on criteria stated throughout this policy. The background or political views of an author, performer or producer; the frankness or coarseness of language; the explicitness of text, illustrations or video; or the controversial content of an item will not automatically cause it to be excluded. Music recordings that carry an “Explicit Lyrics” label and NC-17 (x-rated) films are not purchased. Materials are evaluated as a whole and not on the basis of a specific part.
- Citizens wanting the library to reconsider the selection of library materials should complete the appropriate Citizen’s Request for Reconsideration form available at any library. ([See Appendix.](#)) Staff members will evaluate the materials in light of the customer’s request, using published reviews and the criteria contained in this policy. The Collection Development Manager 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 in excellent condition are accepted by the library with the understanding that they may be added to the collection, sold, exchanged or discarded, but cannot be returned to the donor. Gift items are acknowledged (though not evaluated for tax purposes) and may be marked with the appropriate bookplates. All gifts added to the collection become part of TCCL's collections as a whole and placement of gifts is determined by the material selection librarians.
- 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. Persons wishing to donate items as a memorial or to honor someone should check with the library for the appropriateness of the item before purchasing the item.
- 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.

Systemwide 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. All items may not always be available at every location. TCCL's delivery system makes most items available to customers at their desired location within two business days.
- To maintain up-to-date, useful and attractive collections, it is necessary to review and deselect collections for condition, age of the material or lack of use. Deselection is a responsibility of branch and departmental managers and is guided by the Collection Development policy. Nonfiction materials that are withdrawn will be replaced with updated materials. Replacements will be ordered as necessary. Staff members should notify materials selectors of withdrawn items to be replaced or subject areas in which materials should be updated. Regular communication between the Collection Development selectors and library public service staff is encouraged and expected.
- Systemwide online databases are identified, reviewed and selected by the Electronic Resources Team. Selection of online databases follows the same guidelines as print materials. Most online databases are available at all locations and via remote access.