

Texas Woman's University

Library Policy Manual

Policy Name:	Children's Collection Development Policy
Last Library Review:	December 2022
Next Library Review:	December 2023

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Introduction

Texas Woman's University (TWU) Libraries' Jimmie Lyn Harris Children's Collection comprises the circulating youth-centric books found physically or electronically in its holdings. This collection serves as a resource for scholarly study and teaching of children's literature, emphasizing women's contributions to history, culture, and society. These resources include general fiction and non-fiction books that include board, picture, pop-up, oversized, early reader, chapter, middle grade, young adult titles in This collection represents an age spectrum of literature written for infancy through teen years. In addition these titles, this resource also includes:

- The Pioneras Collection; bilingual books primarily utilized by the College of Professional Education to improve the language, literacy skills, and academic achievement of Spanish-dominant English Language Learners in schools with dual-language programs.
- The Doctor Ann Stuart Children's Collection consists of childhood photographs, dolls, books, dishes, letters, and other miscellaneous artifacts from the 10th president and first chancellor of Texas Woman's University, Dr. Ann Stuart.

This youth collection is referred to in this policy as "The Collection".

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The Collection represents contemporary and historical works of children's literature of all ages. All library collections support the university's academic programs - a comprehensive public university offering baccalaureate, master, and doctoral degrees.

As a teaching and research collection, the Collection houses many award-winning books, such as those that have earned the Caldecott Medal, Newberry Medal, Coretta Scott King Award, the Belpre Medal, and the Texas Bluebonnet Award. Notable and outstanding children's books are found throughout the collection.

The circulating Children's Collection comprises over 39,000 illustrated children's books, fiction and nonfiction, picture and board books, original artwork, teen/young adult, and bilingual. These items are housed on the first floor of the Blagg-Huey Library on TWU's Denton campus.

Purpose

The Children's Collection Development Policy is a guide that supplements the [TWU Libraries General Collection Development Policy](#). The Collection supports the University's mission, teaching and research needs, and faculty and student interests. This policy outlines the principles and guidelines that the TWU Libraries follow in making decisions that are integral to the life cycle of collection development and management of children's library materials.

This policy is intended to:

- provide guidelines for the selection of material for purchase
- provide a master plan for the growth and development of the TWU Libraries' Children's Collection
- communicate to Deans, faculty, staff, librarians, and others regarding the TWU Libraries' collection development policy for the Children's Collection
- provide guidelines for withdrawing materials
- assist in the selection and retention of gifts and other free or inexpensive materials

ASCS will review this policy annually or when studies programs are added to or dropped from the University curricula. The policy remains flexible and poised to change direction to support evolving institutional needs with available resources. Suggestions for changes or additions to the policy should be made to the Dean of Libraries. The TWU Libraries Policy Work Group reviews this policy.

Scope

The scope of the Collection includes children’s and young adult literature. The TWU Libraries’ objective in selecting materials for the children’s collection is to curate a well-rounded collection that meets the research, curriculum, and recreational needs of faculty, students and their children.

The Collection contains material written and produced for the entertainment and research of children and young adults, including fiction, nonfiction, science fiction, graphic novels, comics, poetry, and quality literary and artistic works. Materials focused on selection tools, pedagogy, and other areas of children’s literature related to library collections can be referenced in the Libraries’ General Collection Development Policy.

The Collection represents physical and electronic books and materials in various formats appropriate for preschool through grade twelve (young adult). Forms include but are not limited to alphabet books, board books, number books, big books, chapter books, and novels representing numerous subjects.

Materials are added to the Children’s Collection through purchases and gifts.

Principles

TWU Libraries supports and respects:

- the freedom to access and read materials regardless of bias or controversy
- barrier-free access to all users, whether online or in person
- diversity, privacy rights, and intellectual freedom
- the interest in making available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority
- the [American Library Association Freedom to Read Statement](#)
- the [American Library Association Bill of Rights](#)
- the [American Library Association First Amendment and Censorship](#)
- the [American Library Association Freedom to View Statement](#)

Library Materials Budget

TWU administration approves funds for the TWU Libraries’ budget, and the Dean of Libraries, as a fiscal agent for the Library, is responsible for the expenditure of all TWU Libraries funds, including those used for materials in all formats. Working with the Library Executive Team, the Dean sets the collections budget each fiscal year.

All resources purchased with library funds become the property of the TWU Libraries. Physical resources are housed in the TWU Libraries. Department and personal office collections or resources may not be purchased with library funds.

Users

The primary users of the collection are children of TWU students, undergraduate and graduate students majoring in Education, Reading, Visual Arts, Library and Information Studies, English, Speech and Foreign Languages, Multicultural Women’s and Gender Studies, Family Studies, Social Work, and Psychology.

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Selection Guidelines

The library is responsible for developing its collection through a combination of selection practices, including evidence-based acquisition, individual title selection by library staff, and requests from the TWU community.

A collaborative effort is made to collect award winning books, honor books, highly recommended books, original book art, resources taken from bibliographies, and resources representing a wide range of diverse views. Materials are selected based on reviews in library and discipline specific journals, authenticity, accuracy, quality, cost, popularity, curriculum relevance, artistic appropriateness, accessibility, literary value, and the absence of bias.

Fiction and nonfiction resources are added along with biographies and autobiographies. Books with a Texas interest, those that portray girls of all ages as the main character, and those that are bilingual (English/Spanish) are given purchase priority. Every effort is made to have the collection reflect diversity and promote global awareness and respect.

Emphasis is placed on current materials; newer editions may replace outdated items. Certain materials are retained for historical and comparative purposes. Material is primarily in English, with a focus on Spanish/English bilingual materials. Selected materials in Spanish, French, and German are also added. Gift materials are evaluated and added to the collection using the criteria used for purchased materials.

Selection of Electronic Resources (E-resources)

E-resources are licensed resources accessible online. E-resources include but may not be limited to databases, ebook collections and individual titles, e-journals, and streaming media.

TWU Libraries licenses e-resources that support the teaching, learning, and research needs of the TWU community. Within the context of maximizing budget resources, TWU Libraries seek to provide a balanced portfolio of e-resources that reflects the wide variety of campus needs that provide the most significant scholarship. Selection criteria for vetting new e-resources include:

- Relevance to the current curriculum, both to existing courses and new courses
- Needs of newly hired faculty to support both new courses and scholarship
- Cost of the resource
- Number and cost of other similar resources currently available at the TWU Libraries
- Whether the product offers perpetual access, post-cancellation rights to the content, or is archived in Portico, LOCKSS or a similar product
- Access and hosting requirements
- Amount of content included (full-image and full-text are preferred)
- Current and regularly updated products are preferred, except for some archival and core resources
- Quality of the content and interface (ease of use, search features, printing, etc.)
- Availability of catalog records
- Multi-site, campus-wide license via IP authentication versus resources utilizing a username/password
- Compatibility with the TWU Libraries authentication software, EZProxy, so remote access is possible for distance education needs
- [ADA Section 508](#) Accessibility compliant
- Access and connection issues
- Availability of statistics; COUNTER-compliant is preferred

- Licensing terms – Preference is given to licenses where the vendor employs a standard agreement that describes the rights of the Libraries in easy-to-understand and explicit language; Authorized Users are defined as broadly as possible and fair use is permitted for non-commercial, educational, instructional, and research purposes (viewing, downloading, printing, ILL, e-reserves, course packs, etc.)
- Reputation of vendor and vendor support

Consortial agreements such as the State of Texas TexShare Program, SCEL (Statewide California Electronic Library Consortium), and NERL (NorthEast Library Consortium) allows TWU Libraries to subscribe to some resources at reduced rates.

Annual review for continuation or cancellation of resources is imperative to maintain a relevant Collection which adequately supports the research needs of TWU. A subscription may be cancelled if:

- Usage statistics are consistently low or declining over the most recent three-year time span
- The resource's price inflates to a level beyond affordability, typically 6% or higher
- Content no longer supports the curriculum or research needs of TWU
- Content is duplicated in another, more affordable resource
- A competitive or comparable product is available at a reduced subscription cost
- There is a similar product that is superior in terms of coverage or user experience
- Consistent poor customer or technical service support from the vendor
- Budget reductions that require the cancellation of resources

Selection of Other Materials

Criteria for selecting non-print materials follow the same principles as those used for print acquisitions. The format is determined based on: the type of material, the expected longevity of the format, the intensity of projected use, the ability to use the material from outside the library, costs, the ability to reproduce the material, the anticipated vandalism rate of the format, and the ability to convert the title to a new format as technology changes.

Collection Assessment and Evaluation

TWU Libraries periodically assess and evaluate the library collections using qualitative and quantitative measures to ensure that they keep pace with the changing information needs of Library users and the University. These may include materials expenditures, volume/title counts, use surveys, accreditation reports, comparison with peer library collections, interlibrary loan borrowing, TWU Curriculum Committee reports, journal impact factors, and formal and informal feedback.

Criteria for Withdrawal/Deselection of Library Materials

Withdrawal or deselection is an essential function in all libraries for the collection to remain viable and to provide space for new library materials. Items that are worn, stained, damaged beyond repair, superseded or obsolete, not in demand, or that fail to meet current educational standards and curricular needs will be considered for withdrawal from the collection by the Dean of Libraries in collaboration with librarians and faculty. When warranted by high use, curricular support, and availability of newer editions, titles may be replaced. Some materials may be retained for historical content.

The Collection Management and Resource Services (CMRS) staff supervises the removal of children's library materials. Members of academic departments, faculty, and Library staff may be consulted for guidance on deselection.

Criteria for Replacement of Library Materials

TWU Libraries does not automatically replace all missing, lost, or damaged materials. Such materials are replaced depending on existing coverage in the collection, cost, availability, previous use, projected future use, and availability of better or more up-to-date materials.

Review

The Library's Policy Work Group will review this policy with recommendations forwarded through normal administrative channels to the Dean of Libraries.