**Harper Library Material Inventory Policy**

Harper Library (hereinafter Library) is a 501(c)3 public library that supports Harper, western Gillespie, northern Kerr, and eastern Kimble Counties in Texas. Our mission is to provide full library services including library materials, internet access, computer use, programs, and basic office services (faxing, printing, copying) for all visitors to our Library. The Harper Library Resale Shop (hereinafter Resale Shop) exists to provide income for the support of the Library and to provide a discount retail source for clothing, housewares and other items to Harper and the surrounding areas.

**Responsibilities**

The Library is governed by an Executive Board of Directors consisting of a President, Vice President, Secretary, Treasurer and three Directors. The Library Director is responsible for the day-to-day operations of the Library. This includes volunteer staffing, selecting or purchasing items for the collection, physical layout of the collection areas, and weeding materials. Certain duties that fall under those categories may be delegated to staff members by the Library Director.

**Material Selections**

The Library Director follows the budget guidelines set forth in the annual budget. Following the guidelines of circulation stats and material reviews, new items will be added to meet the interests of the Library patronage. Care will be taken to allocate funds among the major collection subdivisions (i.e., adult non-fiction, fiction, audio visual materials, youth collection, large print, juvenile, western, Texas, and reference). All donated materials will be sorted by the Library Director and/or volunteers. Only those of extremely high quality, recent publication dates, and relevant subjects will be added to the collection. Due to the size of our Library building, the current policy is that no duplicates will be kept in the collection unless a specific book is assigned annually for a Harper Independent School District class, or if the large print and regular print versions are both kept. Those donations not fitting the criteria of selection will be either sold by the Resale Shop for operating funds, passed on to other non-profit organizations, or discarded. The Library will not purchase or keep a set of encyclopedias since they can be accessed via the web. Donations of National Geographic, textbooks, books on cassette, VHS tapes and condensed books will not be accepted. Staff will explain our policy to anyone donating items.

All patrons’ requests for new items will be noted and passed on to the Library Director for consideration. At the time of the request, the patron will be told the item will be purchased if it is relevant to the overall collection, needed to round out the collection, or is a subject or genre popular with the patronage.

It is the desire of the Library Executive Board of Directors that the Texas Collection (those books covering the history, geography, points of interest, or literature of Texas) will be one area that will continue to be a focus area of the Library.

The juvenile Caldecott, Newberry, and Bluebonnet award winners will be considered for purchase annually.

As technology changes, the policies may be changed.

**Marketing**

Newly processed arrivals (whether purchased or donated) will be labeled “new” with date written on a “new” label and will be displayed in the “New Arrivals” area across from the circulation desk. After two (2) or three (3) months, the new label will be removed, and the book will be shelved with the normal collection. Special notices may be sent out via email or special displays set up in the Library at the Library Director’s discretion.

The books displayed in the children’s area will be changed to relate to the season, time of year, or holiday at the Library Director’s discretion.

Labels will be put on the spines of the books to highlight a holiday, genre, or large print book to help patrons find those items.

**Intellectual Freedom**

The Library will follow the anti-discriminatory laws of the U. S., the U. S. Constitution and the Library Bill of Rights (posted in Library). The Library will strive to provide materials and information representing many points of view. The Library does not believe in book censorship.

The Library staff will label DVD films according to the ratings on the cover of the item. Children’s G-rated DVD films will be shelved separately from the other ratings. The staff will strive to refuse anyone below the age of 17 from checking out an R-rated movie without an on- site parent’s permission.

While juveniles can conceivably check out any book in the entire collection, the picture books, easy readers, juvenile fiction and juvenile non-fiction will be kept in the children’s area to encourage the juvenile patrons to select books appropriate for their age brackets.

Library patrons may take issue with Library materials that do not support their views and request an item be removed from the shelf. Library staff will listen to the patron’s concerns, state that we follow the Library Bill of Rights, and possibly offer alternate material. If the person continues to object to the material, the patron will be asked if they would like to complete a Request for Materials Reconsideration form (attached). That form and the item in question will

be reviewed by the Library Executive Board of Directors. The Library Director will respond to the patron in writing stating the action to be taken and reasons for or against the request.

Anyone completing a form must have a valid Harper Library card. An item will only be evaluated for reconsideration once in a twelve-month period.

**Weeding**

Weeding (removing) items from the collection will be done to save space and time, to make the collection more appealing, to enhance the Library’s reputation for reliability and quality of collection, and to show the collection’s strengths.

The Library Director will be responsible for weeding. The CREW (Continuous Review, Evaluation, Weed) library recommendations (attached) will be used as a guideline, but the amount of shelf space available and common sense will also be part of the decision-making process. The MUSTIE (Misleading, Ugly [condition], Superseded with new edition or containing outdated material, Trivial, Irrelevant, Available Elsewhere) standards will also be applied to each item. Duplicates will be removed from the shelf due to lack of space. Library staff will do a “continual weeding” process throughout the year. Age and use records will be used as part of the weeding criteria.

Weeded books will either be placed for sale in the Resale Shop, given to another non-profit organization, or will be discarded.

Adopted by the Harper Library Executive Board of Directors on February 17, 2020.