

Collection Development Policy

The Tycher Library is responsible for providing materials in all formats to meet the informational needs of the Jewish community of Greater Dallas.

- The collection is Judaica, i.e., all materials will have Jewish characters, subjects or themes (see appendix i)
 - The term *Judaica* is defined as those books and materials written by or about Jews or relating in some way to the Jewish people or Judaism anywhere in the world throughout history.
- Materials by Jewish authors but not Jewish themed will not be included, e.g., Danielle Steel
- All materials selected are at the discretion of the librarian
 - Reference section
 - Non-fiction (includes but is not limited to)
 - Basic Judaica, Prayer Books
 - Religion, theology, Torah
 - Life cycle, Holiday
 - Art, entertainment, humor, music, cooking
 - Sports, travel
 - History, current events, politics
 - Holocaust, Anti-Semitism
 - Israel
 - Biography
 - Fiction
 - Children – Non-fiction and Fiction
 - Teen – Non-Fiction and Fiction
 - Large Print
- DVDs & video: Jewish characters, subjects or themes; includes the Jewish Heritage video collection
- Audiobooks
- Periodicals/Newspapers: *Moment Magazine*, *The Texas Jewish Post*, *The Forward*, *The Jewish Review of Books*, *The Joy of Kosher*

Collection Development Policy

1. Who we serve:

The Tycher Library is designed to meet the needs of the Jewish community of Greater Dallas – children, teen, and adult – representing all branches of Judaism, including the unaffiliated. Users outside of the Jewish community are welcome to use all of the services of the library.

2. Selection Process:

The scope of the collection will focus on materials of Jewish content that supports the educational and recreational needs of the community. We try to provide curricular support to local programs, e.g., Melton, Book Clubs. All selections must be consistent with the library mission and collection policy.

Materials are chosen for the collection based upon reviews by Association of Jewish Libraries reviews, reviews in other journals and newspapers, e.g., Hadassah, library list-serv recommendations, and individual recommendations.

- Selection Criteria
 - i. Items that meet the needs of the Jewish community
 - ii. Items of Jewish content and relevancy
 - iii. Items useful to the primary users of the library
 - iv. Items presenting a variety of points of view
 - v. Items of lasting literary, social or historical value
 - vi. Fiction of Jewish content or relevancy
 - vii. Works on Jewish movements
 - viii. Works on local Jewish history or community

Once a year the collection will be evaluated and inventoried with an eye to fill in any gaps or “holes” in any areas and to determine that materials still meet the needs of the community.

The library may not purchase materials that are more appropriately held by other institutions. Financial and space limitations will be considered in selection.

3. Deselection Process:

In conjunction with the inventory materials will be removed from the collection in order to conserve space and to make room for new materials.

- Deselection criteria:

- i. Material inconsistent with the mission statement and collection policy.
- ii. Unneeded duplicates
- iii. Obsolete books
- iv. Superseded editions
- v. Materials that are worn out, damaged or too expensive to repair

4. Gifts and Donations:

The library will accept gifts of books and library materials with the understanding that inclusion in the collection is dependent upon agreement with the mission statement and collection policy. Donations must be made with agreement of the library director. If the donation is accepted the donor must sign a donor agreement. (See appendix ii)

The library maintains unconditional ownership of gifts and reserves the right to sell or dispose of all materials at a later date. Anonymous donations are unconditionally owned by the library and are subject to library policies.

Issues and Concerns in Collection Development

The Tycher Library supports the concept of intellectual freedom, i.e., the right of each individual to seek and receive information from all points of view without restriction. It is the opposite of censorship. This right is guaranteed in the First Amendment to the U. S. Constitution.

When questions, complaints or challenges about individual items in the collection arise, the complainant will be listened to with respect and will then be informed of the library's policy on intellectual freedom. The complainant will be asked to present his/her objections in writing.

A committee including the librarian, staff, representatives of the advisory board and members will evaluate the written complaint and reach a consensus on the decision, which will be communicated in writing within 4 weeks of receipt of the form. The complainant has the opportunity to speak to the committee. Items objected to will not be removed from the shelves until a decision is made by the committee. All written complaints will be kept on file.

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