



TOWN OF HIGHLAND PARK, TEXAS
HARVEY R. “BUM” BRIGHT LIBRARY
MATERIAL SELECTION POLICY

MISSION STATEMENT

The mission of the Highland Park Harvey R. “Bum” Bright Library is to power imagination through creativity and discovery.

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PURPOSE STATEMENT AND GUIDING PRINCIPLES

The Highland Park Harvey R. “Bum” Bright Library (“Highland Park Library” or “Library”) powers imagination through creativity and discovery. The Library strives to provide stellar customer service and user-friendly, personalized access to all it offers while designing and emphasizing collections and experiences for patrons to express their creativity, expand their interests, share their knowledge, and learn new skills and talents.

The materials selected for inclusion in the Library’s collections serve to provide helpful and pertinent information for education and entertainment, as well as to facilitate communication, discussion, deliberation, and community engagement. The Library’s goal is to be the community’s center for lifelong learning, literacy, and intellectual vitality, offering relevant and useful materials and collections for every resident of any age to fulfill the informational, educational, recreational, and basic research needs of the community.

AUTHORITY AND RESPONSIBILITY

Authority and responsibility for materials selection rests with the Town Librarian who operates within a framework of policies subject to the direction of the Town Administrator or adopted by the Highland Park Town Council. The Adult Services Librarian and Youth Services Librarian will have materials selection and collection maintenance responsibilities within their respective areas. All Library staff may aid in the selection process by using their knowledge of the collection and the observed needs of the Library’s patrons.

TYPES OF MATERIALS COLLECTED

The following types of materials are currently owned and/or subscribed to by the Library and will be selected according to the Library’s Material Selection Policy. The collection is not limited to these types of materials, and any new format will also be selected according to the Material Selection Policy.

- Books, hardbound, paperbound, and electronic/digital
- Recordings, physical formats and electronic/digital
- Periodicals, magazines, journals, and newspapers, print and electronic/digital
- Visual materials, physical formats and electronic/digital
- Online resources and databases
- Technology equipment for in-Library and at-home use
- Museum passes
- Storytelling, learning, and educational kits
- Other materials to help meet the informational, literary, accessibility, enrichment, and entertainment needs of the community

CRITERIA FOR SELECTION

To build balanced and relevant collections, materials will be considered according to objective guidelines and matched to community needs.

The presence of materials in the Library must not be construed as a personal endorsement of their contents by any member of the staff or of the Town Council. The Library has a responsibility to collect materials expressing a variety of views and opinions. Libraries should provide materials and information presenting all points of view on current and historical issues.

The Library upholds the right of the individual to access information, even though the content may be controversial, unorthodox, or unacceptable to others. The Library recognizes that many materials are controversial and that any given item may offend some patrons. Materials should not be excluded because of the origin, background, or views of those contributing to their creation. The Library will protect intellectual freedom, promote literacy, and encourage lifelong learning, while providing library materials and information services.

Responsibility for the materials that children read rests with their parents and legal guardians. Selection will not be inhibited by the possibility that items may inadvertently come into the possession of children. Selections will be made on the merits of the work in relation to the building of the collection and the interest of the community. Neither the Library nor its staff has the right or responsibility to serve ‘in loco parentis’ (in place of a parent).

In general, these basic principles will guide the selection of materials, whether purchased or donated:

1. Contemporary significance or permanent value.
2. Accuracy and objectivity of approach.
3. Authority of the author or producer in the field.
4. Clear presentation and/or readability.
5. Social significance.
6. Space and budgetary concerns.

Specifically, materials considered for inclusion in the Library's collection, whether purchased or donated, must meet two or more of the following standards:

1. Importance of subject matter to collection.
2. Serious literary, artistic, political, scientific, or social value.
3. Permanence.
4. Timely value.
5. Representation of important movements, genres, trends, or cultures.
6. Accuracy and/or authority of content.
7. Representation of varying points of view.
8. Objectivity of approach.
9. Potential for promoting reading incentive.
10. Historical value.
11. Readability or visual appeal.
12. Scarcity of material on the subject.
13. Reputation, authority, and/or significance of author, illustrator, editor, artist, performer, publisher, translator, etc.
14. Popular demand, sustained interest, or local interest.
15. Reasonable price.
16. Appropriate format.
17. Availability of material elsewhere in the community.
18. Appearance of title in reputable bibliographies, especially local bibliographies and reading lists.

A serious work which illuminates some problem or aspect of life will not be excluded only because its language or subject matter may be offensive to some patrons. The Library itself and its collections serve to address the information needs of all community members. The Library's collections represent a multitude of viewpoints and support the right of the individual to access information.

Some items are not deemed suitable for collection by the Library. These include:

1. Textbooks. The Library will not attempt to furnish materials needed for formal courses of study offered by elementary and secondary schools or institutions of higher learning, or to furnish textbooks. Donated textbooks may be added to the collection depending on their condition, accuracy, datedness, and value to the collection.
2. Collector's items. The Library does not have the resources or the staff for this specialized kind of collection.
3. Other materials as determined by the Town Librarian.

USE OF SELECTION AIDS

Library staff makes skilled use of selection aids, such as basic general lists, current general lists, special bibliographies for reference books and particular subject materials, and reviewing journals. While reviews are a major source of information about new titles, they are not required for every

item added to the collection as not all items are reviewed in professional sources. Selectors for materials use trained judgement, knowledge of the Library's present resources, and understanding of community information need to shape and maintain comprehensive collections. When consulted, no publication is relied upon exclusively; the critical opinions of reviewers are checked against each other whenever feasible.

Library staff may, but is not limited to, use the following professionally recognized aids in the selection of materials:

1. PUBLIC LIBRARY CATALOG, FICTION CATALOG, CHILDREN'S CATALOG, and other Wilson catalogs
2. BOOKLIST
3. KIRKUS
4. LIBRARY JOURNAL
5. NEW YORK TIMES BOOK REVIEW
6. PUBLISHER'S WEEKLY
7. SCHOOL LIBRARY JOURNAL
8. Other sources as deemed appropriate

MAINTENANCE OF THE COLLECTION

The value of the Library to the community is dependent on the quality of the collection much more than the quantity of the collection. Therefore, the collection will be examined periodically for the purpose of "weeding" materials to maintain a balanced, timely, and attractive collection.

"Weeding" is the process by which worn, unused, soiled, and outdated materials are withdrawn from the Library's collection, or placed for rebinding, repairing, or replacement. The intellectual and artistic worth, currency and/or probable usefulness, as well as physical condition and demand for the material, determine whether it should be retained, mended, rebound, discarded, and/or replaced. But also to be considered are how much or how little information on the same subject the Library has, how many multiple copies, and how many volumes on the subject the Library may need at one time. Again, the focus is on quality rather than quantity.

Reasons for withdrawal of materials from the collection are poor physical condition, datedness or inaccuracy of information, and lack of reader interest as evidenced by lack of use. A mediocre, outdated resource that is not utilized is a liability to the Library because it takes up space, it obscures the resources from potential readers, and it costs money and staff time to be merely maintained in the collection.

Weeding is an integral part of selection. As such it is a professional job requiring a knowledge of information resources and of the community. It should be done continuously to the materials that are returned after being checked out, and periodically to the entire collection so as not to miss unused and unneeded resources.

The controversial nature of material shall not be deemed sufficient reason for removal unless and until the material has been subjected to a full formal review as outlined in this document. Requests for removal of items from the Library's collections may be made using a formal procedure outlined in the Request for Reconsideration of Materials section of the Material Selection Policy.

GIFTS

The Library appreciates gifts in the form of money, books, memorials, etc., and will treat them in the same manner as purchased materials, which includes weeding materials from collections.

This means that: all gifts are subject to meeting the Library's criteria for selection; any material not deemed necessary to the Library's collection will: (1) be placed on a sale shelf in the Library, (2) sold through a consignment vendor with a percentage of the proceeds returning to the Town, or (3) donated to other libraries or non-profit organizations.

Gifts added to the collection will be handled in the same way as materials purchased with Town funds (e.g. property taxes); when gift materials are no longer needed in the collection they will be discarded on the same basis and in the same manner as materials purchased with Town funds. The Library retains unconditional ownership of the donation and makes the final decision of use of said donation

When the Library receives a cash donation for the purchase of materials, selection must be based primarily on the needs of the Library and in compliance with the Material Selection Policy. Donations will not be accepted if conditioned to purchase specific material.

If the donor needs a list of titles donated it must be prepared by the donor before donation of the materials, and the list will be signed at the time of donation. The Library will furnish a printed form receipt which will be signed by a member of the Library staff.

A very attractive bookplate giving the donor's name can be placed on donated material if the donor wishes. Memorials will have bookplates giving both the name of the donor and the person honored.

No estimate of value for donated items can be furnished as no member of the staff has this expertise, and the IRS places this responsibility with the donor.

PATRON REQUESTS

The Library welcomes patron interest in the collection and will seriously consider all requests that specific materials be acquired. Every attempt will be made to acquire requested materials that meet the Library's Criteria for Selection.

REQUEST FOR RECONSIDERATION OF MATERIALS

If a patron objects to material in the Library's collections, the patron may submit a Request for Reconsideration of Library Materials form. In no instance will material be removed on demand. All considerations of requests to remove materials will be reviewed using the principles of this selection policy statement as a guide.

If a patron wishes their objection to be acted upon, they must:

1. Be a registered borrower of the Highland Park Library.
2. Have read the entire book, viewed the entire movie, listened to the entire recording, etc.
3. File a completed Request for Reconsideration of Library Materials form in full with the Town Librarian.
4. Supply their full name and address. Anonymous complaints will not be considered.

After the completed form is received, the Town Librarian will review the reasons for the objection and the material in question. The Town Librarian will attempt to answer the objection to the patron's satisfaction within 30 business days.

If the patron is not satisfied with the Town Librarian's determination, they may request that the material be reviewed by the Materials Review Committee. This committee will be composed of the Mayor and two Town Council members. The Town Librarian or a Library staff member chosen by the Town Librarian will serve as an ex-officio, non-voting member of the committee. The decision of the Materials Review Committee shall be final. Once a title has gone through the reconsideration process, the title will not be eligible for reconsideration for a period of twelve full months.