

TEINERT MEMORIAL LIBRARY  
Collection Development Policy

APPROVED BY	DATE
TML Board	November 09, 2022
Bartlett City Council	November 14, 2022

**1) Principles and Objectives**

- a) Purpose - The purpose of this policy is to provide all users of the Teinert Memorial Library with carefully selected materials. The collection will be an unbiased and diverse source of information, representing multiple viewpoints on a wide range of topics. Materials are selected to best meet these objectives.
- b) Viewpoints - The Library neither encourages nor discourages any particular viewpoint. No material will be excluded because of race, nationality, religion, gender, sexual orientation, and political or social views of the author. Selection of materials by the Library does not mean endorsement of the contents or the views expressed in those materials.
- c) Rights - The freedom to read, along with the freedom to hear and view, is protected by the First Amendment to the Constitution of the United States. To this end, the Teinert Memorial Library upholds the principles of the American Library Association's *Library Bill of Rights, Freedom to Read*, and the Texas Library Association's *Intellectual Freedom Statement*. These documents are at the end of this policy
- d) Parental Responsibility – The Library staff does not serve *in loco parentis*. It is the responsibility of the parent or legal guardian to supervise and monitor the library activities of their child.

**2) Responsibility for Selection**

The Library Coordinator is responsible for the selection of library materials following the guidelines and criteria outlined in this policy. (updated February 12, 2026;)

**3) Selection Criteria**

- a) The main points considered in selecting materials are:
  - i) Individual merit of the item
  - ii) Popular demand and/or patron request
  - iii) Library need for material
  - iv) Budget
  - v) Authority of author and/or publisher
- b) Review sources are used to assist in selecting materials. Review sources used include, but are not limited to, the following:
  - i) Library Journal
  - ii) School Library Journal
  - iii) Booklist
  - iv) Other professional publications
  - v) Area newspapers with book reviews

- c) Materials may be selected without a review. Consideration is given to materials that may be relevant to the library's collections (I.e. Texas Collection, local interest, local authors).
- d) Formats of materials collected by the Teinert Memorial Library include books, periodicals, newspapers, and online databases. New and emerging formats will be considered when appropriate. (updated February 12, 2026;)

#### 4) Interlibrary Loan

Because of limited budget, space, and other factors, the Library cannot provide all materials that are requested. Therefore, interlibrary loan is used to obtain from other libraries those materials that are beyond the scope of the Teinert Memorial Library collections.

#### 5) Gifts and Donations

- a) General Gifts – All gifts or donations become the property of the Teinert Memorial Library, a department of the City of Bartlett. The library accepts gifts or donations of books and other materials with the understanding that the items will be added to the collection only if appropriate and needed. Donations and gifts are subject to the same principles and selection criteria as new materials purchased by the Library. Donations with stipulations or restrictions will not be accepted if the items given to the Library are not needed because of duplication, condition, age, etc. The Library Board will dispose of them as they see fit.
- b) Other Gifts – Gifts of a more specific nature, such as works of art, furniture, equipment, special collections and real property, shall be referred to the Library Board. The fiscal impact of the gift on the Library will be considered in making the decision on its acceptance.
- c) Appraisal – The Library will not appraise the value of donated items. A donation receipt is available upon request.
- d) Disposition of Gifts – Donated materials are subject to the same criteria as purchased materials, as specified under Collection Maintenance. Donated items withdrawn from the library will not be returned to the donor.

#### 6) Collection Maintenance

- a) Criteria – For an up-to-date, attractive, and useful collection, a continuous schedule of withdrawal and replacement is required. *The CREW Method* will be followed as a guideline for appropriate age materials. Documentation for the CREW method may be found online at [CREW: A Weeding Manual for Modern Libraries | TSLAC \(texas.gov\)](#). Other criteria for evaluation and maintenance of the collection includes, but is not limited to, the following:
  - i) Condition of the material
  - ii) Usage based on observation and computer-generated reports
  - iii) Superseded editions or revisions
  - iv) Popularity and appeal
  - v) Outdated information
  - vi) Space and budgetary considerations
  - vii) Professional appraisal & evaluation
- b) Disposition – The Library Board will determine final disposition of any materials withdrawn from the Library collection. Materials in poor physical condition or having little anticipated resale value will be discarded, either by utilizing a book purveyor program or using rubbish

disposal. The Library Board may sell withdrawn materials, and proceeds of such sales will be used to support the Library's mission, programs, or to enhance the Library's collections. (As per the Texas Municipal League legal guidance, Government Code 51.015, 51.034, and Local Government Code 252.022)

## **7) Reconsideration of Materials**

The Teinert Memorial Library strives to meet a wide variety of tastes and interests with high quality and popular materials. The City of Bartlett is comprised of many diverse groups, with different beliefs, standards, and theologies. Every citizen has the right to his or her opinions and beliefs. Differences of opinion regarding the suitability of Library materials may arise. Patrons requesting that material be withdrawn from the collections or with concerns about an item's placement in the Library may complete a "Citizens Request for Reconsideration of Library Material" form. It is the responsibility of the Library Board to make the final determination on all such requests. (This form is at the end of this policy).

**Teinert Memorial Library**  
**Citizen's Request for Reconsideration of Library Material**

Title of Material: \_\_\_\_\_

Author: \_\_\_\_\_ Call Number: \_\_\_\_\_

Format (circle one):    Book    eBook    Audio Book    CD    DVD    Other \_\_\_\_\_

Your Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_

Group you represent (if any): \_\_\_\_\_

Did you examine the entire work? \_\_\_\_\_ If not, what parts? \_\_\_\_\_

Specifically, to what in the material do you object? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What do you believe is the purpose of this material? \_\_\_\_\_

\_\_\_\_\_

Is there anything useful or good about this material? \_\_\_\_\_

\_\_\_\_\_

What prompted you to use this material? \_\_\_\_\_

\_\_\_\_\_

For what age group would you recommend this material? \_\_\_\_\_

What would you recommend to replace this material? \_\_\_\_\_

\_\_\_\_\_

Your Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019. Inclusion of "age" reaffirmed January 23, 1996.

## The Freedom to Read Statement

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. *It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.*

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. *Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.*

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. *It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.*

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

4. *There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.*

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

5. *It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.*

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. *It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.*

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

7. *It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.*

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can

be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

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This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.

# TEXAS LIBRARY ASSOCIATION INTELLECTUAL FREEDOM STATEMENT

## A. PREAMBLE

The Texas Library Association holds that the freedom to read is a corollary of the constitutional guarantee of freedom of the press. Freedom of choice in selecting materials is a necessary safeguard to the freedom to read, and shall be protected against extra-legal, irresponsible attempts by self-appointed censors to abridge it. The Association believes that it is the essence of democracy that citizens shall have the right of free inquiry and the equally important right of forming their own opinions, and that it is of the utmost importance to the continued existence of democracy that freedom of the press in all forms of public communication be defended and preserved. The Texas Library Association subscribes in full to the principles set forth in the Library Bill of Rights of the American Library Association, Freedom to Read Statement, and interpretative statements adopted thereto.

## B. AREAS OF CONCERN

*LEGISLATION.* The Texas Library Association is concerned with legislation at the federal, state, local, and school district level which tends to strengthen the position of libraries and other media of communication as instruments of knowledge and culture in a free society. The Association is also concerned with monitoring proposed legislation at the federal, state, local, and school district level which might restrict, prejudice, or otherwise interfere with the selection, acquisition, or other professional activities of libraries, as expressed in the American Library Association's Library Bill of Rights and the Freedom to Read Statement.

The Intellectual Freedom Committee works with the Legislative Committee to watch proposed legislation, at the various levels, which would restrict or interfere with the selection, acquisition, or other professional activities of libraries.

*INTERFERENCE.* The Association is concerned with proposed or actual restrictions imposed by individuals, voluntary committees, or administrative authority on library materials or on the selection judgments or on the procedures or practices of librarians.

The Intellectual Freedom Committee attempts to eliminate restrictions which are imposed on the use or selection of library materials or selection judgments or on the procedures or practices of librarians, receives

requests for advice and assistance where freedom has been threatened or curtailed, and recommends action to the Executive Board where it appears necessary.

*MATERIALS SELECTION POLICY.* The Texas Library Association believes that every library, in order to strengthen its own selection process, and to provide an objective basis for evaluation of that process, should develop a written official statement of policy for the selection of library materials.

The Intellectual Freedom Committee encourages all libraries to develop a written statement of policy for the selection of library materials which includes an endorsement of the Library Bill of Rights.

*EDUCATION.* The Texas Library Association is concerned with the continuing education of librarians and the general public in understanding and implementing the philosophy inherent in the Library Bill of Rights and the ALA Freedom to Read Statement.

The Intellectual Freedom Committee supports an active educational program for librarians, trustees, and the general public.

*LIAISON WITH OTHER ORGANIZATIONS.* The Texas Library Association, in order to encourage a united front in defending the right to read, shall cooperate with other organizations concerned with intellectual freedom.

The Intellectual Freedom Committee advises on Texas Library Association positions and cooperates with other organizations.

*Adopted September 15, 1992 by the TLA Council.*

*Reaffirmed April 7, 1995 by the TLA Council.*

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