



COLLECTION DEVELOPMENT

The collection development policy is intended to provide guidance, within budgetary and space limitations, for the selection and evaluation of materials which anticipate and meet the needs of the Hewitt community. It directly relates the collection to the Library's mission statements and defines the scope and standards of the various collections.

As the community changes, the Library will need to reassess and adapt its collections to reflect new and differing areas of interest and concern. The collection development policy will be periodically evaluated and revised as necessary to provide guidance for implementing changes in the collection.

The Community

The City of Hewitt is characterized by citizens, a large number of organizations, a growing business community, a long tradition of interest in art and culture, and several notable colleges and universities within McLennan County. The individuals in the community reflect varying economic, racial, ethnic, religious, and educational backgrounds. Studying the community is essential to selecting materials for the Library. Knowledge of the community enables the Library to better serve its users by developing collections that reflect the changing interests and composition of the area.

Philosophy of Selection

In support of its mission "to provide access to informational, educational, cultural, and recreational Library materials and services in a variety of formats and technologies," the Hewitt Public Library and the Hewitt Public Library Advisory Board fully endorse the principles documented in the Library Bill of Rights and the Freedom to Read and Freedom to View Statements of the American Library Association. Materials available in the Library present diverse viewpoints, enabling citizens to make the informed choices necessary in a democracy.

Scope of the Collection

The primary responsibility of the Hewitt Public Library is to serve its citizens, including employees of the City of Hewitt, by providing a broad choice of materials to meet their informational, educational, cultural, and recreational needs. Materials are selected to aid individuals, groups, and organizations in attaining practical solutions to daily problems and to enrich the quality of life for all community members.

Budget and space limitations and local needs preclude the Library from duplicating the specialized and comprehensive collections that exist elsewhere in McLennan County.



Access to these collections are provided through cooperative networking, interlibrary loan, and direct referral. The Hewitt Public Library is designed to provide access on an equal basis to the collections of both print and digital content. Emphasis is placed on shared access and ease of use through Interlibrary Loans and TexShare services.

Scope of the Library

The Hewitt Public Library serves the Hewitt community as a whole. The size and scope of its collection attracts users from surrounding areas, but the main purpose is to serve Hewitt citizens and employees. As an urban/rural library, the Hewitt Public Library places major emphasis on providing information. A broad choice of circulating print and non-print materials is selected to accommodate the diversity of tastes, reading levels, languages, and interests of users of all ages. The Library aims at providing a comprehensive collection of materials and builds upon existing strengths in business, economics, and the arts. Scholarly and highly technical or specialized materials are not acquired but are made available through other libraries with diverse collections.

Responsibility for Selection

The authority and responsibility for the selection of Library materials rests ultimately with the Library Director. Under their direction, selection is delegated to the professional Library staff. All staff members and the general public are encouraged to recommend materials for consideration.

Selection Criteria

All materials, whether purchased or donated, are considered per the criteria listed below. An item does not need to meet all of these standards to be added to the collection.

- Popular interest
- Contemporary significance or permanent value
- Currency of information
- Accuracy
- Local emphasis
- Readability or ability to sustain interest
- Treatment of subject to age of the intended audience
- Reputation of author, publisher, producer, or illustrator
- Creative, literary, or technical quality
- Critical assessments in a variety of journals
- Format and ease of use
- Circulation as monitored through the automated system
- Cost and availability



- Relationship to existing materials in the collection
- Relationship to materials in other area libraries

Suggestions for Purchase

The Library strongly encourages input from the Hewitt community concerning the collection. A suggestion for purchase enables Hewitt citizens to request that a particular item or subject be purchased by the Library. All suggestions for purchase are subject to the same selection criteria as other materials and are not automatically added to the collection. It is the Library's intent that suggestions for purchase be used to help the Library in developing collections that serve the interests and needs of the community. Suggestions may be made by e-mailing the Library.

Request for Reconsideration

Persons from the Hewitt community wishing to recommend the removal of a particular item in the Library collection may submit a Request for Reconsideration of Library Materials form (Appendix B), which will be reviewed by the Library Director, Library Advisory Board, and the staff in relation to the Library's mission statements and the selection criteria of this collection development policy.

Gifts

The Hewitt Public Library accepts gifts (including publisher's gift copies) for the Library's collection that fall within needed subject categories, as determined by the Library Director and the staff. Gift additions must meet the same selection criteria as purchased materials and are subject to the following limitations:

- The Library retains unconditional ownership of the gift
- The Library makes the final decision on the use or other disposition of the gift
- The Library reserves the right to decide the conditions of display, housing and access to the gift.

Monetary gifts to the collection are welcome and may be designated as memorials. These monetary gifts will be given to the Friends of the Hewitt Public Library to be dispersed solely upon request from the Library Director to support Library initiatives.

- Donations of money designated for the periodicals and newspapers collection are accepted in lieu of actual subscriptions. These contributions offset the high cost of periodical subscriptions and maintain the continuity of subscriptions from year to year.



- Donors of the funds may suggest subjects or titles to be acquired with their donation, but the Library reserves the right of final decision.

The Library will accept for evaluation gift materials only in designated areas as listed below. All gifts must be in excellent condition.

- Art and Architecture
- Business, Science and Technology published within the last five years
- Texas History
- Children's Books
- Fiction and non-fiction
- Fiction and non-fiction by local authors

Duplication of Material

Multiple copies of materials are purchased in response to user demand as evidenced by number of reserves, anticipated popularity, repeated requests and monitoring of the collection. For popular fiction and non-fiction titles, the Hewitt Public Library maintains a ratio of one copy for every seven reserves or as deemed necessary by the Library Director.

The Collection

- **Adult Collection**

Fiction - The Library's collection includes a wide variety of contemporary works of fiction representing all genres, international works of fiction, classics and important novels of the past. The Library makes every effort to acquire fiction which is representative of the cultural and ethnic community that it serves and to satisfy the diversity of interests and recreational needs of its users.

Non-Fiction - The Library aims at acquiring materials which provide a core of basic knowledge. In addition, the Library selects, makes accessible, and promotes the use of materials which:

- address contemporary issues
- provide self-help information
- facilitate continuing education
- enhance job-related knowledge and skills
- increase knowledge of affairs of the community, the country, and the world
- support undergraduate course work
- support business, cultural, recreational and civic interests in the community
- nourish intellectual, aesthetic, creative and spiritual growth
- present different viewpoints on issues



- **Children's Collection**

To encourage life-long reading habits, the children's collection provides materials in a variety of formats to satisfy and stimulate the informational, educational, cultural, and recreational needs of the children of Hewitt. The materials are selected with regard to the stages of emotional and intellectual maturity of children. The collection also provides adults with materials that relate to the well-being of children, enrich preschool and school curriculums, and aid in the study of children's literature.

- **Electronic Databases**

Online computerized databases extend the collection by providing timely and versatile access to information in electronic format. Databases are used by the Library staff to enhance and supplement reference service. Many of the databases contain specialized information beyond the scope of the Library's print collections; others have information that does not exist in print format. Some databases duplicate print sources which are carefully evaluated for retention with consideration to cost, frequency of use, and ease of access to Library users.

- **Foreign Language Materials**

The Library maintains a collection of foreign language materials aimed at meeting the recreational and the informational needs of the community. Resources may include books, magazines, newspapers, videos and sound recordings in the languages used by individuals in the community. The Library's collection also includes materials which aid in learning a second language. These resources include books such as grammar guides and dictionaries, audio, and videos for learning the languages most frequently studied in the community. Foreign language needs are assessed through such tools as patron registration data, language needs assessments, patron requests, circulation statistics, and community awareness. The information gathered is used to determine the size and scope of the collection. The availability of materials may impact the development of the collections.

- **Genealogy Collection**

The genealogy collection is an online self-service reference collection, aimed at users in the initial stages of researching family history. The Library purchases basic how-to-do-it resources, standard reference items and indices, and handbooks on family research. A more extensive collection is available at the Waco McLennan County Library.



- **Government Documents**

The Library does not collect federal and state government publications, but provides access to these documents via the internet.

- **Internet (Public Access)**

In conjunction with its mission statements, the Hewitt Public Library provides access to a vast array of information available through electronic media. Electronic information, services, and networks provided directly or indirectly by the Library will be readily, equally, and equitably accessible to all Library users. The Hewitt Public Library does not monitor and has no control over the information accessed and cannot be held responsible for the content, accuracy or quality of the information retrieved. Providing access to electronic information, services, and networks differs from selecting and purchasing material for the Library's collection, offering unprecedented opportunities to expand the scope of information available to all users.

- **Large Type**

The large type book collection meets the needs of an increasing number of visually impaired visitors. The major thrust of the collection is popular fiction, including mysteries and westerns, along with high interest non-fiction such as biographies and health-related materials.

- **Literacy Collection**

The literacy collection provides written material in a variety of formats to support the Library's literacy effort, including materials used in tutoring programs. A large portion of the collection should provide strong support for literacy instruction. Other materials consisting of both fiction and non-fiction often emphasize practical subjects. In addition to this basic instructional material and in support of family literacy, a variety of children's picture books, read-alongs, games and parenting materials, and books are available for adult student learners to use with their children.

- **Materials for Public Review**

In support of major city projects, the Municipal staff assembles collections of resources for public review. The collections cover topics under study by city or citizen task forces or committees, and are gathered on a temporary basis at the Library for the duration of the project. The materials may consist of journal and newspaper articles, books, documents, database searches or other resources. The Library provides Hewitt citizens with information on local issues, actions, services and programs. City-produced reports, agendas, and minutes of boards and commissions and other local agencies are made available for public review. Some of



these materials, depending on their long-term informational value, become a permanent part of the Hewitt Public Library collection

- **New Media**

The Library must continually assess new electronic media and evaluate the capabilities and enhancements that they offer over existing formats. When deciding whether to replace or augment existing formats with new media, the following factors are considered: anticipated improvements in information storage and retrieval, user demand, quality of the product, ease of use, equipment requirements, cost, and staff requirements for processing, maintenance, and training. It is essential for staff to monitor technological developments so that wise and cost-effective collection decisions are made for the Hewitt community.

- **Pamphlets**

The Library will maintain a few pamphlets on select topics to augment reference service. The pamphlets provide information on topics of current interest and are also used to quickly locate difficult-to-find information on frequently requested topics.

- **Paperbacks**

The Library may maintain a cataloged paperback collection to provide recreational reading in popular areas of interest. The collection duplicates many cataloged books, including best sellers, classics, and works of perennially popular authors. This is a high turnover collection aimed at supplying multiple copies of books in demand.

- **Hewitt Collection**

As the information center for the City of Hewitt, the Library places a high priority on acquiring comprehensive information and resources about Hewitt, past and present. The Library collects reference and circulating materials which reflect the city's historical and cultural development, with special attention to its ethnic diversity and heritage. Information collected about contemporary Hewitt supports current Library programs and services and serves as the basis for future historical research.

The Hewitt collection consists of both print and non-print materials. The book collection contains all available historical and descriptive works about Hewitt and its residents (including fiction and children's books); city and other Hewitt directories; works on local art, architecture, music, etc.; and a representative selection of books by Hewitt authors.

- **Periodical Collection**



The Library's newspaper and magazine collection provides current and retrospective information aimed at meeting the research and recreational reading needs of the community in print and digital formats. The collection also contains periodicals that serve the professional reading needs of the Library staff.

The periodical collection consists of a diversity of publications in fields which are of interest to the community. It includes basic and popular reading magazines. To provide optimal access to information for those conducting research, an emphasis is placed on selecting titles that are included in standard periodical indexes. Journals which are highly technical or scholarly are generally not included in the collection. In addition to magazines, the collection includes newspapers published locally as well as from major geographical areas of interest to the community.

- **Reference Collection**

The Library maintains a reference collection which is used to answer questions and to serve the informational needs of Library users. Reference sources are characterized by their ability to provide information and to summarize, condense, or give a comprehensive overview of a topic. They remain in the Library at all times to be readily available to all citizens. Selection criteria of importance for reference sources are: accuracy, arrangement, ease-of-use, uniqueness of information, authority, documentation, and indexing.

Reference sources are consulted for specific items of information rather than to be read consecutively and include: bibliographies, indexes, directories, dictionaries, catalogs, yearbooks and annuals, statistical compendia, atlases and gazetteers, biographical dictionaries, and almanacs. Reference sources which describe, condense, and summarize information include encyclopedias, histories, handbooks, abstracts, and special reports with difficult-to-find information.

The reference collection contains standard works in areas of general reference, the humanities, social sciences, physical and biological sciences, technology, history and area studies, business and economics, art, and Hewitt and Texas-related information.

- **Sound Recordings**

The spoken word recording collection contains sound recordings of fiction and nonfiction books (both complete and abridged), poetry and drama, language instruction, and other instructional subjects. The adult collection recordings is being expanded to encompass popular fiction and nonfiction, as well as literary classics, language instruction, and general educational topics of popular interest. Recordings are currently published and purchased in CD and digital format.



- **Textbooks**

Recognizing the responsibility of schools and universities to provide access to required textbooks for their students, the Hewitt Public Library does not acquire textbooks required for school curricula. It does acquire some textbooks when needed to provide broad or introductory coverage in various subject areas.

- **Toys**

A collection of educational toys intended for use by preschoolers is available at the Library. It provides this age group with a way of learning about their world through play and builds a foundation for reading through the development of motor and cognitive skills. The collection consists of items such as puppets, puzzles, and blocks. Each toy is accompanied by an educational card for the parents, detailing ways to use the toy to further enhance skill development. The foundation for reading is also strengthened by attendance at preschool story times.

- **Videos**

The Library collects DVDs and Blu-Ray formats to meet the educational and recreational viewing needs of adults and children. Emphasis is placed on videos for children, educational and documentary videos on a variety of subjects, videos of feature films include film classics (such as those named to the National Films Registry), and highly rated current films of broad family appeal or potential cultural, historical, or aesthetic significance. Whenever possible, the Library purchases videos with public performance rights.

- **Young Adult Collection**

A young adult collection has been established to satisfy the Library needs of patrons from the approximate age of 13 to 18 years. It is a transitional collection for the reader moving from the children's collection to the adult collection. The type of materials selected differs significantly from the junior high level because of the social, emotional, and intellectual maturity required to read them. As this is primarily a browsing collection, fiction and paperbacks are emphasized with a selection of topical non-fiction and hardback books. While materials of overall "good literary quality" are included in this collection, popular titles and themes of contemporary interest to the target age groups are stressed.

Collection Development on the Internet

Through its website, the Hewitt Public Library directs users to informational resources on the internet that complement, enhance, and in some cases, parallel resources housed in the Library collection. As new resources become available via the internet, similar reference



resources in the Library's print reference collection will be evaluated for retention, taking into consideration access, cost, ease-of-use and other selection criteria.

- **Scope & Breadth**

Links are made to Internet sites based on informational needs of the Hewitt community, areas of emphasis in the collection, and local areas of interest. The Hewitt Public Library website leads to other fully developed and specialized subject sites that aim at comprehensive topical coverage and does not attempt to parallel them in breadth. Although a particular emphasis is made on selecting sites created by governmental, educational, and non-profit entities, links are also made to sites created by for-profit organizations when they meet selection criteria and informational needs.

- **Selection Criteria**

Criteria for selecting sites include authority, coverage, accuracy, relevance, quality of information, organization, currency, and relation to informational requests from Library users. Links to sites will be deleted or removed when they are outdated or superseded by newly identified sites.

Collection Development Scale

The following definitions of collection intensity have been developed to provide guidelines for the acquisition and evaluation of subject areas within the collection. They are used in analyzing the collection by Dewey Decimal number and/or material type so that subject strengths and collection emphases at the Library are clearly delineated.

- **Popular/Basic Collection**

Acquire best-sellers and popular materials based on demand or anticipated demand. Select basic works which serve to introduce and define a subject. Develop a highly selective collection that is weeded continuously based on use.

- **Working Collection**

Acquire popular, current materials and significant works/classics. Maintain a retrospective collection to reflect standard titles. Develop a minimum depth, broad scope collection. Weed based on significance of title and changing use.

- **Resource Collection**

Acquire popular and significant works; plus purchase extensively for coverage of the "best and most important" resources in a subject area. Develop a collection that provides broad, current, in-depth, and retrospective coverage. Weed based on significance of title, usage, and maintaining existing collection strengths.



- **Research Collection**

Acquire all available current and retrospective works for comprehensive coverage of a field. Retain all titles and holdings with an emphasis on preservation. Virtually no weeding should occur.

Collection Maintenance

Maintenance of the Library's collection through constant re-evaluation by the Library staff ensures its usefulness and relevancy to the community. This evaluation depends heavily on the staff's professional expertise in assessing the needs of the community and the content of the collection. Those materials determined to no longer be of value are withdrawn from the collection.

Discarding Library Materials

Library materials are discarded for one or more of the following reasons:

- Obsolescence: subject matter is no longer timely, accurate, or relevant
- Damage or poor condition
- Space limitations
- Insufficient use

A copy of a work will be evaluated in terms of its value to the community, with consideration to the following:

- Local interest
- Reputation of author, publisher, producer, illustrator
- Significance as identified in standard bibliographies
- Quality of graphics
- Uniqueness of information for research

Replacement

Replacement of materials withdrawn is not automatic. The decision to replace is influenced by:

- Availability of copies in the system
- Popular interest
- Adequacy of coverage in the subject area
- Significance in subject area
- Cost and availability
- Circulation statistics



Binding

The decision to bind materials is made with consideration to the same factors involved in replacement. In addition, the following should influence the decision to bind:

- Adverse impact on circulation because of appearance
- Feasibility of binding
- Cost of binding vs. cost of replacement

Revision of Policy

This collection development policy will periodically be evaluated and revised as times and circumstances require.

*Endorsed by the Library Advisory Board on July 10, 2023
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