

## COLLECTION DEVELOPMENT POLICY

### I. Philosophy of Collection Development

The Monroe Township Free Public Library is committed to serving the information and leisure needs of all members of the community through the professional selection of print and nonprint materials. The community includes children of school and pre-school age, adolescents and adults, business and industry, government, social service agencies, and community organizations. The Library will, within its financial means, seek to build and maintain a broad based collection of high quality, which reflects the diverse interests, and points of view of the members of the community.

### II. Collection Development Criteria and Guidelines

The Library Board has promulgated the following criteria and guidelines to govern the process of collection development:

#### A. Responsibility for Material Selection

Responsibility for collection development rests with the Library Director; however, the Director shall delegate to staff members responsibility for selection of materials relevant to their duties and in accordance with the criteria outlined in this policy.

#### B. Criteria for Selection of Materials

Every library material must meet such of the following criteria as are appropriate and applicable to its inclusion in the collection:

- 1) Current usefulness or permanent value;
- 2) Quality, authority and competence in content and presentation;
- 3) Importance for documentation of the times;
- 4) Relation to the existing collection;
- 5) Relative importance in comparison with other works on the subject;
- 6) Appeal to the interests, needs, standards, and values of the community;
- 7) Appropriateness as supplementary material to local school curricula.

#### C. Selection Process

Authoritative review literature and basic lists of standard works will serve as aids in the selection of materials. Staff will consider recommendations of patrons in the context of the above criteria and budgetary

considerations. Duplicate copies of heavily used materials will be purchased at the discretion of the staff.

D. Partial and Controversial Materials

Underlying the Library's Collection Development Policy are the Library Bill of Rights, the Freedom to Read and Freedom to View Statements, adopted by the Council of the American Library Association, which are appended.

The Library is committed to providing materials which present diverse points of view on current and historical issues of interest to the community in accordance with its broad policy of inclusion as set forth in section I of this document and the Policy of Nondiscrimination. Decision to include, exclude, or remove materials will not be made on the basis of partisan or doctrinal approval or disapproval of the contents of such materials.

The Library recognizes that some materials or authors represented in the collection are controversial and may offend some patrons and/or organizations because of perceived profanity or social, political, economic, or religious viewpoints.

The Library will not purchase materials written or produced solely for sensationalism or which are purely pornographic in intent. Conversely, serious, well-written, or well-produced works will not be excluded because frankness in language and/or situation may be offensive to some members of the community or because they may not be suitable for all age levels.

The Library Director will, upon written request, review decisions regarding a specific work. A form for this purpose is available at the circulation counter.

E. Local Authors

The Library will acquire those works of local authors which are brought to the Library's attention and which meet the selection criteria stated above.

F. Gift Materials

Donations of materials may be accepted with the understanding that the Library may use them as it sees fit. Materials in acceptable condition, which meet selection criteria, will be added to the collection. Others will be disposed in whatever manner the Library deems best.

In the case of a cash gift for the purchase of memorial books or collections, the Library Director shall make the selection(s) in consultation with the donor. The name of the donor or person memorialized will be entered on the bookplate.

### **III. Collection Maintenance**

The Library keeps its collection vital and useful through ongoing evaluation of the content and physical condition of materials.

#### **A. Evaluation**

The professional staff will evaluate the existing collection on a regular basis to determine:

1. Accuracy and currency of content;
2. Inclusion in standard print and nonprint lists;
3. Physical condition;
4. Number of copies in the collection;
5. Relationship to cooperative collection arrangements with other libraries.

#### **B. Weeding**

The above criteria will guide decisions to replace or remove materials from the collection. Materials deemed no longer useful to Library patrons may be given to other libraries or sold for the benefit of the Library.

Adopted February 27, 1995  
Revised December 17, 2001