Little Elm Public Library

Collection Development Policy

This plan shapes the nature of the Little Elm Public Library’s (LEPL) collection of print and non-print materials.

Mission of the Little Elm Public Library
The mission of the Little Elm Public Library is to advocate lifelong learning, foster literacy in all ages, and strengthen the communities of Little Elm and surrounding Denton County.

The Community We Serve
LEPL serves not only the Town of Little Elm, but any residents of Texas who can provide proof of Texas residency. Therefore, LEPL considers all who hold a library account in good standing to be an affective part of the LEPL community. As such, the library considers all patrons when collecting materials for use.

Definition of “Collection”
By “collection,” we mean any of the materials or resources provided by or accessed through the library, including books, media, electronic databases, and Internet websites.

Purpose of the Collection Policy
Since the library cannot acquire or retain all print and non-print materials, it must establish guidelines that describe what it provides and why. This policy presents the guidelines followed by LEPL, and explains the principles and criteria staff uses to add materials to or withdraw them from the collection. It establishes limits and priorities on collection parameters and assists in budgeting decisions. The policy informs citizens how they can make recommendations about the collection, educates staff and citizens about challenges to items in the collection, and provides guidelines for accepting, declining, evaluating, and acknowledging gifts.

The goal of this policy is to express the library’s commitment to both provide materials that meet the needs and interests of all the residents of Little Elm, and support the principle of free and equal access to materials and information in a non-judgmental environment.

Responsibility For Collection Management
Ultimate responsibility for management of the collection lies with the Library Manager, who delegates remaining responsibility to library staff.

Frequency of Review of this Policy
This Collection Policy will be updated as needed and reviewed completely every five years, or as needed.

Library Service Priorities
The Public Library Association’s New Planning for Results defines various service priorities that guide the operations of most public libraries. During the library’s planning process, data was collected from past circulation, population demographics were analyzed, and qualitative data was
gathered from verbal interviews with randomly selected library users. From this information, the library determined the following order of service priorities:

1.1 Current Topics and Titles  
1.2 Lifelong Learning  
1.3 Cultural Awareness  
1.4 General Information  
1.5 Information Literacy  

As a library whose primary service priorities are Current Topics and Titles and Lifelong Learning, LEPL does not collect materials simply for the sake of collecting. Materials are expected to meet the needs and interests of patrons in their day to day lives. The collection is never an end in itself, but rather a means of enabling residents to:

- Enrich their personal lives  
- Educate themselves in areas of personal interest  
- Develop informed opinions about issues of the day  
- Gain an appreciation and understanding of other people, cultures, and viewpoints  
- Gather, use, and evaluate information successfully  

Consequently, LEPL provides a wide variety of materials at different levels and in various formats for people of every age, education, background, personal philosophy, religious belief, occupation, economic level, ethnic origin, sexual orientation, and condition. LEPL makes no judgments about what a person finds relevant, helpful, or enjoyable.

**Collection Policy Statement:** The Little Elm Public Library provides materials that support the library service priorities identified by the residents of Little Elm.

**Definitions:** Collection Levels

**Basic collection level:** Provides general, introductory, or overview treatments of a subject. Materials are written or developed for a general audience in a variety of formats. Vocabulary, concepts, detail, and required skills are appropriate for the lay person, amateur, or novice. Materials have a broad popular appeal and are designed to meet the needs of independent learners rather than students enrolled in formal classes on the subject. Basic Level collections provide a few titles that cover a broad subject area. The emphasis is on up-to-date titles, but collections may include older standard works in specific fields, so long as they are within the established weeding/age guidelines for their subject areas.

**Instructional collection level:** Include a wider selection of titles and cover more specific topics within general subject areas. Instructional Level materials enable the independent learner to pursue the area of interest beyond the general, introductory stages. They are accessible to a skilled or informed lay person or an avid hobbyist. Instructional Level collections provide a broader selection of works by important writers and recommended titles in the specific areas of interest, including reference materials and periodicals.

**Current Topics and Titles Collections:** Circulating materials for all age levels that satisfy people’s desire for information about popular culture and current events, and for satisfying recreational experiences.
**Lifelong Learning Collections:** Materials that will help people to get ahead, do better at their work, learn something new, solve a problem, complete a special project, or deal with life changes. Materials may support self-directed study for personal growth and improvement, may help users learn about topics of personal interest, or may encourage and satisfy a love of reading and learning, independent of any formal educational provider.

**Interlibrary Loan:** When LEPL cannot purchase certain materials due to budgetary restraints, patrons can utilize the interlibrary loan system. This system supplements the scope of the Little Elm Public Library collection. As part of the agreement with other libraries who participate in this program, the Little Elm Public Library agrees to lend its materials to other libraries using the same interlibrary loan network.

**Weeding the Collection:** Weeding, or culling, the library collection takes place on a regular basis. Materials that are damaged beyond repair, no longer circulate (no checkouts within the past 2-5 years) or contain outdated information will be taken out of the collection by library staff as needed. The goal of the process of weeding the collection is to ensure that the collection continually evolves to reflect the needs of the patrons we serve.

**Gifts and Donations:** LEPL accepts gifts and donations of materials. Once the library has taken possession of said materials, they may be added to the library collection if it is found that they are needed and meet other standards for incorporation into the library catalog. If the library decides that it does not need materials that have been gifted or donated, then the library may dispose of the materials as they see fit.

**Book Purchase Suggestions:** Suggestions of new material (books, movies, etc.) are welcome from LEPL patrons. Suggestions are only considered for those patrons who have an active LEPL account in good standing. Patrons with expired accounts, fines/fees, or overdue items on their account cannot make purchase suggestions until after their accounts have been brought current and clear.

Patrons are limited to two (2) purchase suggestions each month for both physical and digital materials. Patrons may make a purchase suggestion for physical materials through the library catalog, after they have logged into their account. Purchase suggestions for digital items can be made through the cloudLibrary™ app.

Librarians will review all purchase suggestions and make decisions whether to purchase the requested material based upon this collection development policy. No purchase requests are guaranteed. If the library cannot purchase a requested item, patrons may consider using the Interlibrary Loan service, available through the library catalog.

**The Little Elm Public Library adheres to, and upholds, the ALA Library Bill of Rights and The Freedom to Read Statement**