

## **COLLECTION DEVELOPMENT**

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## COLLECTION DEVELOPMENT

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### PURPOSE

This policy is intended to guide the Warren County Library staff to develop a balanced and broad collection to meet community needs and interests. This policy will serve as a guideline for additions to the current collection and to help determine which gifts to encourage, which materials to replace, and which materials to withdraw from the collection. It is also intended to inform the public about the principles upon which selection judgments are made.

### GENERAL PRINCIPLES

The Warren County Library adopts as its basis for a collection development policy, the following statements as approved by the American Library Association:

- Library Bill of Rights
- Freedom to Read Statement
- Freedom to View Statement

Libraries have a profound responsibility to encourage and support intellectual freedom by making it possible for the user to choose freely from a variety of offerings. It is the library's goal to provide the community with a diverse collection of materials, in a variety of popular formats, which reflect a wide range of views, expressions, interests, and opinions. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval. Selected materials may include items that are controversial in nature or unpopular with some members. The library's acquisition of these items does not constitute an endorsement of their content. Libraries do not advocate the ideas found in their collections or in resources accessible through the library.

### SCOPE OF THE COLLECTION

The Warren County Library's collection provides a broad range of materials to support the educational, informational, and recreational needs of the community. A balanced collection need not and cannot contain an equal number of resources representing every possible viewpoint on every issue. The library understands that members have different preferences for receiving information, as well as varying learning styles. Thus, the library provides access to materials in a variety of formats including print, audio-visual, digital resources, and equipment. Additionally, the Local History Collection preserves and documents the history of Warren County and its former inhabitants.

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## CRITERIA FOR SELECTION OF MATERIALS

To build collections of merit and significance, materials must be measured by objective guidelines. All acquisitions, whether purchased or donated, are considered in terms of the standards listed below. An item need not meet all of the criteria in order to be acceptable. Materials will be selected to meet high standards in quality, format, and content. The Library will select materials that provide a balanced collection which recognizes a wide variety of subjects, viewpoints and reading. The Library does not consider it necessary or desirable to acquire all materials on any one subject. When judging the quality of materials, several standards and combinations of standards may be used. The following principles will guide selection:

- · Relevance to the needs and interests of the community
- · Demand by library members
- · Informational or educational value
- · Literary merit and/or artistic quality
- · Recreational value
- · Contemporary significance, popular interest, or permanent value
- · Accuracy and authoritativeness of content
- · Date of publication
- · Reputation and/or popularity of author, editor, or illustrator
- · Relation to existing collection and to other materials on the subject
- · Opinion of critics, reviewers, and media
- · Local importance and/or historical value
- · Price, availability, and budget limitations
- · Suitability of format and ease of use
- · Availability of material in other local libraries
- · Usefulness to the staff as a professional tool

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## SUGGESTIONS FOR PURCHASES FROM THE PUBLIC

Recommendations from library members are encouraged, and they will be considered for purchase by librarians utilizing the above principles. All suggested items that are approved for purchase will be put on hold when they arrive for the person who made the first suggestion for the book. If an item is not purchased, the library will try to obtain the item through interlibrary loan for the member to use. Requests will be accepted on the day of or after publication or release date. Members are limited to 50 requests annually.

The library does not purchase textbooks to support school and university curriculums. Textbooks may be added to the collection if they provide the best or only source of information on a subject.

Books will not be purchased at member's requests unless they have been reviewed in standard sources. Members may donate copies of authors' self-published books. These will be evaluated in accordance with this policy and are not guaranteed inclusion in the collection.

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## SELECTION AIDS

The selection of materials is based on accepted professional standards. Recommendations may come from the following sources:

- Professional journals
- Standard bibliographic sources
- Publishers' catalogs
- Media reviews
- Professional organizations
- Subject authorities
- Suggestions from library members

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## GIFTS AND MEMORIALS

Donations of money, books, and other library materials are welcomed. However, the library retains the authority to accept or reject gifts. The library accepts gifts with the explicit understanding that those which meet the material selection criteria will be retained; other items will be disposed of in whatever manner the library deems appropriate. The library reserves the right to integrate gifts into the general collection, as they cannot be given special housing.

Suggestions of specific titles or subjects are welcomed when monetary memorial donations are given. However, the final decision based on the collection and material selection criteria, rests with the library.

The library does not appraise gifts or provide evaluations of gifts for tax deductions or other purposes. If requested by the donor, the library will acknowledge receipt of gifts in writing.

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## MAINTAINING THE COLLECTION

### *Duplication*

The library must weigh specific demand for the publication of materials in relation to the total library program and policies. The purchase of additional copies of materials is governed by a combination of demand, intrinsic or historical value, and perceived need in the community.

### *Withdrawal*

*Libraries continually develop their collections by adding and removing resources to maintain collections of current interest and usefulness to their communities. The withdrawal of materials is selection in reverse. As a whole, the library's collection is not archival. Materials are withdrawn on a systematic and continuing basis in order to maintain a current, accurate, and appealing collection. Systematic withdrawal of materials which are no longer useful is necessary. Library materials are withdrawn for one or more of the following reasons:*

- *Damage or poor condition*

- · *No longer considered accurate or factual*
- · *Obsolete and of no historical value*
- · *Insufficient use*
- · *Number of copies in the collection*
- · *Subject coverage available in the collection*
- · *Space available for housing mat*

### *Replacements*

A replacement is an item purchased to take the place of an identical title previously in the collection. The library does not automatically replace all materials withdrawn because of loss, damage, or wear. Need for replacement in each case is judged by demand for the specific title, the existence of adequate coverage of the subject, and the cost and availability of replacements.

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## REQUEST FOR RECONSIDERATION OF MATERIALS

The library recognizes that some materials may be controversial and any given item may offend some members. Selection of materials will be based on the principles set forth in this policy and not on anticipated approval or disapproval.

Materials will not be marked to show approval or disapproval of their contents nor sequestered, except to protect them from theft and damage.

Furthermore, the library recognizes it is the responsibility of parents and legal guardians to determine what materials are appropriate for their children. Only each child and his or her parent can decide what is suitable for that child to read and view. Material selection will not be inhibited by the fact that children have access to all materials.

Individuals who believe an inappropriate item has been selected for the collection may request that the item be reconsidered or withdrawn. (Refer to the Procedure to Request Reconsideration of Materials.) The item in question will remain in the collection during this process.

Requests for reconsideration will only be accepted from individuals who reside in the library's service area.

Requestors must have read, heard, or viewed the entire work to have their challenge considered; and completed the Resource Concern Form, and if appealing the decision, the Materials Reconsideration Appeal Form.

Decisions on reconsidered materials will stand for three years before new requests for reconsideration of those items will be entertained.

The American Library Association's Office for Intellectual Freedom and New Jersey Library Association will be notified of all requests for reconsideration.

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## REFERENCES

Library Bill of Rights

<http://www.ala.org/advocacy/intfreedom/librarybill>

Freedom to Read Statement

<http://www.ala.org/advocacy/intfreedom/statementspols/freedomreadstatement>

Freedom to View Statement

<http://www.ala.org/vrt/professionalresources/vrtresources/freedomtoview>

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RESOLUTION 2016-6; AMEND 2020-7; AMEND 2023-5