

**WOLFFORTH LIBRARY ADVISORY BOARD AGENDA  
OCTOBER 18, 2023 – 12:00 P.M.  
CITY OF WOLFFORTH LIBRARY  
COMMUNITY ROOM  
508 EAST HWY 62/82  
WOLFFORTH, TEXAS**

The order of these agenda items may be changed. The Library Advisory Board may discuss and/or take action on each of the following items:

**Call Meeting to Order**

**Roll Call and Establish a Quorum**

**Public Comment**

This is an opportunity for the public to address the Library Advisory Board regarding an item on the agenda, except for public hearings that are included on the agenda. Public comments are limited to three (3) minutes per speaker, unless the speaker requires the assistance of a translator, in which case the speaker is limited to six (6) minutes, in accordance with applicable law. Each speaker shall approach the designated speaker location, complete the public comment sign-in sheet, and state his/her name and city of residence before speaking. Speakers shall address the Library Advisory Board with civility that is conducive to appropriate public discussion. Speakers can address only the Library Advisory Board and not individual city officials or employees. The public cannot speak from the gallery but only from the designated speaker location.

**Items for Individual Consideration**

- 1. Consider and take appropriate action on the minutes from July 12, 2023.**
- 2. Consider and take appropriate action on the creation of Board by-laws.**  
Review drafted by-laws and approve.
- 3. Consider and take appropriate action on Collection Development Policy**  
Review suggested changes and approve.
- 4. Library Director Update**  
No action is required.
- 5. Board requests for future agenda items**
- 6. Adjourn**

“I, the undersigned authority do hereby certify that the Notice of Meeting was posted at City Hall of the City of Wolfforth, Texas, a place convenient and readily accessible to the general public at all times and

said Notice was posted on the following date and time: October 13, 2023 at 5:00 p.m. and remained so posted continuously for at least 72 hours prior to the scheduled time of said meeting.”

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Terri Robinette, City Secretary

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Date Notice Removed

City of Wolfforth Library Board  
7/12/2023 Minutes

Attending: Leslie Demma, Jenna Atthanasiou, Linda Dunn, Debbie Perkey

Absent: Stephanie Speed

Staff Members: Kim Brantley, Taylor Revilla, Terri Robinette

Kim Brantley called the meeting to order at noon.

Terri Robinette issued the oath of office to all board members present.

Leslie moved and Jenna seconded to name the Board officers as follows:

Jenna Atthanasiou – Chair

Linda Dunn – Co-Chair

Debbie Perkey – Secretary

The motion passed unanimously.

Debbie moved and Linda seconded to establish regular quarterly Board meetings on the second Wednesday of the month. Regular meetings will be scheduled for January, April, August, and October. The motion carried unanimously.

Kim reviewed the goals and duties of the Library Board. No action taken.

Following a brief discussion, Board by-laws will be placed on the next agenda, allowing time for the Board to review samples and make suggestions to staff members.

Updates for the Long Range and Strategic Plan, and the Collection Development Policy will be placed on the next agenda.

No action taken on re-establishing a Friends of the Library group.

The Board will hold a called meeting on September 13, 2023, to consider by-laws and the Collection Development policy.

The meeting adjourned at 1:30 p.m.

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Board Chair

Approved: \_\_\_\_\_  
Date

## BYLAWS

### CITY OF WOLFFORTH LIBRARY ADVISORY BOARD

#### ARTICLE I

##### Name

The name of this organization shall be the CITY OF WOLFFORTH LIBRARY ADVISORY BOARD. The Board shall have those duties and responsibilities authorized in these bylaws.

#### ARTICLE II

##### Membership

Section 1. The Board is comprised of five (5) members, three (3) of whom must be Wolfforth residents and two (2) of whom must reside or work in Lubbock County. Members must be card-holding patrons of the City of Wolfforth Library.

Section 2. The term of office for Board members is two (2) years and members may serve consecutive terms. Terms will be staggered. If a board member resigns before their term is complete, a replacement will be found by the Board to finish the remaining time.

Section 3. A member should be removed if they miss 3 consecutive, regularly scheduled, board meetings with unexcused absences. This is done with a majority vote of the Board.

Section 4. A Board member shall not receive a salary nor compensation for services as an Advisory Board member.

Section 5. During the first meeting of the year, members will appoint a chair, co-chair, and secretary.

#### Article III

##### Duties

Section 1. Board members will be asked to discuss the needs, short-term goals, and long-term goals of the Library.

Section 2. Board members will be asked to advocate for the community to the Library Director.

Section 3. Board members will be asked to advocate for the Library in the community.

Section 4. The Board may be asked to assist with city council reports or address the City Council.

Section 5. The Board Chair may be asked to assist the Library Director in creating the agenda for meetings.

Section 6. The Board Co-Chair may be asked to assist the Board Chair or take over the duties if the Board Chair is unable.

Section 7. The Board Secretary may be asked to keep minutes during meetings or to type minutes at the end of meetings. The Secretary will make sure a copy of the typed minutes is sent to the Library Director and will keep a copy themselves.

## Article IV

### Meetings

Section 1. Regular meetings of the Board will be held quarterly on the second Wednesday of the month in January, April, July, and October.

Section 2. Special meetings may be called when needed by the Chair, Library Director, or at the request of City leaders. All special meetings will have to conform to the Texas Open Meetings regulations. Meetings must meet notice requirements.

Section 3. A quorum shall consist of two-thirds of the members.

Section 4. The Advisory Board shall conduct business in accordance with Texas Open Meetings regulations and with *Robert's Rules of Order Revised*.

Section 5. An agenda, including items to be discussed, will be created by the Library Director and the Board Chair. The agenda will be made available to the Board by 5 p.m. the Friday before each meeting.

Section 6. Meeting times will be posted for public notice. Minutes and agenda will be available for the public. All regular meetings will be open to the public.

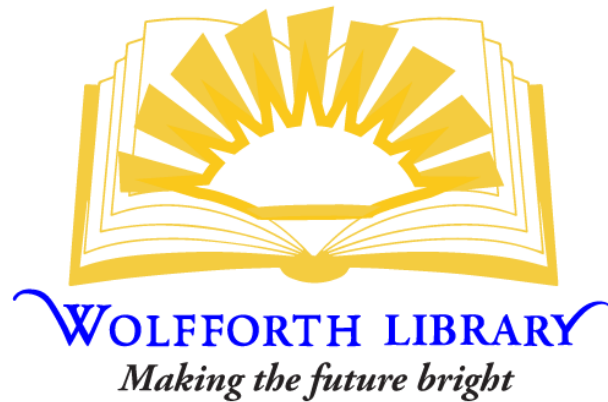
Section 7. Any Board member, or the Library Director, can call for an executive session; thereby limiting the meeting to only the Board and the Library Director. Minutes will be kept for an executive session but will remain private.

Adopted {insert date}

## **City of Wolfforth Library Collection Development Policy**

December 4, 2017

Updated May 15, 2023



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## **Introduction**

### **Library History**

The City of Wolfforth Library is a public Library under the covering of the Wolfforth city government. The address is 508 E HWY 62/82 Wolfforth, TX 79382. The Library is a stand-alone branch located in Wolfforth, Texas, a small community that is experiencing tremendous growth, in the southwest portion of Lubbock County.

The idea of a public Library for the community was first conceived as a substitute for the county bookmobile. The City of Wolfforth began receiving county money in 1985 and ordered the first 550 books shortly after. After 2 years of planning and purchasing books and shelves, the Library opened on October 5, 1987, with approximately 2,000 books and a collection of periodicals. In the summer of 1995, the Library moved into a new municipal building located on US Highway 62/82 which housed the Library, City Hall, the Police Department, and the Municipal Court. Wolfforth continued to grow at an extremely rapid pace and the Library quickly outgrew this space. The local City Council saw the need to expand the space and issued a Certificate of Obligation. In March 2006, the City of Wolfforth Library opened its new 7,776 (6,500 of Library space) square foot facility, located at 508 E HWY 62/82, and is the current location. The Library purchased the adjoining land in 2020 and has plans to develop the land for outdoor community space and to expand the Library building within the next ten years.

## Statement of Purpose

The collection development policy should be used to provide guidance for the selection and evaluation of all materials and resources purchased that will provide for the educational, professional, and recreational needs of all users. Historically the Library has based much of its mission on Ranganathan's Five Laws of Library Science which states that; 1) Books are for use 2) Every book its reader 3) Every reader his book 4) Save the time of the reader and 5) The Library is a growing organism. Technology has proven that the Library is a growing organism and with that, we must adjust these five laws to continue to meet the needs of the user. A modified version of these laws has been created and they are as follows; 1) Libraries serve humanity 2) Respect all forms by which knowledge is communicated 3) Use technology intelligently to enhance service 4) Protect free access to knowledge and 5) Honor the past and create the future.

These laws, in addition to the American Library Association [\*Library Bill of Rights\*](#), will be used to guide all collection development decisions made by the City of Wolfforth Library. The Library will strive to provide materials and resources that meet the needs of all community members within the boundaries of budget and space to fulfill the mission and vision of the City of Wolfforth Library.

## **Mission and Vision Statement**

The mission statement for the City of Wolfforth Library states:

The City of Wolfforth Library will provide innovative Library services, delivered in a friendly, efficient, and effective manner, that will assist all residents to continue to grow and learn throughout life, with materials, programs, and services in a variety of formats suited to the informational and recreational needs of the community, and a relaxed, open environment that offers all citizens the opportunity to meet and interact with others.

The vision statement for the City of Wolfforth Library states that “The vision of the Library is to be a cornerstone in the community, to have resources available for leisure as well as learning, and to facilitate activities for children, teens, and adults throughout the year for the residents of Wolfforth as well as the surrounding communities”.

## **Service Area**

The intended primary service population of the City of Wolfforth Library is the city of Wolfforth located in southwest Lubbock County. In addition to the residents of the city, the Library also serves a large portion of Lubbock County and the neighboring community of Ropesville located in Hockley County. The City of Wolfforth Library is a small community that was traditionally a rural farming community but has quickly grown into a thriving city. The day-time population for Wolfforth nearly doubles during the school year due to Frenship ISD, one of the area's leading school districts, being based out of Wolfforth and servicing Wolfforth and portions of southwest Lubbock County. Frenship ISD has its only high school and ninth-grade campus for the district in Wolfforth, as well as one of three middle schools, and one of eight elementary campuses all being within the city limits of Wolfforth. Meeting the needs of these secondary populations is taken into consideration when planning the Library collections and services

### **Intended Audience/ Target Population**

As declared by the vision statement, the target audience is the city of Wolfforth and residents of the surrounding communities. The intended primary target audience for the City of Wolfforth Library is residents within the city limits of Wolfforth. The Library specializes in serving families and individuals with a focus on recreational reading and material for life-long learning for adults and children. In the past 20 years, the focus has additionally turned to meeting the technological needs of the community. According to 2020 data, the primary ethnicity for Wolfforth is White followed by Hispanic. Wolfforth has grown 18.4% in population from April 2020 to July 2022, and that growth is expected to continue in the coming years. Over 90% of the adult population has attained at least a high school diploma and over 75% of households are families with at least one child. The median household income is approximately \$82,063, but over 11% of Wolfforth residents are living in poverty, and over 5% have a disability, and that must be considered when evaluating Library materials and services.

The Library also serves three different secondary populations, the residents of rural Southwest Lubbock County, Ropesville in Hockley County, and the educators and students of Frenship ISD. Lubbock County's ethnicity breakdown and median age are very similar to Wolfforth, but the median household income is strikingly different. The median household income for Lubbock County is \$49,241 and almost 20% of the residents are living in poverty as of 2020. Ropesville is a small rural community located 10 miles west of Wolfforth with a population of 427 residents and 2019 membership records for the Wolfforth Library show that over half of the community of Ropesville is a member of the Library. The most dramatic difference in demographic data for Ropesville is that the median income is \$36,222, 20% of the population lives in poverty, over 75% of residents are Hispanic and almost 40% of the

population have less than a high school diploma. Although this is considered a secondary target population, the Library strives to meet the needs of the residents of Ropesville as well as those in Wolfforth and Lubbock County. The final secondary target population is the staff and students of Frenship ISD. The total enrollment of Frenship ISD for the 2021-2022 school year was 10,860 students, which will continue to grow throughout the foreseeable future due to the rapid growth patterns for Wolfforth and southwest Lubbock County. The key factor to consider in looking at this population group is the ethnicity breakdown which reveals that 42% of the student body is white followed by 52% of the population being Hispanic. Additionally, 48.4% of the student body is considered economically disadvantaged which identifies the student as being at-risk. As a public Library, the City of Wolfforth Library strives to fill in resource gaps that students may be experiencing due to language barriers, disabilities, or financial hardships.

## Funding

### Sources of Funding

A majority of the City of Wolfforth Library funding comes from tax dollars collected by the City of Wolfforth. The Library is a public facility under the Wolfforth city government, therefore all funds are generated by the City of Wolfforth and managed by the Library Director as a department head for the City. In addition to these funds, the Library does receive a small amount of funds each year from Lubbock County. The City of Wolfforth Library has a Friends of the Wolfforth Library group that is tasked with generating additional funding to be used for programming, shelving, and collection development. Funds are given to the Library as a donation to be used for the benefit of the Library. The Library does welcome donations from the community, and funds can be designated for specific programs and projects or can be designated as a general donation to be used at the discretion of the Library Director. Additional funding is limited and comes from fines, fees, and community room rentals. City financial records, budgets, and audits can be requested from the City of Wolfforth.

### Budget

The City of Wolfforth Library budget runs on a fiscal year from October 1 through September 30 of each year. Budgets are approved on a yearly cycle by the City Council. Lubbock County funding is received on a yearly basis and included in the annual City budget. City financial records, budgets, and audits can be requested from the City of Wolfforth.

## **Needs Assessment Activities**

### **Informal Assessments**

Informal assessments of patrons' collection needs are conducted on a regular basis. Wolfforth is a small, close-knit community that relies heavily on patron demand when making decisions related to collection, programs, and services. A majority of this communication occurs during regular interactions with the community in the Library and at community events. Often these discussions are not preplanned and simply occur naturally in conversation, thus they are considered informal assessments. None of the results are charted or graphed and are not included in any formal policy or reports regarding the City of Wolfforth Library. The Library designates approximately half of the annual collection budget to patron requests. Patrons can make a request through the catalog, via email, or in writing for material that is currently unavailable. The director evaluates all requests through various review databases and vendors. The director then makes the decision whether or not to purchase the material for the Library.

A majority of the assessments for programs and services are done in a similarly informal way. After a program, the Librarian will generally mingle with the participants and ask them personally how they feel about the event. Occasionally the Librarian will distribute a very short paper survey at events asking if they enjoyed the program and if there are any changes or improvements that can be made. These short paper surveys generally include two to three simple questions that participants can fill out before leaving an event.

### **Formal Assessments**



The City of Wolfforth Library has primarily used informal methods to assess user needs. A formal assessment is completed annually for the Texas State Library annual report. This data is formally collected from Libraries across the state of Texas and analyzed by the state Library statisticians and includes information on operating expenditures, collections, services, and staffing. This report was previously used to determine maintenance of effort for the Library to receive funding from the state. State funding is not currently available, but the report is required for accreditation and future funding if/ when it becomes available. Additionally, this accreditation does qualify the Library to receive state and federal grants from the Texas State Library and the Institute of Museum and Library Services.

The City of Wolfforth Library completed a formal needs assessment survey in October 2017 as part of a long-range planning process that includes planning for an expansion of the existing Library building. This assessment covered a variety of topics including collection, services, programs, and questions related to the physical building. In addition to the long-range planning and expansion project, the Library is regularly facing increased needs and reduced budgets and it is essential to purchase items and resources that directly meet the needs of the user. The survey allowed the Library to get a better look at the needs and wants of the community. Survey results can be requested from the Library Director.

## **Collections**

### **Overview**

The purpose of the Library collection is to meet the recreational, informational, and educational needs of the primary and secondary target audience as stated in the Library's mission statement. The Library facility has approximately 6,500 square feet of space dedicated to the Library collection as well as a digital collection of eBooks and e-audiobooks through Overdrive. According to the Texas Public Libraries Annual Report for 2022, the Library has a total collection of 19,521 items in print and 22,479 electronic items. Current reports can be accessed through the Texas State Library and Archives Commission or from the Library Director. The Library's digital collection is managed through Overdrive and is part of a consortium of 22 other libraries that share the collection.

### **Formats Collected**

- Audiobooks on CD for all ages of children and adults
- DVDs for all ages of children and adults in regular DVD and Blu-ray
- Adult collection includes fiction hardback and paperback, non-fiction hardback and paperback, and contemporary Christian fiction hardback and paperback.
- Young adult collection includes hardback and paperback in fiction, non-fiction, and graphic novels.
- Juvenile collection has fiction and non-fiction titles in hardback and paperback as well as a collection of graphic novels and a bilingual collection of fiction and non-fiction.
- Easy collection has fiction and non-fiction in paperback and hardback, graphic novels, and bilingual titles in fiction and non-fiction.

- Reference collection of encyclopedias, dictionaries, and college reference tools are available but are stored in a backroom and available for in-house use per request.
- Parenting collection designated with resources to help families with children of all ages and includes print and audiobooks. This collection also includes 5 magazine subscriptions to support the needs of families in the community.
- Overdrive eBooks and e-audiobooks for all ages in a large variety of genres in both fiction and non-fiction (Overdrive Digital Consortium is a joint collection of 14 other small community libraries)
- 77 e-resources/ databases through TexShare Databases Consortium

### **Collection Arrangement**

The Library features an open floor plan that is separated by user age and by fiction and nonfiction. The fiction, audio, and DVD collections are arranged alphabetically by the author, and the non-fiction collections are arranged by Dewey Decimal.

### **Items Excluded**

The City of Wolfforth Library does not purchase any textbooks, encyclopedias, or newspapers due to lack of demand and limited space. Lubbock County and Hockley County are home to four colleges all of which have their own academic Library collections therefore all patrons are referred to their university's Library for textbooks and other in-depth reference needs. The Library does offer a TexShare card which gives our members access to the university libraries in our area.

## **Collection Development**

### **Primary Responsibility**

The primary person responsible for collection development for the Library is the Library Director. The Assistant Library Director assists in collection development for children and teens. The final decision for all collection development purchases is made by the Library Director.

### **Resources Used**

Various resources are used to make collection development decisions. The Library has two yearly subscriptions for bestsellers for children, teens, and adults. For adults, the Library subscribes to Thorndike Press's standing order plan for bestsellers, mysteries, westerns, and clean reads, all of which are printed in large print. For children and teens, the Library subscribes to the Junior Library Guild for monthly shipments of bestselling titles that cover a wide range of ages from birth to eighteen, topics, and genres. The Library subscribes to Kirkus Review and Library Journal for monthly reviews as well as email newsletters from various vendors to assist with collection development outside of the monthly subscriptions. The Library dedicates a portion of the budget to patron requests in addition to keeping up with current best sellers and popular topics of interest. The director checks all potential titles on sites such as Library Journal, Book Verdict, and Kirkus for professional reviews before any item is added to the collection to ensure that it is deemed to be a valuable addition to the collection. In addition, sites such as Goodreads and Amazon are occasionally consulted for non-professional reader reviews before purchasing items.

## Criteria for Inclusion

The City of Wolfforth Library strives to provide a broad collection of materials in a variety of formats that represent all points of view, regardless of individual views or biases on behalf of the Library or Library personnel. The Library trusts that users can make the choice as to what items they and their children will access based on their own individual interests and standards. The Library therefore will not limit access to any item or resource, regardless of age, as it is the right of each individual and/or parent/ family to decide what items are appropriate for use by them and their minor children.

The City of Wolfforth Library supports the individual's rights to access information that supports a variety of different points of view regardless of the individual views or biases of Library personnel and will adhere to the principles of intellectual freedom adopted by the American Library Association as expressed in the [Library Bill of Rights](#), the [Freedom to Read Statement](#), and [Freedom to View Statement](#).

General criteria for selecting material will be left to the judgment, expertise, and experience of the Library Director and all decisions will be made as objectively as possible. To build and maintain a collection of merit and value, materials, whether purchased or donated, items will be evaluated according to one or more of the following criteria.

- Level of funding for materials
- Space limitations
- Importance of subject matter
- Timeliness of the material/ date of publication
- Current and potential relevance to the needs of the community.

- Permanent value of the material to the collection
- Suitability of subject and style for the intended audience
- Attention and reviews from professional journals and reviewers.
- Relation to the current collection and related titles
- Representation of diverse points of view
- Physical quality is durable, attractive, and suitable for Library use
- Value of resource in relation to cost
- Local emphasis with historical value to the region/ community
- Significance of the work to local, regional, or state interest
- Availability of other information on the subject available either in the Library, digitally, or elsewhere in the region

Selection criteria for electronic resources additionally include:

- Ease of access, hardware requirements
- Comparison of content with other available formats
- Licensing requirements
- Networking capabilities
- Staff training and customer assistance requirements.

All materials, whether purchased or donated, are considered in terms of the criteria and an item need not meet all of these standards in order to be added to the collection.

## Weeding/ Removal from Collection

The Texas State Library and Archives Commission recommends the CREW Weeding Manual for Texas libraries, and the City of Wolfforth Library refers to this method for all decisions related to weeding and removal of items from the collection. CREW stands for Continuous Review, Evaluation, and Weeding. The manual can be obtained from the Library Director. Depending on the quality of the items removed from the collection, they are either recycled, donated to local non-profit organizations, or sent to ThriftBooks to be sold online per a standing agreement between the Library and ThriftBooks. If items are not sold in the book sale, they are either sent to Thriftbooks to be sold online or donated to local non-profit organizations. When sent to Thriftbooks for resale, per an agreement formed in 2019, they will be sold online with 50% of the profits being returned to the City of Wolfforth Library, after the cost of 50% of shipping is deducted. Funds from these sales are sent to the Library and placed in the general budget to be used by the Library. The agreement can be obtained from the Library Director.

## Government Investigations

Any government request for records should be directed to the Library Director. Library frontline staff should ~~request the officer's identification first, record all the information, and~~ direct the ~~officer~~ governmental agency representative to the Library Director or Assistant Director. If the ~~Director or Assistant Director~~ is not currently in the building, the staff members should not release any information and should let the ~~officer~~ representative know that Library policy requires all requests for information to be handled by the Library Director. ~~Frontline staff should only collect contact information to be given to the Director if they are not present at that time.~~ Once the Director receives the request for information, he/she should contact the City Manager and/or legal counsel for the City of Wofforth.

In accordance with First Amendment freedoms, and state law, the Library staff will not respond to informal requests for confidential information in the absence of a court order. A subpoena should only be accepted by the Library Director and then given to the City Manager and/or the City's legal counsel. Everything should be handled under the direction of legal counsel and only information directly requested in the subpoena should be provided. In the event of a search warrant, which can be executed immediately, the Library should contact the City Manager and/or the City's legal counsel and request that officers wait for them to either be present or review the warrant before proceeding. If the officers refuse to wait do not obstruct the search. Continue your attempts to notify the City Manager and/or legal counsel and make every effort to keep a written record of the incident. In addition to legal counsel, the American Library Association and Texas Library Association provide guidelines regarding these types of situations. Be aware of these guidelines and refer to them regularly so that you are prepared to manage a situation before it happens.



## **Policies on Censorship, Patron Privacy, etc.**

### **Patron Privacy**

Patron privacy is of the utmost importance to the City of Wolfforth Library and extreme care and caution will be taken when dealing with any personal information. The Library refers to the American Library Association (ALA) guidelines which address patron privacy including new issues presented with the increase in technology. Attempts are made to balance the need to protect reader privacy with the need to collect user data and provide personalized services while respecting and protecting the individual's right to make their own informed decisions regarding how much privacy they are willing to trade for convenience or added benefits.

Technology has had a significant impact on patron privacy and provisions in the USA PATRIOT Act potentially threaten that privacy further if the government feels that the person accessing information may have some role in terrorism. According to the provisions in section 215 of the Act, national security investigators can issue a seizure of Library records simply by claiming that they have "reasonable grounds" to believe that the person may have ties to terrorism or foreign governments. The relationship between the Library and the user is one of confidentiality and librarians and other information workers will respond appropriately to ensure that user data is not shared beyond the original transaction. The Library Director will refer to the section "Government Investigations" if a request for records is presented.

The American Library Association (ALA) has a *Privacy Tool Kit* which can be found on the ALA webpage at <http://www.ala.org/advocacy/privacy/toolkit>. The City of Wolfforth Library, and the Library Director, will use this tool kit as a guide when handling privacy issues.

In order to protect the privacy of all users the Library will strive to:

- Educate all staff members on best practices to protect patron privacy.
- Collect as little personal information as necessary.
- Install software on public computers to prevent personal information from being stored.
- Know the laws of the state of Texas regarding record retention and only keep what the Library has to and only for the time period required.
- Limit the amount of personal information needed for Library users when using public computers, such as, but not limited to the use of a generic login instead of personal information on all public computers.
- Educate patrons on their privacy rights and how to protect themselves.
- Work closely with software and digital resource vendors to ensure their privacy guidelines and practices match the Library standards before implementing any new technology and resources.
- Have clear policies for staff in regard to helping patrons with computer tasks. Library employees should never access or help enter personal information onto paper or electronic forms.

## **Statement on Censorship**

The City of Wolfforth Library will refer to the professional guidelines outlined by the American Library Association (ALA) regarding censorship. According to the ALA, Intellectual Freedom, also known as free speech, freedom to read, and open access to information, is defined as the right of every individual to both seek and receive information from all points of view without restriction. It provides free access to all for the expression of ideas through which any and all sides of a question, cause, or movement may be explored. When these rights are withheld, either by Library professionals or government laws and legislation, it is known as censorship. Censorship is defined by the ALA as a change in the access status of material, based on the content of the work and made by a governing authority or its representatives. Such changes include exclusion, restriction, removal, or age/ grade level changes. The Library Director has a professional obligation to support intellectual freedom. The guidelines under “Criteria for Inclusion” should be used during collection development to avoid bias or self-censorship by the Director.

## **Record Retention**

The City of Wolfforth Library record retention policy was developed to keep as little personal patron information as possible to protect patron privacy. Any personal identifying information on patrons is kept for one year and then destroyed. The only records kept longer are those that are required for city government purposes, grant purposes, or state reporting.

## Request for Reconsideration of Materials

The City of Wolfforth Library supports the guidelines by the American Library Association as listed in the [Library Bill of Rights](#), [Freedom to Read Statement](#), and [Freedom to View Statement](#), and believes that individuals have the right to access information without censorship by the Library. The obligation of the public library is to provide a collection that includes differing points of view on all topics, regardless of whether it is controversial. The City of Wolfforth Library does not promote a belief or view and selection of an item or resource does not express or imply agreement or endorsement of an author's viewpoint by the Library or by the City of Wolfforth.

**Nevertheless**, The City of Wolfforth Library does allow individuals to request the reconsideration of a selection decision of Library materials or resources by completing, **in full**, a "Request for Reconsideration of Library Materials" form **for each individual item to be reconsidered**. The form must be completed in its entirety and returned to the Library Director. Upon receipt, the Library Director will submit the report for review by the City of Wolfforth Library Advisory Board. The item will remain in circulation until a decision has been made. Decisions on all reconsideration requests will be made by the Library Advisory Board based on this policy, the material, and a careful review of the American Library Association's [Library Bill of Rights](#), [Freedom to Read Statement](#), and [Guidelines on Intellectual Freedom](#). All decisions of the City of Wolfforth Library Advisory Board are final. The Library Director will provide an acknowledgment of a request within ten (10) business days and a response of the **Library Advisory Board** decision in writing within six (6) weeks of receipt of the original reconsideration request.