

Lodi Memorial Library Collection Development Policy

Basic Principles

In selecting books and materials, the Library subscribes to the principles in the First Amendment to the United States Constitution, the American Library Association's Library Bill of Rights, the Freedom to Read and Freedom to View Statements as well as the People's Rights to Libraries Statement of the New Jersey Library Association.

Responsibility for Selection

Final responsibility for materials selection lies with the Library Director who operates within the framework of policies and objectives determined by the Library Board.

The Library Director will delegate to the professional staff (certified by the state of NJ with a Master's Degree in Library Science) the authority to interpret and guide the application of the policy in making day-to-day selection decisions. Unusual problems will be referred to the Director and, if necessary, the Board for resolution.

General Guidelines for Materials Selection

The Library strives to collect materials of contemporary significance and of permanent value. The selection of materials shall be made with the goal of developing a well-rounded collection that meets the needs and interests of the community, taking into consideration the availability of titles within the Bergen County Cooperative Library System. Staff will select materials that make the best use of available financial resources. New materials will be selected in a variety of formats using authoritative reviews in such media as Booklist, Kirkus, New York Times Book Review, Library Journal, Publisher's Weekly, and School Library Journal. Staff will evaluate and replace retrospective materials of current usefulness as needed .

Because the Library serves a public representing a wide range of ages, educational backgrounds, and reading skill, it will seek to select materials of varying complexity. Items will be placed in age appropriate or special collections.

Selection of material will not be made on the basis of anticipated approval, but on the basis of the principles stated in this policy. Responsibility for choosing what an individual will read, listen to or view rests with the individual. Responsibility for the use of library materials by children and young adults rests with their parents or legal guardians. All acquisitions, whether purchased or donated,

are considered in terms of the following standards. An item need not meet all of the criteria in order to be acceptable.

Selection Criteria

The following criteria will be considered in the selection of library materials:

Accuracy of material, currency of information, reputation of the author, relevance to user needs, cost, format, historical significance, lasting value, visual appeal, age appropriateness, popular demand, variety of existing material on subject and availability in resource sharing libraries

Selection may also be limited by the following factors: physical limitations of the building, price, format and availability in other lending library collections.

The Library does not attempt to meet curriculum needs of education programs. Textbooks are only acquired if they serve the general public by providing information on subjects where little or no material is available in any other form. Library materials will not be marked to show approval or disapproval of the contents, and no material will be sequestered except for the express purpose of protecting it from damage.

Tools used in selection include professional journals, trade journals, subject bibliographies, publisher's promotional materials, professional conferences and reviews from reputable sources. Purchase suggestions from library customers are welcome and are given serious consideration.

Formats

New formats shall be considered for the collection when, by industry report, and evidence from local requests, a significant portion of the community population has the necessary technology to make use of the format. Availability of items in the format, the cost per item and the Library's ability to acquire and handle the items will also be factors in determining when a new format will be collected. Similar considerations will influence the decision to delete a format from the Library's collection.

Description of the Collection

Reference Collection

The Library recognizes the importance of maintaining a strong reference collection to benefit the community. This collection consists of books, documents, online resources, photographs and other

materials which reflect the diverse interests of the community. Special reference collections include careers and job search, health and wellness, and local history. The Library also maintains a New Jersey collection consisting of materials of local, regional, and state historic and general interest. Professional staff regularly reviews the reference collection for the purposes of updating and acquiring new materials and of discarding resources which are outdated or no longer needed.

Circulating Collection

It is the function of the Library to provide books and materials for all ages and nationalities, from preschool to maturity. Collections are selected to provide pleasurable reading for reading's sake and to provide information in all topics which are of interest. The Library emphasizes books, periodicals and audio-visual materials which stimulate imagination and learning, foster a love of literature, and provide information in readily accessible formats. Accuracy, literary and artistic quality are important criteria. Special collections include English as a Second Language, Graphic novels, Large Print, World Language, films and audio books. A wide range of reading levels will be accommodated, with library materials supplied to encourage all levels of ability.

It is the policy of this Library that the borrowing of appropriate library materials, suitable for each child's needs and interests, is the ultimate responsibility of the parent. The Library will not restrict children in the selection of books for borrowing.

Collection Assessment and Evaluation

Weeding is a term describing the removal of library materials which contain outdated information, are no longer of interest, or are in very poor condition. Weeding or discarding of library materials is an ongoing process. This regular evaluation of the collection enhances the reputation of the Library as a public service agency that offers accurate, timely information to its patrons. The Library will make every attempt to replace lost or damaged materials, provided that there is still demand for the item and that the item is still available. Materials that are outdated, worn or damaged, or no longer in demand will be discarded. The following criteria are considered: book condition, validity of the book's contents, demand, cost to repair or replace, historical value and literary significance. Weeded materials are sold along with other items donated at the Friends of the Library book sales. All profits from these sales support library programs and services.

Adopted by the Lodi Memorial Library Board of Trustees September 21, 2011