

Monroe Township Public Library Materials Selection/Collection Development Policy

Introduction

The Monroe Township Public Library endeavors to provide all individuals in the community with carefully selected materials to aid the individual in the pursuit of education, information, research, pleasure, and the creative use of leisure time.

The collection development policy is used by the library staff in the selection and retention of materials and also serves to acquaint the general public with the principles of selection. Collection development is the ongoing process of assessing the materials available for purchase or licensing and making the decision, first, on their inclusion, and second, on their retention.

The American Library Association's Library Bill of Rights, Freedom to Read Statement, and the Freedom to View have been endorsed by the Monroe Township Public Library Board of Trustees and are integral parts of this policy.

The collection development policy, like all other library policies, will be reviewed and/or revised as the need arises.

Scope of Collection

The primary goal of collection development is to provide the most complete collection possible with the financial resources available. The decision to select any item for the collection is based on demand, anticipated need, and the effort to maintain a diverse, inclusive, and balanced collection, representing all sides of an issue.

The inclusion of an item in the library collection in no way represents an endorsement of its contents. Only individuals can determine what is most appropriate for their needs and can define what material or information is consistent with their personal or family values. The library is not responsible for a minor's choice of material.

In the development of its collection, the Monroe Township Public Library recognizes that it is impossible for a library of our size to meet all the needs of our community. As a member of an automated resource sharing network, other reciprocal agreements, and a state supported interlibrary loan system, the library supplements its resources with materials borrowed from other libraries through these larger entities.

The Library does not support educational curriculums through the purchase of textbooks. Textbooks may be considered for the collection if they complement and existing area with another perspective or are the sole source of information.

Professional and special materials, such as (and not limited to) legal, medical, and religious works, are purchased and/or added to the collection only if they are of general interest and meet the criteria as outlined in the “Scope of the Collection”.

Selection Criteria

Library materials are selected on the basis of informational, educational, cultural, and recreational value. These materials are selected in compliance with the mission and goals of the library. The following general criteria are also used in selecting materials for addition to the collection:

- 1) Importance and value to the collection and library users.
- 2) Significance of the subject matter
- 3) Current appeal and popular demand
- 4) Local interest.
- 5) Cost and budgetary constraints.
- 6) Authority, accuracy, and artistic quality.

Reviews from professional and popular media are a major source of information about new materials. Standard bibliographies, indexes, book and media lists by recognized authorities, including best seller lists, and the advice of competent people in specific subject areas also may be used.

The online collection represents the diverse viewpoints and interests of the entire community the Library serves. The online collection evolves as new formats and products become available. This collection may include research and learning databases, eBooks and other downloadable and streaming media. Only web-based resources accessed over the Internet that are specifically selected using the criteria outlined in this policy are a part of the collection. Special considerations for electronic information sources are:

- 1) Ease of use of the product
- 2) Availability of the information to multiple, concurrent users
- 3) Technical requirements to provide access to the information
- 4) Technical support and training

Some online resources for downloadable and streaming media are subscription-based or otherwise curated collections and do not allow for the option to choose individual titles. Whenever possible, selection criteria for the purchase of ebooks and digital audiobooks is the same as outlined in this policy for print materials.

Gifts and Donations

The library accepts gifts, donations, and will purchase memorials. The library reserves the right to evaluate all gifts, donations, and memorial requests in accordance with the criteria applied to purchased materials. Those which do not meet the library's objectives and policies may be refused. Bookplates may be provided for memorials and gifts. The library does not provide an appraisal of donated items. The library will, upon request of the donor, provide a written receipt for gifts, indicating the number and general description of materials. No other conditions may be imposed relating to any gift, donation, or memorial either before or after its acceptance by the library. All gifts and donations become property of the library upon receipt.

Withdrawal of Materials

The collection is reviewed and revised on an ongoing basis to meet contemporary needs. Collections are current and popular, not archival, nor are materials needlessly duplicated. Materials that are worn, damaged, outdated, duplicated, no longer accurate, and no longer used may be removed from the collection. The professional staff of the library, under the general direction and supervision of the Library Director, will be solely responsible for the withdrawal of materials.

Responsibility for Selection

Final authority for the determination of policy in the acquisition of books and other materials is vested in the Library Board of Trustees. Responsibility for material selection within this policy and control of expenditure for materials rests with the Director. Selection decisions may be delegated to qualified staff members by the Director.

Reconsideration of Materials

Although materials are carefully selected, there can be differences of opinion regarding suitable materials. Whenever a patron objects to the presence or absence of any library material, the objection will be referred to the staff member(s) responsible for purchasing that material. The staff member or department supervisor will discuss the matter with the complainant. Requests for reconsideration may be made only by patrons completing a "Request for Reconsideration of Library Material" form which is available from the library. The completed form will be given to the Library Director for a written response. A decision will be made regarding the material within a reasonable amount of time, with written reasons for the decision conveyed to the patron. Appeals from the Library Director's decision may be directed only to the Board of Trustees for their final decision.

No challenged material may be removed solely because it presents ideas that may be unpopular or offensive to some. The willful removal of a book or other library property in contravention of library regulations shall be considered prima facie evidence of intent to commit larceny thereof.

Local Author Collection

The Local Author Collection is a circulating collection limited to books published by local authors. A local author is a current or long-time resident of Monroe Township and/or Middlesex County. New Jersey authors and titles which possess unique local content, may be placed in the collection.

All materials, whether purchased or donated, that are considered for inclusion in the Local Author collection must meet the same criteria for selection and withdrawal as defined in the Library's "Materials Selection/Collection Development Policy".

Procedure

- 1) Submit a completed "Local Author Collection Submission Form" must be submitted along with the book being considered. Authors under the age of 18 years must have parental or guardian consent.
- 2) Authors are encouraged to include professional reviews with the book being considered. Please note that customer reviews from online retail booksellers, and/or social media platforms are not considered professional reviews.

Terms

- 1) Author submissions must be original work and contain no copyright violations.
- 2) Books must have been published in the past three years.
- 3) Textbooks and any materials in electronic format will not be considered.
- 4) All materials submitted/donated will become the property of the Library and will not be returned.
- 5) Material selected for the Local Author Collection will be searchable in the Library catalog and located in the Local Author Collection.
- 6) The Library is not responsible for marketing or publicizing the works in the Local Author Collection, nor are staff responsible for providing editorial service or advice on the material.
- 7) Any unsolicited materials submitted without the completed "Local Author Collection Submission Form" will not be considered for review or inclusion in the Monroe Township Library collection.
- 8) Completion of the "Local Author Collection Submission Form" does not guarantee that the book will be added to the Library's collection.
- 9) Library staff cannot acknowledge receipt of materials and are unable to discuss the review process. The review process may take up to six months to complete. Selected titles will be viewable in the library catalog and placed in the Local Author collection.

Resource List:

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

<https://www.ala.org/advocacy/intfreedom/freedomreadstatement>

<https://www.ala.org/advocacy/intfreedom/freedomviewstatement>

https://www.ala.org/acrl/standards/security_theft

<https://www.bcpl.org/docs/library/collection-development-policy.pdf>

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REQUEST FOR RECONSIDERATION OF LIBRARY MATERIAL

The Board of Trustees of the Monroe Township Public Library has delegated the responsibility for the selection and evaluation of materials in the library's collection to the Director and has established a process to address concerns about those resources. This form initiates that process and requires you complete the following information so we can best review your request for reconsideration. Please return the completed form to the Library Director, Monroe Township Public Library, 4 Municipal Plaza, Monroe Township NJ 08831. Thank you.

Name _____

Address _____

Telephone(s) _____

Email address _____

Do you have a current Monroe Township Public Library Card? Yes No

Do you represent self? an organization? Name of organization

Material on which you are commenting: Book Audio book
 Magazine Newspaper Electronic Resource Game Other

Title _____

Author/Musician/Director _____

Publisher/Producer _____

What concerns you about the resource? Please cite specific passages, pages, etc. (use additional pages if necessary)

What harmful effect do you feel might be/was the effect of your using this material?

What brought this material to your attention? _____

Is your objection to this material based upon your personal exposure to it, upon reports you have heard or both?

Have you examined (read/heard/viewed) the material in its entirety?

What was positive about this material?

Are you familiar with reviews about this book, movie, music, etc.?

Additional Comments

Signature

Date