



E-Read Texas Collection Development Policy

May 1, 2020

Approved by the Texas State Library and Archives Commission on November 9, 2020

Texas State Library and Archives Commission
1201 Brazos St.
Austin, TX 78701

I. Introduction

The Texas State Library and Archives Commission (TSLAC) promotes and encourages literacy through the E-Read Texas Program. This program provides library e-books and an e-reader application that will make it possible for all Texans served by public libraries to access e-books. The E-Read Texas e-book collection is primarily designed to meet the needs of readers of fiction and popular non-fiction e-books. Additional reference and non-fiction e-books are available through the TexShare and TexQuest e-resource programs. The purpose of this collection development policy is to provide a statement of commitment to a collection that meets the needs of libraries in Texas and to provide guidelines for the TexShare E-Books Working Group in selection of materials.

This collection development policy will also guide the TexShare E-Books Working Group in the consistent and careful expenditure of funds. These guidelines align with ideals (as codified on the date of this policy's Commission approval, November 9, 2020) published by the American Library Association (ALA) in the [Library Bill of Rights](#), [Freedom to Read Statement](#), and [Freedom to View Statement](#) as well as [ReadersFirst](#) principles.¹

II. Collection Scope

The E-Read Texas collection is designed to support the educational, cultural, informational, and recreational needs of Texas library patrons as well as to grow the e-book expertise of library staff. This electronic collection will be complementary to collections maintained by small and medium-sized community libraries in Texas.

The TexShare E-Books Working Group will select titles for the E-Read Texas collection that will be popular among patrons and will recommend purchase of enough copies to reduce wait times. Initially, only adult fiction, young adult crossover and classic fiction, and popular adult non-fiction will be selected. The collection will include English and Spanish language e-books. The collection will not include erotica or reference materials.

In order to ensure that the E-Read Texas Collection is available to all libraries in the state, titles that offer unlimited simultaneous use and perpetual access are preferred. Books with single users licenses will be accepted if necessary. Metered and term-limited access licenses are strongly discouraged.

¹ References to any external standards, professional statements, and guidelines are included in this policy as those resources were codified on November 9, 2020, the date of the Commission's approval of this policy. Any future changes to any of these external documents are not necessarily incorporated into the ongoing framework of this policy.

The E-Books Texas program supports [ReadersFirst principles](#) to achieve a better user experience for library patrons. Library patrons should be able to:

- Search and browse a single comprehensive catalog with all of a library's offerings at once, including all e-books, physical collections, programs, blogs, and donor opportunities. Currently, content providers often only allow searches within the products they sell, depriving users of the comprehensive library experience.
- Place holds, check-out items, view availability, manage fines and receive communications within individual library catalogs or in the venue the library believes will serve them best, without having to visit separate websites (libraries, not distributors, should be enabled to manage all interactions with users).
- Seamlessly enjoy a variety of e-content. To do this, libraries must be able to choose content, devices and apps from any provider or from multiple providers, without bundling that limits a library's ability to serve content they purchase on platforms of their choice.
- Download e-books that are compatible with all readers, from the Kindle to the Nook to the iPad and so on, perhaps leading to a standard library eBook format that will work on many devices.

Any e-book vendor wishing to provide content for the E-Read Texas program should provide evidence that these principles will be respected and note any exceptions.

III. Collection Funding

Funds for the acquisition and licensing of materials for E-Read Texas are provided by the Texas State Library and Archives Commission (TSLAC). Sources of these funds include allocations in TSLAC's budget and Library Services and Technology Act grant appropriations from the Institute for Museum and Library Services.

Participating libraries that wish to contribute financially to the program may contact TSLAC.

IV. Intellectual Freedom

Patron privacy is of the utmost importance to E-Read Texas and extreme care and caution will be taken when dealing with any personal information. The ALA Intellectual Freedom Committee addresses patron privacy in a series of [guidelines](#) focused on library technology and digital content. These guidelines "attempt to balance the need to protect reader privacy with the needs of libraries to collect user data and provide personalized services, while respecting and

protecting the individual’s right to make their own informed decisions in regards to how much privacy they are willing to trade for convenience or added benefits.”

In order to protect the privacy of all E-Read Texas users, TSLAC will:

- Strive to educate all staff members on best practices to protect patron privacy
- Collect as little personal information as necessary
- 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 from library users when accessing E-Read Texas content
- 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’s standards before implementing any new technology and resources
- Have clear policies for staff in regard to helping patrons with computer tasks; TSLAC employees should never access or help enter personal information onto paper or electronic forms

The ALA [Intellectual Freedom and Censorship Q&A](#) defines intellectual freedom (also known as free speech, freedom to read, and open access to information) as the right of every individual to both seek and receive information from all points of view without restriction. TSLAC and the E-Read Texas Program support the individual’s right to access information representing a variety of points of view regardless of the individual views or biases of TSLAC 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 the [Freedom to View Statement](#).

E-Read Texas strives to provide a broad collection of materials in a variety of formats that represents all points of view, regardless of individual views or biases. TSLAC trusts that users can choose materials they and their children will access based on their own interests and standards. E-Read Texas therefore will not limit access to any item or resource based on an account-holder’s age as it is the right of each individual person and family to decide what items are appropriate for use by themselves and their minor children.

V. Accessibility

All content available through the E-Read Texas Program must be accessible to users with a wide range of disabilities, including blindness and low vision, deafness and hearing loss, learning disabilities, and cognitive limitations.

TSLAC is required to follow Texas Administrative Code, Title 1, Part 10, Chapter 206, Accessibility and Usability of State Web Sites, Texas Administrative Code, Title 1, Part 10, Chapter 213, and the Federal Section 508, Accessibility Standards.

To improve the accessibility and interoperability of e-books purchased through the E-Read Texas Program, TSLAC strongly prefers the EPUB3 format, using the [EPUB Accessibility specification](#) to improve accessibility conformance. For more information, please also see the [DAISY Accessible Publishing Knowledge Base](#).

VI. Selection Criteria

General criteria for selecting materials for the E-Read Texas Collection will be left to the judgment, expertise, and experience of the TexShare E-Books Working Group and Texas State Library and Archives Commission staff. All decisions will be made as objectively as possible. To build and maintain a collection of merit and value, materials will be evaluated according to the following criteria:

- Format of and method of access to the offered material
- Collection scope and subject priorities set in Section II of this policy
- Timeliness of the material/date of publication
- Current and potential relevance to the needs of the communities served
- Author expertise
- Publisher reputation and editorial model
- Placement in a series
- Awards the title has received
- Language of the publication
- Suitability of material for the intended audience
- Reviews from professional journals and reviewers
- Existing gaps and strengths of the collection
- Representation of diverse points of view
- Significance of the work to local, regional, or state interests
- Licensing model

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

VII. Responsibility for Selection

Titles in the E-Read Texas collection will be selected by members of the TexShare E-Books Working Group. The Working Group is composed of professional librarians with experience in collection development and e-resource acquisition (with experience working with e-book collections preferred). The current Working Group roster is available at <https://www.tsl.texas.gov/texshare/ebooksworking.html>.

Subscription e-book collections that are part of the TexShare and TexQuest electronic resources programs will be reviewed by the respective TexShare or TexQuest electronic information working groups. Such supplementary e-book content may be proposed by TSLAC staff for review by the TexShare E-Books Working Group.

TSLAC staff will be responsible for the acquisition and licensing of selected content.

VIII. Deselection and Replacement Criteria

Titles in the E-Read Texas collection will be weeded using the [CREW Manual](#), especially the Addendum on e-books, as guidance. Most superseded titles will be replaced by newer editions as they are issued. Subject areas with information that rapidly goes out of date, like legal and medical resources, will be regularly weeded if at all possible. Titles that purport to be factual but turn out to be fraudulent may be weeded or reclassified.

Titles with a limited number of uses will be replaced when the license expires only if there is sufficient demand to justify the repurchase.

IX. Wait List Management and Duplicates

A portion of the e-book budget will be reserved for the purpose of wait list management. When the funds are exhausted, no additional titles will be purchased.

Default hold ratio thresholds:

- 6 holds per copy for e-books until a maximum of 250 copies is purchased.
- 9 holds per copy for digital recordings until a maximum of 250 copies is purchased

The threshold may be pushed to as high as 15 holds per copy as a spending control measure or to manage titles with high demand but transient interest. When the total number of copies

exceeds the limits above, TSLAC may investigate options for providing unlimited simultaneous access.

Duplicates of existing titles may also be purchased when additional formats or compatibility with additional devices are needed.

X. Reconsideration of Materials

E-Read Texas provides a collection that includes differing points of view on controversial or debatable topics. E-Read Texas does not promote a specific belief or viewpoint, and selection of an item or resource does not express or imply agreement or endorsement of an author's belief or viewpoint.

The Texas State Library and Archives Commission welcomes feedback from the public who may request the reconsideration of a selection decision by completing the "Request for Reconsideration of Library Materials" form located on the TSLAC website. The form must be completed in its entirety and returned to the program coordinator at TSLAC. An acknowledgement of receipt will be sent within five business days. Upon receipt of the completed reconsideration form, the item in question will be reviewed by the TexShare E-Books Working Group, TSLAC staff, and additional reviewers if particular expertise is needed for any reason. The item will remain in circulation while it is being reviewed. Recommendations will be made based on this policy, the material, and a careful review of professional standards that guide our library collection development. All recommendations will be reviewed by the TexShare Advisory Board, which includes two members of the public, at an open meeting for final decision by the Director and State Librarian. An initial response to any request for reconsideration will be provided in writing within twenty business days of receipt of the original reconsideration request, in accordance with TSLAC's [Compact with Texans](#) and Texas Administrative Code ([Title 13, Section 2.53](#)).