



## **Bergenfield Public Library**

### **Collection Development Policy**

#### **Purpose and Basic Principles**

The Bergenfield Public Library seeks to be a hub for providing enjoyment, education, information and guidance through materials suited to Bergenfield's diverse population.

#### **Responsibility and Criteria**

All responsibility for a well-rounded collection rests with the Library Director and the professional staff. Materials chosen shall meet principles set by the First Amendment to the U. S. Constitution; the Library Bill of Rights, adopted by the American Library Association; the Freedom to Read Statement, adopted by the American Library Association and the American Book Publishers Council; and the People's Right to Libraries Statement, adopted by the New Jersey Library Association.

The selection of materials is targeted to meeting the needs and interests of the community. The Bergenfield Public Library's main function is to provide books and materials for all ages and reading levels and is able to draw on the resources of the Bergen County Cooperative Library System.

Professional staff will use recognized collection tools such as Library Journal for purchasing new materials. Good judgment is the keystone for the ultimate addition of any new purchase.

Textbooks are not and will not be a part of usual purchases.

Requests for purchases of current materials may be made at the Library or online. Requests will be considered using professional selection standards.

Censorship is a matter of individual decisions. Every patron has the right to accept or reject material for personal use and does not have the right to restrict it for others. In the case of children, appropriate choices are solely the responsibility of the parents. Librarians cannot assume the private relationship role between parent and child.

#### **Gifts and Donations**

Financial, service, or memorial donations are accepted and may be used to enrich the Library collection or earmarked for a specific purpose.

Gifts of used books and other materials will only be accepted if in excellent condition and to satisfy collection standards. If not suitable for the collection, they may be sold or discarded.

#### **Assessment and Evaluation**

Outdated, worn, damaged or lost materials will be assessed by appropriate staff members.



Replacement will be determined by availability of current or updated content.

Approved, Library Board of Trustees, November 8, 2012

### **Reconsideration of Materials**

The collection will necessarily reflect a range of viewpoints on controversial or debatable subjects. No endorsement of an author's or artist's viewpoint is implied.

Persons or organizations seeking the removal of materials must submit requests in writing. The Director will determine the retention or withdrawal of challenged materials. Requests for appeal must be made in writing to the President of the Board of Trustees. Final determination will be made by the full Board of Trustees. Access the form for submitting a request [here](#).

Approved, Library Board of Trustees, November 8, 2012