

## **Section 5 Collection Development & Donations Policies**

Section 5 outlines the Leon Valley Public Library's policies for the selection, acquisition, evaluation, and management of library materials, including donated items. These policies ensure that the library's collection remains relevant, diverse, balanced, and responsive to community needs while supporting the library's mission and professional standards. By establishing consistent guidelines for both purchased and donated materials, the library affirms its commitment to intellectual freedom, responsible stewardship of public resources, and the thoughtful development of a collection that serves patrons of all ages and interests.

## Policy 1 CD-202503-A Collection Development Policy

I. Overview			
Policy Title:	Collection Development Policy	Policy ID:	CD-202503-A
Category:	CD, Collection Development & Donations Policies	Author:	Regina Reed
Effective Date:	Upon City Council Approval	Reviewed by:	LAB
Last Review:	01.08.2026	Next Review	
Version	1.5		
All library policies remain drafts until reviewed by the Library Advisory Board and approved by City Council.			

II. Purpose
A short, clear statement of why this policy exists.

The Leon Valley Public Library is committed to building and maintaining a diverse, balanced, and high-quality collection that meets the informational, educational, cultural, and recreational needs of the community. This policy establishes the criteria and guidelines for selecting, maintaining, and evaluating library materials.

**This policy supports the Library’s mission, complies with applicable local, state, and federal laws, and aligns with professional standards established by the American Library Association (ALA) and the Texas State Library and Archives Commission (TSLAC).**

III. Scope
Defines where and to whom the policy applies.

This policy applies to all materials owned, leased, licensed, or made accessible by the Leon Valley Public Library, regardless of format or method of delivery.

IV. Policy Statement
Defines where and to whom the policy applies.

### Selection Criteria

Library materials are selected based on the following criteria:

- Relevance to community needs and interests
- Accuracy, authority, and credibility of the content
- Literary, artistic, or educational value
- Reviews from professional library journals and reputable sources
- Representation of diverse perspectives, cultures, and viewpoints
- Suitability for various age groups and reading levels

- Demand, popularity, and patron requests
- Cost, availability, and format durability
- **Alignment with the Library's collection goals, space limitations, and budgetary constraints**

**Not all materials meeting these criteria will be purchased, and the presence of an item in the collection does not constitute endorsement by the Library.**

### **Material Formats**

The library acquires materials in a variety of formats, including but not limited to:

- Print books (fiction, nonfiction, large print)
- Digital books and audiobooks
- Periodicals and newspapers
- DVDs and other media
- Reference and research materials
- Special collections relevant to the community

**The Library reserves the right to discontinue or limit formats based on usage trends, budgetary considerations, technological changes, or space constraints.**

### **Patron Requests & Suggestions**

The library welcomes patron suggestions for materials and will consider requests based on the selection criteria.

Requests may be submitted in person, by phone, or through the library's website.

The final decision on purchases is made by library staff following the collection development policy.

**Submission of a request does not guarantee purchase. Materials requested by patrons are evaluated using the same criteria as all other materials.**

### **Weeding & Collection Maintenance**

The library follows the MUSTIE criteria for evaluating and removing materials from the collection:

- M = Misleading – Factually inaccurate or outdated
- U = Ugly – Worn, damaged, or in poor physical condition
- S = Superseded – A newer edition or more comprehensive resource is available
- T = Trivial – Material of little enduring value

- I = Irrelevant – No longer relevant to the needs and interests of the community
- E = Elsewhere – Available through other libraries or resources

**Weeding is a routine, ongoing process essential to maintaining a current, accurate, and useful collection. Withdrawn materials may be discarded, donated, sold, or otherwise disposed of in accordance with Library procedures.**

### **Reconsideration of Library Materials**

The Leon Valley Public Library acknowledges that some materials may be considered controversial or offensive to some patrons. However, the selection of library materials is based on professional standards and does not imply endorsement of any particular viewpoint.

Parents and guardians are responsible for guiding their children's reading choices. The library does not restrict materials based on the possibility that they may be accessed by children.

Patrons who wish to request the removal or restriction of library materials must complete a Request for Reconsideration of Library Resources form. The request will be reviewed at the next scheduled meeting of the Leon Valley Public Library Library Advisory Board.

The Library Advisory Board will hold a public hearing to allow community members to provide input. The Board and the Library Director will consider public feedback, professional reviews, selection criteria, and principles outlined in the Library Bill of Rights, Freedom to Read Statement, and applicable legal protections for intellectual freedom.

Following the review, the Library Director, with advisement from the Library Advisory Board, will present a recommendation to the City Council, which will make the final decision on the material in question.

**Materials under reconsideration will remain available to the public until a final determination is made.**

### **Intellectual Freedom**

The library supports the American Library Association's Library Bill of Rights and Freedom to Read Statement, affirming the right of individuals to access a wide range of information and ideas. Library materials will not be removed or restricted solely based on content or personal viewpoints.

<b>V. Definitions</b>	
Clarifies any terms, acronyms, or library-specific jargon.	
Term	Definition
Collection	All materials owned, leased, licensed, or otherwise made accessible by the Leon Valley Public Library, regardless of format, including physical, digital, and electronic resources.
Collection Development	The ongoing process of selecting, acquiring, evaluating, maintaining, and removing library materials to meet the needs of the community and support the Library's mission.

Intellectual Freedom	The right of individuals to seek, receive, and express information and ideas without restriction, as supported by the American Library Association's Library Bill of Rights and Freedom to Read Statement.
Library Advisory Board	A board appointed to provide advisory input on library services, policies, and materials, including participation in the reconsideration review process.
Library Materials	Any informational, educational, cultural, or recreational content provided by the Library, including but not limited to print materials, digital resources, audiovisual media, databases, and special collections.
Licensed Digital Content	Electronic materials accessed through subscription, licensing agreements, or consortia arrangements, for which ownership may not reside with the Library and availability may be subject to vendor terms.
MUSTIE Criteria	A professional weeding framework used to evaluate materials for removal based on whether they are Misleading, Ugly, Superseded, Trivial, Irrelevant, or available Elsewhere.
Patron Request	A recommendation submitted by a Library user suggesting the purchase or acquisition of specific materials. Submission of a request does not guarantee inclusion in the collection.
Reconsideration of Library Materials	A formal process through which a patron may request a review of specific library materials currently in the collection, based on established criteria and professional standards.
Selection	The professional evaluation and decision-making process used by Library staff to determine which materials are added to the collection based on established criteria.
Weeding	The systematic and ongoing removal of materials from the collection that are outdated, damaged, inaccurate, unused, or no longer relevant, in accordance with professional standards and the MUSTIE criteria.

<b>VI. Roles &amp; Responsibilities</b>
Who is responsible for following, enforcing, or maintaining this policy?

**Patrons**

Patrons may submit suggestions for library materials and formal requests for reconsideration in accordance with Library procedures. Patrons are responsible for their own reading, viewing, and listening choices, as well as for guiding the choices of their minor children. Submission of a request does not guarantee acquisition, removal, or restriction of materials.

**Library Staff**

Library staff are responsible for the selection, acquisition, evaluation, and maintenance of library materials in accordance with this policy. Staff review and process patron requests, conduct ongoing weeding using professional standards, and provide information to patrons regarding collection development practices and reconsideration procedures.

**Library Director**

The Library Director provides overall oversight and administration of the Collection Development Policy and ensures compliance with applicable laws, professional standards, and City policies. The Director makes final decisions regarding collection selection, weeding, and reconsideration

requests, and presents recommendations to the Library Advisory Board and City Council when required.

### Library Advisory Board

The Library Advisory Board serves in an advisory capacity during the reconsideration of library materials. The Board reviews requests for reconsideration, facilitates public hearings when required, considers community input and professional standards, and provides recommendations to the Library Director regarding challenged materials.

### City Council

The City Council considers recommendations presented by the Library Director following the reconsideration process and makes final determinations regarding challenged library materials when applicable.

VII. Related Documents & References		
Include links or filenames for Policies, SOPS, forms or templates, system manuals		
Document Name	Location or Link	Notes
Materials Donation & Gifts Policy (CD-202503-B)	URL included after approved by Council	Addresses how donated items may be incorporated into the collection.
Ken & Esther Alley Local History & Archives Collection Policy (CD-202503-C)	URL included after approved by Council	Establishes specialized collection parameters referenced by this policy.
Reconsideration of Library Materials Procedure (SOP – Needed)		Describes the review process referenced when materials are challenged.
ALA Library Bill of Rights	<a href="https://www.ala.org/tools/challengesupport/librarybillofrights">https://www.ala.org/tools/challengesupport/librarybillofrights</a>	Provides professional principles informing selection and access decisions.

VIII. Revision History				
Track the changes made over time				
Version	Date	Description of Change	Author	Approved by
1.0	03.12.2025	New & Updated	Regina Reed	LAB
1.5	01.08.2026	Updated Content & New Format	Regina Reed	

IX. Appendices & Attachments		
Checklists, screenshots, flowcharts, or sample forms that support the procedure.		
Document Name	Location or Link	Notes
MUSTIE Evaluation Worksheet		Used to assess materials according to criteria referenced in this policy.
Patron Purchase Request Form		Allows patrons to suggest materials for consideration.



## Policy 2 CD-202503-B Materials Donation & Gifts Policy

I. Overview			
Policy Title:	Materials Donation & Gifts Policy	Policy ID:	CD-202503-B
Category:	CD, Collection Development & Donations Policies	Author:	Regina Reed
Effective Date:	Upon City Council Approval	Reviewed by:	LAB
Last Review:	01.08.2026	Next Review	
Version	1.5		
All library policies remain drafts until reviewed by the Library Advisory Board and approved by City Council.			

### II. Purpose

A short, clear statement of why this policy exists.

The Leon Valley Public Library welcomes donations of materials and monetary gifts that support and enhance the library's collections, services, and programs. This policy establishes clear guidelines for the acceptance, evaluation, and disposition of donated materials and gifts to ensure they align with the library's mission, space limitations, and collection development standards.

### III. Scope

Defines where and to whom the policy applies.

This policy applies to all donated materials and monetary gifts offered to the Leon Valley Public Library by individuals, organizations, or businesses.

### IV. Policy Statement

Defines where and to whom the policy applies.

#### Guidelines for Donated Materials

The library accepts donations of materials that meet the following criteria:

- Items are **clean, gently used, and in good condition**
- Materials are free from **mold, stains, strong odors, water damage, or pests**
- Content aligns with the library's Collection Development Policy

The library does **not** accept the following materials:

- Encyclopedias
- Textbooks
- VHS tapes, cassette tapes, or other obsolete media formats
- Magazines, unless specifically requested by the library

- Materials that are damaged, discolored, brittle, or heavily marked

The library reserves the right to **decline any donation** that does not meet current collection needs or condition standards.

### Use and Disposition of Donated Materials

- All donated materials become **the property of the Leon Valley Public Library.**
- The library retains sole discretion over how donated items are used, including:
  - Adding items to the library collection
  - Selling items through book sales or Friends of the Library activities
  - Donating items to other organizations
  - Recycling or discarding items

The library does not guarantee that donated materials will be added to the collection.

### Monetary, Memorial, and Honor Gifts

- The library accepts monetary donations to support:
  - Library services and operations
  - Programming and outreach
  - Collection development
- Donors may suggest a specific use for monetary gifts; however, **final decisions rest with the Library Director** to ensure alignment with library priorities and policies.
- Upon request, memorial or honor gifts may include recognition such as bookplates or other acknowledgments, subject to library guidelines.

### Tax Deduction & Receipts

- The library may provide **a written acknowledgment** of donated materials or monetary gifts upon request.
- The library does **not appraise or assign monetary value** to donated items.
- Donors are solely responsible for determining the tax-deductible value of their contributions in accordance with applicable tax laws.

V. Definitions	
Clarifies any terms, acronyms, or library-specific jargon.	
Term	Definition
Donated Materials	Physical items voluntarily given to the library, including books, audiovisual materials, and other collection-related items.
Memorial or Honor Gifts	Donations made in memory of or in honor of an individual, often accompanied by donor recognition such as bookplates.

Monetary Gifts	Financial contributions, including cash or checks, made to support library services, programs, or collection development.
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<b>VI. Roles &amp; Responsibilities</b>
Who is responsible for following, enforcing, or maintaining this policy?

**Donors**

Donors are responsible for ensuring that donated materials meet library guidelines and understand that all donations become the property of the Leon Valley Public Library. Donors retain responsibility for determining the tax value of their contributions.

**Library Staff**

Library staff are responsible for receiving and reviewing donated materials, determining whether items meet condition and collection standards, and processing acknowledgments or receipts as appropriate.

**Library Director**

The Library Director is responsible for overseeing the administration of this policy, approving the acceptance and use of monetary, memorial, or restricted gifts, and making final determinations regarding donor-directed contributions.

<b>VII. Related Documents &amp; References</b>		
Include links or filenames for Policies, SOPS, forms or templates, system manuals		
Document Name	Location or Link	Notes
Collection Development Policy (CD-202503-A)	URL included after approved by Council	Defines how donated materials may be selected or declined.
Sponsorship Policy (MG-202503-E)	URL included after approved by Council	Clarifies distinctions between donations and sponsorships.
SOP – Needed: Donation Intake & Disposition		Describes processing of donated materials referenced in this policy.

<b>VIII. Revision History</b>				
Track the changes made over time				
Version	Date	Description of Change	Author	Approved by
1.0	03.12.2025	New & Updated	Regina Reed	LAB
1.5	01.08.2026	Updated Content & New Format	Regina Reed	

<b>IX. Appendices &amp; Attachments</b>		
Checklists, screenshots, flowcharts, or sample forms that support the procedure.		
Document Name	Location or Link	Notes
Donation Acknowledgment Letter Template		Used to formally acknowledge gifts received under this policy.

## Policy 3 CD-202503-C Ken & Esther Alley Local History & Archives Collection Policy

I. Overview			
Policy Title:	Ken & Esther Alley Local History & Archives Collection Policy	Policy ID:	CD-202503-C
Category:	CD, Collection Development & Donations Policies	Author:	Regina Reed
Effective Date:	Upon City Council Approval	Reviewed by:	LAB
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Version	1.5		
All library policies remain drafts until reviewed by the Library Advisory Board and approved by City Council.			

### II. Purpose

A short, clear statement of why this policy exists.

The Leon Valley Public Library maintains the Ken & Esther Alley Local History & Archives Collection to preserve and provide access to historical materials relevant to the history of Leon Valley and surrounding areas. This policy establishes guidelines for the acquisition, preservation, **management**, and use of materials in this collection **in accordance with accepted archival standards and best practices**.

### III. Scope

Defines where and to whom the policy applies.

The Ken & Esther Alley Local History & Archives Collection includes materials related to the history, culture, and development of Leon Valley and its surrounding community. Materials may include, but are not limited to, historical documents, manuscripts, and records; photographs and maps; newspapers, scrapbooks, and ephemera; oral histories and audiovisual materials; yearbooks, genealogical records, and family histories; and publications or research related to the local community. **Materials outside the geographic or historical focus of Leon Valley, or items lacking clear provenance or research value, may be excluded from the collection.**

### IV. Policy Statement

Defines where and to whom the policy applies.

#### Acquisition Guidelines

The Leon Valley Public Library accepts donations of historical materials that support the mission and scope of the Ken & Esther Alley Local History & Archives Collection. Donated materials must be relevant to the local community, in acceptable physical condition, and aligned with the library's archival priorities and preservation capacity. The library reserves the right to decline donations that do not meet collection, condition, or preservation requirements. **All donated materials become the property of the Leon Valley Public Library, and the library retains the right to determine retention, disposition, digitization, or deaccessioning of donated**

**items.** Monetary donations to support preservation, conservation, and digitization efforts are welcomed. **Library staff do not provide monetary appraisals for donated materials.**

### **Access & Use of Materials**

Materials in the Ken & Esther Alley Local History & Archives Collection are for in-library use only and may not be checked out to the general public. **Without an appointment, access to materials is not guaranteed due to staff availability, operational demands, or preservation considerations. All individuals and organizations requesting access, including members of the Leon Valley Historical Society, must schedule an appointment in advance.** The library may restrict or supervise the handling of fragile, rare, or unique materials to protect their integrity. **Reproduction or publication of materials may be subject to copyright, donor restrictions, or handling limitations.** Digital copies of select materials may be made available to increase access while minimizing physical handling of original items.

### **Preservation & Digitization**

The Leon Valley Public Library is committed to the long-term preservation of materials housed in the Ken & Esther Alley Local History & Archives Collection. Archival materials are stored and maintained using accepted preservation and conservation practices to prevent deterioration and loss. Materials may be digitized based on historical significance, research demand, condition, and available resources. **Digitization is intended to enhance access and preservation and does not replace the retention of original materials unless otherwise determined by the library.**

### **Leon Valley Historical Society Access and Borrowing Privileges**

The Leon Valley Public Library recognizes the importance of collaboration with the Leon Valley Historical Society in preserving and promoting local history. While ownership of all materials in the Ken & Esther Alley Local History & Archives Collection remains with the library, the Historical Society may be granted special access and limited borrowing privileges under controlled conditions.

Members of the Leon Valley Historical Society may access materials **by appointment** during library hours under the supervision of library staff. **Requests for access without an appointment may be deferred or denied due to staffing limitations or other operational needs.** Select materials may be borrowed for approved historical research, exhibits, or educational purposes with prior written approval from the Library Director. **Not all materials are eligible for loan, and borrowing decisions are made at the sole discretion of the Library Director based on preservation, risk, and significance.** A formal loan agreement specifying duration, conditions of use, handling requirements, and return expectations must be executed for each loan.

Borrowed materials must be handled, transported, displayed, and stored in a manner that preserves their condition and prevents damage or loss. Materials must be returned by the agreed-upon due date; extensions may be granted at the discretion of the Library Director. The Leon Valley Historical Society assumes responsibility for any damage, loss, or deterioration of

borrowed materials and may be required to cover repair or replacement costs. **Failure to comply with loan conditions or handling requirements may result in suspension or revocation of borrowing privileges.**

### Library Authority

The Leon Valley Public Library retains full authority over the Ken & Esther Alley Local History & Archives Collection, including decisions related to access, loans, digitization, preservation, and use. The library reserves the right to restrict access, deny loan requests, or revoke special privileges as necessary to protect the collection and fulfill its preservation responsibilities.

<b>V. Definitions</b>	
Clarifies any terms, acronyms, or library-specific jargon.	
Term	Definition
Appointment	A scheduled request approved by library staff that ensures the availability of personnel and appropriate conditions for accessing archival materials.
Archival Materials	Unique, rare, or historically significant items preserved for long-term research and reference, including documents, photographs, audiovisual materials, ephemera, and similar formats.
Digitization	The process of creating digital surrogates of physical archival materials to enhance access and support preservation efforts.
Ken & Esther Alley Local History & Archives Collection	The special collection maintained by the Leon Valley Public Library consisting of historical materials documenting the history, culture, and development of Leon Valley and the surrounding community.
Leon Valley Historical Society	A local organization dedicated to preserving and promoting the history of Leon Valley, which may be granted special access and limited borrowing privileges under this policy.
Loan Agreement	A formal written agreement outlining the terms, duration, handling requirements, and responsibilities associated with the temporary borrowing of archival materials.

<b>VI. Roles &amp; Responsibilities</b>
Who is responsible for following, enforcing, or maintaining this policy?

### Patrons and Researchers

Patrons and researchers are responsible for scheduling appointments in advance to access materials in the Ken & Esther Alley Local History & Archives Collection. Patrons must comply with all access, handling, and supervision requirements and follow instructions provided by library staff. Users are expected to respect restrictions placed on fragile, rare, or unique materials and adhere to all copyright, reproduction, and use limitations. Failure to follow established procedures or staff guidance may result in restricted or denied access.

### Library Staff

Library staff are responsible for coordinating and managing appointments, providing supervised access to archival materials, and ensuring proper handling and use of the collection. Staff monitor compliance with handling guidelines, assist patrons and Leon Valley Historical Society

members during research visits, and identify preservation concerns or misuse. Library staff may defer or deny access when staffing levels, operational demands, or preservation considerations limit the ability to safely provide access.

### Library Director

The Library Director is responsible for the overall administration and enforcement of the Ken & Esther Alley Local History & Archives Collection Policy. This includes final authority over access determinations, approval or denial of loan requests, execution of loan agreements, and eligibility decisions related to special access or borrowing privileges. The Library Director also oversees preservation priorities, digitization initiatives, and any corrective actions necessary to protect the integrity of the collection.

<b>VII. Related Documents &amp; References</b>		
Include links or filenames for Policies, SOPS, forms or templates, system manuals		
Document Name	Location or Link	Notes
Collection Development Policy (CD-202503-A)	URL included after approved by Council	Establishes overarching selection principles applied to this collection.
Copyright Policy (MG-202505-C)	URL included after approved by Council	Governs reproduction and use of archival materials.
SOP – Needed: Archives Access, Handling, & Digitization		Describes procedures referenced for use and preservation of materials.

<b>VIII. Revision History</b>				
Track the changes made over time				
Version	Date	Description of Change	Author	Approved by
1.0	03.12.2025	New & Updated	Regina Reed	LAB
1.5	01.08.2026	Updated Content & New Format	Regina Reed	

<b>IX. Appendices &amp; Attachments</b>		
Checklists, screenshots, flowcharts, or sample forms that support the procedure.		
Document Name	Location or Link	Notes
Research Appointment Request Form		Used to request access to archival materials.
Digitization & Handling Guidelines		Guides safe handling and reproduction practices.

## Section 6 Definitions

Term	Definition
Accessibility	The design and delivery of library services, programs, collections, digital resources, and facilities in a manner that ensures equitable use by individuals with disabilities.
Accommodation/ Reasonable Accommodation	A modification, adjustment, or assistance that enables an individual with a disability to access library services, programs, or facilities. Accommodations must be reasonable and may not fundamentally alter the nature of a service or impose an undue financial or administrative burden.
Account Misuse	Any use of a library card or library account that violates library policy, including unauthorized sharing of credentials, providing false information, or using library services for prohibited purposes.
Account Verification	The process of confirming a patron's identity or relationship to an account through approved identification or account credentials.
Active Supervision	Continuous visual and physical awareness of a child's activities, behavior, and interactions.
Alternative Formats	Materials provided in formats accessible to individuals with disabilities, such as large print, digital text, audio, Braille, or captioned media, depending on availability.
Appointment	A scheduled request approved by library staff that ensures the availability of personnel and appropriate conditions for accessing archival materials.
Archival Materials	Unique, rare, or historically significant items preserved for long-term research and reference, including documents, photographs, audiovisual materials, ephemera, and similar formats.
Assisted Living Facility	A residential facility that provides housing and supportive services for individuals who may require assistance with daily activities but do not require full-time medical care.
Authorized Personnel	Library staff, library administration, the Library Director, designated City of Leon Valley officials or administrators, and legal counsel who have a legitimate business or legal need to access confidential patron information or incident reports in the course of official duties.
Authorized User	An individual permitted by the cardholder to use the cardholder's library account, with the understanding that the cardholder retains full responsibility for all borrowed materials and account activity.
Background Check	A criminal history review conducted by the City of Leon Valley Human Resources Department for eligible volunteers.
Bicycle	A human-powered, two- or three-wheeled vehicle designed for transportation or recreation, including electric-assisted bicycles where permitted by law.
Borrower	A library cardholder who checks out library materials and assumes responsibility for their proper use, care, and return.
Borrowing History	A record of materials previously checked out by a patron. The library does not retain borrowing history unless the patron chooses to enable optional reading-history features in their account.
Borrowing Library	The Leon Valley Public Library, acting on behalf of its patron to request materials from another institution.

Borrowing Privileges	A patron's ability to check out library materials and access certain library services, subject to applicable loan limits, due dates, fees, and compliance with library policies.
Bulletin Board	A designated physical or digital space within the Leon Valley Public Library used to display approved public notices, announcements, or informational materials in accordance with library policy.
Cardholder	An individual to whom an active library card and library account are issued and who is responsible for all activity, materials, and charges associated with that account.
Caregiver	A parent, legal guardian, family member, or designated individual responsible for supervising and ensuring the safety and well-being of a patron who requires assistance, including minors.
Children's Internet Protection Act (CIPA)	A federal law requiring public libraries receiving certain federal funds to implement internet safety policies and technology protection measures to protect minors from harmful online content.
Circulation	The process by which library materials are checked out, renewed, returned, or placed on hold.
City-Sponsored Event	A meeting or event organized or hosted by the City of Leon Valley or its departments.
Closed, Resealable Container	A container designed to prevent spills or leaks when closed, such as a bottle, cup, or food container with a secure lid or seal.
Code of Conduct	The Leon Valley Public Library policy outlining expectations for patron behavior and acceptable use of library spaces and services.
Collection Development	The ongoing process of selecting, acquiring, evaluating, maintaining, and removing library materials to meet the needs of the community and support the Library's mission.
Collection	All materials owned, leased, licensed, or otherwise made accessible by the Leon Valley Public Library, regardless of format, including physical, digital, and electronic resources.
Commercial Activity	Any activity involving the sale, solicitation, promotion, or advertisement of goods or services for profit.
Commercial Advertising	Promotional messaging that urges the purchase or use of a product or service. The Library does not permit commercial advertising as part of sponsorship recognition.
Commercial Recording	Photography or recording conducted primarily for commercial gain, advertising, or monetized content.
Community Engagement	Efforts to connect with residents, businesses, and visitors through inclusive programs, partnerships, outreach activities, and shared events that foster participation and collaboration.
Community Organization	A nonprofit, civic, educational, or governmental group that provides services, programs, or information intended to benefit the local community.
Community	Residents, organizations, and groups that live in, serve, or have a recognized interest in the Leon Valley area.
Confidential Information	Any information, in any format, that identifies a patron as having requested, used, borrowed, accessed, or received library materials, services, or resources, as well as any personally identifiable information (PII) or patron records collected, stored, or maintained by the library and protected by law or library policy.

Conflict of Interest	Any situation in which a sponsorship could reasonably be perceived to influence library decision-making, compromise public trust, or provide unfair commercial advantage. Sponsorships that create actual or perceived conflicts of interest will not be accepted.
Copyrighted Content	Any work protected under the United States Copyright Act (Title 17, U.S. Code), including but not limited to books, articles, music, films, videos, images, scripts, and digital media.
Co-Sponsored Program	A program developed in partnership with another organization, where the library retains oversight and policy authority.
Court Order / Subpoena / Warrant	A legally binding directive issued by a judge requiring the library to release specific records. The Library Director and/or legal counsel must verify the validity of all such documents before compliance.
Damaged Materials	Items returned in a condition that prevents normal circulation or requires repair or replacement.
Delivery Location	A safe, accessible area designated by the patron for the delivery and pickup of library materials.
Dependent Individual	A patron who requires supervision or assistance due to age, disability, mental health condition, or other safety-related needs.
Designated Bicycle Rack	A library-approved fixture located on library property intended for the secure parking of bicycles.
Digital Access Card (Digital Card)	A library card that provides access exclusively to electronic resources and services without physical borrowing privileges.
Digital Resources	Electronic materials and services provided by the library, including e-books, digital audiobooks, streaming media, databases, and online learning platforms.
Digital Usage Data	Information generated when a patron uses library technology, including computer log-in times, session duration, database access, and authentication logs. The library does not monitor browsing content and does not track websites visited.
Digital-Only Account	A library account that provides access exclusively to digital materials and online resources and does not include borrowing privileges for physical materials.
Digital-Only Membership	A library account that provides access to digital resources and public computers but excludes physical item checkout.
Digitization	The process of creating digital surrogates of physical archival materials to enhance access and support preservation efforts.
Disability	A physical or mental impairment that substantially limits one or more major life activities, a record of such an impairment, or being regarded as having such an impairment, as defined by the Americans with Disabilities Act (ADA).
Disruptive Behavior	Conduct that interferes with library operations, programming, staff duties, or another person's ability to use library services, regardless of intent, including but not limited to excessive noise, running, blocking aisles or entrances, throwing objects, inappropriate use of furniture, or refusal to follow staff direction.
Donated Materials	Physical items voluntarily given to the library, including books, audiovisual materials, and other collection-related items.
Donor / Donation	A voluntary gift of money, materials, or other support made without the expectation of recognition, influence, or benefit. Donations are governed

	by the Library's Gift Policy and are not considered sponsorships unless recognition is requested or negotiated.
Effective Communication	Communication with individuals with disabilities that is as clear and understandable as communication with others. This may include interpreters, captioning, assistive listening devices, alternative formats, or other auxiliary aids and services.
Eligibility Verification	The process by which the library confirms a patron's qualification for Homebound or Outreach Services, which may include documentation or self-attestation as deemed appropriate by the Library Director or designee.
Emergency	A situation posing immediate risk to health, safety, or property that requires urgent attention or activation of emergency services (e.g., medical emergencies, fire, imminent threats).
Emergency Closure	The temporary full or partial closure of library facilities or services due to conditions that pose a risk to health, safety, or property.
Emergency Disclosure	A limited release of patron information permitted only when there is an imminent and articulable threat to human life or safety. Emergency disclosures may be authorized by the Library Director, the Library Director's designated authority, or, if neither is available, the City Manager. Any disclosure must be limited to the minimum information necessary to address the immediate threat.
Emergency Situation	Any unforeseen or hazardous condition that threatens the safety of patrons, staff, or library facilities, including but not limited to severe weather, infrastructure failures, public health emergencies, or security incidents.
Evacuation	The orderly removal of patrons and staff from library property when continued occupancy presents a safety risk.
Expulsion	The permanent loss of library privileges following serious or repeated violations of library policy, as determined by the City Manager upon recommendation of the Library Director.
Family Place Play Area	A designated early learning and play space within the library designed for children ages 0–5 and their caregivers.
Filtering Software	Technology used to restrict access to visual depictions or online content that is obscene, constitutes child pornography, or is harmful to minors, as required by CIPA.
Full-Access Library Card	A standard library card that allows borrowing of physical materials and access to all eligible library services.
Good Standing	A library account status indicating an active, unexpired account with no overdue materials, unresolved fees, or borrowing restrictions that limit access to library services or materials.
Group	Two or more patrons using a study room together for a shared purpose.
Guest Pass	Temporary access credentials issued to patrons who do not possess a valid Leon Valley Public Library card.
Harassment	Unwelcome, repeated, or targeted conduct—regardless of intent—that creates an intimidating, hostile, or offensive environment for library staff or patrons, or interferes with another individual's use of the library, including but not limited to threats, bullying, verbal abuse, stalking, discriminatory comments, unwanted physical contact, or recording behavior.

Hazardous Items	Items that pose a potential risk to health, safety, or property, including but not limited to chemicals, flammable materials, weapons, or substances prohibited by law or library policy.
Homebound Patron	A registered library patron who is unable to visit the library in person due to age, disability, illness, or mobility limitation and who qualifies for Homebound Services under this policy.
Homebound Services	Library services that provide delivery and pickup of materials to eligible patrons at their residence or care facility when they are unable to visit the library in person.
Immediate Expulsion	Removal from library property without prior written notice due to severe violations, including criminal behavior, possession of weapons, violent or threatening conduct, intoxication, or behavior presenting an immediate safety risk.
Incident	Any unusual event, behavior, condition, or situation that may affect safety, operations, property, or legal responsibilities of the library. Includes accidents, injuries, disturbances, threats, hazards, emergencies, or law enforcement interactions.
Incident Report	The official document used to record the details of an incident factually and objectively, including who was involved, what occurred, and what actions were taken.
In-Kind Contribution	A non-monetary donation of goods, materials, equipment, or services that supports library operations or programming. In-kind contributions are considered sponsorships when recognition or public acknowledgment is provided.
Intellectual Freedom	The right of individuals to seek, receive, and express information and ideas without restriction, as supported by the American Library Association's Library Bill of Rights and Freedom to Read Statement.
Interactive Play	Play involving shared activities, turn-taking, communication, and cooperation between children.
Interlibrary Loan (ILL)	A cooperative service through which the library borrows materials from other libraries on behalf of its patrons.
Internet Safety	Practices that help protect users from online risks, including identity theft, malware, scams, and privacy violations.
Ken & Esther Alley Local History & Archives Collection	The special collection maintained by the Leon Valley Public Library consisting of historical materials documenting the history, culture, and development of Leon Valley and the surrounding community.
Law Enforcement Request	Any request made by a law enforcement officer for access to patron information. Requests must be accompanied by a court order signed by a judge to be valid under Texas Government Code §552.124.
Legal Guardian	An individual who has been granted legal authority by a court to care for and make decisions on behalf of a minor.
Lending Library	The library that owns the requested material and agrees to loan it under specified conditions.
Leon Valley Historical Society	A local organization dedicated to preserving and promoting the history of Leon Valley, which may be granted special access and limited borrowing privileges under this policy.
Library Account	An individual record maintained by the Leon Valley Public Library that contains a patron's registration information and documents borrowing activity, fees, and access to library services.

Library Board	Advisory	A board appointed to provide advisory input on library services, policies, and materials, including participation in the reconsideration review process.
Library Card		A physical or digital card issued by the Leon Valley Public Library that provides access to library materials, resources, and services.
Library Equipment		Any technology, devices, or tools owned, leased, or maintained by the Leon Valley Public Library for public or staff use, including computers, printers, scanners, audiovisual equipment, and specialized technology.
Library Materials		Any informational, educational, cultural, or recreational content provided by the Library, including but not limited to print materials, digital resources, audiovisual media, databases, and special collections.
Library Network		The wired and wireless infrastructure provided by the Leon Valley Public Library to support internet access and internal technology services.
Library of Things		A collection of non-traditional, physical items that are not books or standard media, made available for borrowing under special lending conditions to support learning, creativity, skill-building, and community engagement.
Library Operations		The normal functioning of the library, including public services, programs, staffing, safety, and access to facilities and resources.
Library Program		An event, class, presentation, or activity planned, sponsored, or hosted by the library for public participation.
Library Property		All buildings, grounds, fixtures, furnishings, and outdoor areas owned, leased, or operated by the Leon Valley Public Library.
Library Services		Programs, resources, and activities provided by the Leon Valley Public Library to meet community needs, including circulation, programming, outreach, technology access, and reference support.
Library Spaces		Any room, area, or facility within the library building or grounds, including meeting rooms, program spaces, performance areas, and shared public spaces.
Library Staff		All full-time, part-time, temporary, or substitute employees who have authorized access to patron information as part of their job duties.
Library-Initiated Photography & Video		Photography or video recording conducted by or on behalf of the library for promotional, educational, or documentation purposes.
Library-Secured Rights		Copyright permissions or licenses explicitly obtained by the library for a specific program, event, or use, as documented by the library.
Library-Sponsored Program		A meeting or event planned, hosted, or officially endorsed by the Leon Valley Public Library.
Library-Sponsored		A meeting, event, or program fully organized, funded, and presented by the Leon Valley Public Library or its staff, and officially planned, hosted, or endorsed by the library.
Licensed Content	Digital	Electronic materials accessed through subscription, licensing agreements, or consortia arrangements, for which ownership may not reside with the Library and availability may be subject to vendor terms.
Light Snacks		Small, non-messy food items intended for quick consumption that do not produce strong odors, excessive crumbs, or require utensils or heating.
Loan Agreement		A formal written agreement outlining the terms, duration, handling requirements, and responsibilities associated with the temporary borrowing of archival materials.

Local Student ID	A valid identification card issued by a local school that may be accepted, at the discretion of the Library Director, as proof of eligibility for minor registration when a parent or guardian is unavailable.
Lost Item	Personal property found on library premises after being misplaced or left behind by a patron.
Lost Materials	Items not returned within 45 days of the due date or reported lost by the patron.
Mandatory Reporter	An individual legally required to report suspected child abuse or neglect under Texas Family Code §261.101. All adults are required reporters; “professionals,” including city staff and library employees, must report within 48 hours and cannot delegate this responsibility.
Media Recording	Photography or recording conducted by journalists, news organizations, or media outlets for publication or broadcast.
Meeting Room	A designated space within the Leon Valley Public Library made available for approved group meetings and programs.
Memorial or Honor Gifts	Donations made in memory of or in honor of an individual, often accompanied by donor recognition such as bookplates.
Minor	An individual under the age of 18.
Mission Statement	A concise declaration describing the library’s fundamental purpose, core services, and commitments to the community
Monetary Gifts	Financial contributions, including cash or checks, made to support library services, programs, or collection development.
MUSTIE Criteria	A professional weeding framework used to evaluate materials for removal based on whether they are Misleading, Ugly, Superseded, Trivial, Irrelevant, or available Elsewhere.
Non-Resident	An individual who does not reside in Leon Valley and does not qualify as a property or business owner.
Outreach Services	Library services provided outside the library building, including off-site programming, pop-up library services, and group material delivery to community locations.
Overdue Materials	Library items not returned by the established due date.
Parallel Play	A developmental stage in which children play alongside others without direct interaction.
Parent	A biological or adoptive parent with legal responsibility for a minor.
Patron in Good Standing	A library cardholder with an active account and no outstanding blocks, excessive fines, or unresolved fees.
Patron Record	Any record—physical, digital, or electronic—that contains information about a library user, including contact information, current checkouts, program registrations, computer usage logs, and account notes. Under Texas Government Code §552.124, patron records are confidential.
Patron Request	A recommendation submitted by a Library user suggesting the purchase or acquisition of specific materials. Submission of a request does not guarantee inclusion in the collection.
Patron	Any member of the public who uses or accesses library facilities, services, programs, collections, or resources.
Patron-Initiated Photography Recording	& Photography or recording conducted by library patrons or members of the public for personal, expressive, or informational purposes.

Performer	An individual or group presenting, displaying, or performing copyrighted content (such as music, film, readings, or visual works) during a program or event held at the library.
Perishable Items	Items that spoil, decay, or deteriorate over time, including food, beverages, or other organic materials.
Personal Device	Any technology device owned by a patron, including but not limited to laptops, tablets, smartphones, or wearable technology.
Personally Identifiable Information (PII)	Information that can be used to identify an individual, either alone or in combination with other data. This includes name, address, phone number, email address, library card number, date of birth, and any other data that can link a patron to library use.
Photography	The act of capturing still images using any device, including but not limited to cameras, smartphones, tablets, or similar equipment.
Political Event	A meeting, forum, or activity intended to support or oppose a political candidate, party, or ballot measure.
Posting	Any printed or digital material submitted for display in a library public display space, including flyers, notices, announcements, or informational materials.
Presenter/Performer	An individual or group providing content or instruction during a library program.
Processing Fee	A non-refundable fee charged to cover the administrative costs associated with replacing, processing, or resolving lost or damaged library materials, including cataloging, labeling, and preparation.
Program	Any event, class, meeting, or activity hosted, sponsored, or conducted by the Library, whether on-site, off-site, or virtual.
Prohibited Activities	Actions or behaviors not permitted on library property or during library-sponsored activities, including but not limited to vandalism, unauthorized solicitation, sleeping in a disruptive manner, smoking or vaping, misuse of restrooms, possession of illegal substances, or violation of federal, state, or local law.
Public Computer	A library-owned computer workstation made available for patron use for research, educational, and personal purposes.
Public Display Space	Designated areas within the Leon Valley Public Library, including bulletin boards or digital displays, where approved materials may be posted for public viewing.
Public Performance	The showing, playing, reading, or performing of copyrighted content in a manner that may require permission or a license under copyright law, regardless of whether admission is charged.
Publicly Accessible Areas	Areas of the library open to the general public during normal operating hours, including program rooms during public events.
Reconsideration of Library Materials	A formal process through which a patron may request a review of specific library materials currently in the collection, based on established criteria and professional standards.
Recording Equipment	Devices and accessories used for photography or recording, including cameras, tripods, lighting, microphones, and related equipment.
Recording	A collective term referring to photography, video recording, audio recording, or any combination thereof.
Registration	A process requiring advance sign-up to manage attendance, space, or materials.

Replacement Cost	The full cost to repair or replace a library item, as determined by the library, including the cost of parts, labor, shipping, and any applicable processing fees.
Replacement Fee	The cost charged to a patron for a lost or irreparably damaged library item, based on the Library Fee Schedule.
Reservation	A scheduled booking made in advance for the use of a library space, resource, or service, including but not limited to study rooms, meeting rooms, or special collections access, through library staff or designated reservation procedures.
Restricted Areas	Designated areas of the Leon Valley Public Library that are limited to authorized staff or approved users and are not open to unrestricted public access.
Rights or Permissions	Legal authorization to use, reproduce, display, distribute, or publicly perform copyrighted content, obtained through license, written permission, statutory exception, or public domain status.
Selection	The professional evaluation and decision-making process used by Library staff to determine which materials are added to the collection based on established criteria.
Senior Residence	A housing community primarily designed for older adults, including independent living, assisted living, or similar age-restricted housing.
Service Animal	A dog, or in limited cases a miniature horse, that is individually trained to perform specific tasks or work for the benefit of an individual with a disability, as defined by the Americans with Disabilities Act (ADA). Emotional support animals, comfort animals, therapy animals, and pets do not qualify as service animals under ADA regulations.
Service Modification	A temporary change to library services, hours, access, or operations implemented in response to an emergency situation.
Session	A single period of continuous computer use, which may be limited in duration based on demand.
Shelter in Place	A safety response requiring patrons and staff to remain inside the library or a designated area during an emergency when evacuation is unsafe.
Specialized Equipment	Library-owned technology requiring specific handling, staff assistance, training, or reservations prior to use, such as scanners, projectors, audiovisual equipment, or makerspace tools.
Sponsor Recognition	Neutral acknowledgment of a sponsor's contribution, which may include name or logo placement, verbal thanks, or listing in library publications. Recognition does not imply endorsement of the sponsor's products, services, or viewpoints.
Sponsorship Agreement	A written document outlining the terms of a sponsorship valued over \$500, including the nature of the sponsorship, recognition terms, duration, and any restrictions or conditions.
Sponsorship	A financial or in-kind contribution made to the Library by an individual, business, corporation, nonprofit organization, or community group in exchange for acknowledgment or recognition. Sponsorships may support programs, services, events, collections, facilities, or special projects.
Staff	All full-time, part-time, substitute, seasonal, or temporary employees of the Leon Valley Public Library.
Staff-Only Areas	Non-public spaces designated for library staff use, including offices, workrooms, storage areas, and staff break areas.

Stakeholders	Individuals or groups with an interest in the library's operations or impact, including staff, volunteers, advisory board members, city officials, community partners, and patrons.
Strategic Initiatives	Major projects, goals, or priorities designed to advance the library's mission and vision, often aligned with the City of Leon Valley's broader strategic plans.
Study Room	An enclosed or semi-enclosed space within the Leon Valley Public Library designated for quiet study, research, or small group collaboration.
Supervision	Active, ongoing responsibility for a child's safety, behavior, and location while in the library.
Suspension of Privileges	A temporary or permanent restriction placed on a library account that limits or revokes borrowing privileges or access to services due to policy violations, unpaid fees, or overdue materials.
Suspension	A temporary revocation of library privileges due to misconduct, as determined by the Library Director.
Technology Privileges	Permission granted by the library to access and use library equipment, networks, and technology resources, subject to compliance with library policies.
Teen Volunteer	A volunteer between the ages of 13 and 17 who participates with parental or guardian consent.
Teens Speak	A library-sponsored teen leadership and engagement program providing volunteer and service opportunities.
Temporary Closure	A short-term suspension of public access to all or part of the library due to emergency conditions or safety concerns.
Texas Talking Book Program (TTBP)	A free service administered by the Texas State Library and Archives Commission that provides audiobooks, braille, and large-print materials to eligible individuals with visual, physical, or reading disabilities.
TexShare Card	A reciprocal borrowing card issued by a participating Texas library that provides limited access at other libraries.
Third-Party Vendor	Any external organization or service provider that delivers digital content, databases, authentication systems, or software (e.g., ILS providers, OverDrive/Libby, Hoopla). These vendors operate under their own privacy policies.
Unattended Minor	A child who is left without appropriate supervision as defined by this policy.
Unattended Property	Personal belongings left without supervision on library premises for a period of time, regardless of intent to return.
Unattended	A dependent individual who is left without appropriate caregiver supervision as required by this policy.
Undue Burden / Undue Hardship	A significant difficulty or expense that would prevent the Library from providing a specific accommodation. Factors may include cost, staff availability, operational impact, or resource limitations. Determinations of undue burden may only be made by the Library Director or designee.
Valuables	Personal property of significant monetary or personal value, including but not limited to wallets, jewelry, electronics, or identification documents.
Video Recording	The act of capturing moving images, with or without audio, using any recording device.

Vision Statement	A forward-looking statement that outlines the library's aspirations and long-term direction, reflecting the desired future for the organization and its role in the community.
Volunteer Sign-Up Packet	Required application materials completed prior to service, including forms and acknowledgments.
Volunteer	An individual who donates time and services to support library operations, programs, or services without financial compensation, either independently or under library supervision.
Walk-In Use	Use of a library space, resource, or service without a prior reservation, subject to availability, posted time limits, and applicable library policies.
Weeding	The systematic and ongoing removal of materials from the collection that are outdated, damaged, inaccurate, unused, or no longer relevant, in accordance with professional standards and the MUSTIE criteria.
Wi-Fi (Wireless Internet)	Internet access provided by the library for use on personal devices within library premises.
Yucky Bucket	A designated container for toys that are visibly dirty or have been placed in a child's mouth and require cleaning.