



PURPOSE

The purpose of the Collection Management Policy is to provide guidelines for selection and purchase, the ongoing management of the collection, the reconsideration of materials in the collection and to acquaint the general public with the principles of selection. Additionally, the policy provides a vehicle for the continuous evaluation of the library collection as a whole. This policy cannot cover every situation and is not intended to replace the judgment of the professional library staff.

GENERAL PRINCIPLES

The Library subscribes to the principles in the First Amendment to the United States Constitution, the Library Bill of Rights adopted by the American Library Association, the Freedom to Read Statement of the American Library Association and the American Book Publisher's Council and the People's Right to Libraries Statement of the New Jersey Library Association (see appendices).

The Library will acquire, make available, and encourage the use of resources to assist individuals in their pursuit of educational objectives, intellectual and emotional growth, and enjoyment of leisure time, and practical solutions to daily problems.

The Library aims for a broad representation of viewpoints and looks for materials that will supplement, expand upon or support the existing collection. Some materials may be selected solely because they contribute to the diversity of viewpoints represented in the collection. Individual items, which in and of themselves may be controversial or offensive to some patrons or staff, may be selected if their inclusion will contribute to the range of viewpoints in the collection as a whole. A balanced collection reflects a diversity of materials, not an equality of numbers.

Materials are not excluded, removed, or suppressed because of the language used or views presented. Inclusion of items in the Library does not constitute endorsement of its content by the Library, nor does it guarantee the accuracy of information contained in the materials. Materials will not be restricted, sequestered, altered, or labeled by the Library because of controversy about the author or the subject matter of the material. While anyone is free to select or reject materials for themselves or their own minor children, the freedom of others to access information will not be restricted even though the content may be controversial, unorthodox, or unacceptable to others.

Parents and legal guardians are responsible for the use of the library's collection by children. It is only the parent or legal guardian who may restrict their children from access to library materials. The selection of library materials will not be limited by the possibility that items may be viewed by minors.

RESPONSIBILITY FOR SELECTION

The ultimate responsibility for the direction, purpose and scope of the Collection Management policy rests with the Library Board. The authority and the responsibility for the selection of library materials is delegated to the Library Director by the Library Board and, under his/her direction, to the professional staff who are qualified for this activity by reason of education, training, and experience.



CRITERIA FOR SELECTION

While a single standard cannot be applied to each potential item for selection, materials are judged by appropriate criteria. In some instances, these criteria include artistic merit, scholarship, or the value of the material to the informational needs of the community. In other instances, the criterion may be substantial demand.

Some selection criteria, which may be considered, include:

- Demonstrated or perceived interest, need or demand by Library users
- Contemporary significance, popular interest, timeliness or permanent value
- Quality, including accuracy, timeliness, clarity and suitability of the format for public lending
- Reputation of the publisher or producer; authority and significance of the author, composer, etc.
- To provide support to the general curriculum of the local schools
- Suggestions from review sources including, but not limited to Library Journal, School Library Journal, Booklist, Kirkus Reviews, Publishers Weekly, New York Times Book Review, Horn Book, and other popular review journals, the media and websites

The public is encouraged to suggest items, topics or authors they would like to see included in the collection. Requests will be considered using professional selection standards and may be satisfied through purchasing, reciprocal borrowing, electronic resources or other means.

SCOPE OF THE COLLECTION

The Bergenfield Public Library's collection includes materials in a variety of formats to serve a wide range of ages, reading, listening and viewing skills and educational backgrounds. Emphasis is placed on acquiring materials of wide-ranging interest that reflect a variety of perspective, including those materials that aid in promoting early literacy, lifelong learning, reading for pleasure and popular cultural entertainment.

The library does not collect scholarly or highly specialized materials typically found in large college or university libraries. Textbooks are not and will not be a part of usual purchases.

While most materials are acquired in English, the Library also acquires materials in other languages, principal among them is Spanish and Tagalog.

Materials published or released in new formats will be considered for the collection when there is evidence that a significant portion of the local population has the required equipment to make use of the format. Availability of items in the format, the cost per item, and the Library's ability to obtain and circulate the items will also be factors in determining when a new format will be acquired.

Self-published books will not be purchased at patron request unless they have been reviewed in standard sources. Patrons may donate copies of authors' self-published books. These will be evaluated in accord with the Library's gift policy and are not guaranteed inclusion in the collection.



GIFTS/DONATIONS

The library prefers gifts to be made in the form of cash donations. This enables staff the greatest flexibility in selecting appropriate materials. The library reserves the right to decline any donation of materials. If a donation of materials is accepted it is understood that those materials may be added to the collection, sold at periodic book sales, or discarded at the discretion of the Director.

Materials that are donated become the property of the Bergenfield Public Library and as such cannot be returned to the donor.

The library will not provide an appraisal of the dollar value of any material donation. The library will provide a receipt stating the quantity and type of items donated.

DESELECTION OF MATERIALS

A strong collection requires ongoing evaluation and maintenance. Materials will regularly be weeded from the collection based on the following criteria: outdated or superseded, infrequent use, physical condition, and relevance. When sources become dated and misrepresentative of current knowledge, they are marked for removal from the collection. Replacements and updated editions are purchased when warranted. Discarded materials may be sold, donated, or recycled as the Library determines. Standards for materials withdrawal are detailed in the CREW Manual (see appendices).

RECONSIDERATION OF MATERIALS

The Library Board recognizes the right of individuals or groups to question materials in the collection. Patrons who have concerns regarding the content of any Library materials will be asked to formally present their opinions in writing by completing the Request for Reconsideration of Library Materials Form (see appendices) and submitting it to the Library Director. Anonymous phone calls, rumors, or voiced concerns will not be forwarded for consideration.

The Director will meet with the staff member responsible for selecting the item in question and the merit of the request will be considered. The Director will make a decision regarding the disposition of the item and will provide a written response to the person initiating the request.

Materials under consideration will remain available to patrons until a decision is made. Because of the need to meet individual as well as group preferences, the number of forms received will not be a factor in reaching a recommendation.

Should the person initiating the request remain unsatisfied with the decision of the Director, an appeal may be made for a hearing before the Board of Trustees. A written request for appeal shall be addressed to the President of the Board. The Board reserves the right to limit the length of presentation and number of speakers at the hearing. The Board will determine whether the request for reconsideration has been handled in accordance with the established policies and procedures of the Bergenfield Public Library. On the basis of this determination, the Board may vote to uphold or override the decision of the Director. The decision of the Board is final.



APPENDICES

- Library Bill of Rights:
<http://www.ala.org/advocacy/intfreedom/librarybill>
- Freedom to Read Statement:
<http://www.ala.org/advocacy/intfreedom/statementspols/freedomreadstatement>
- People's Right to Libraries:
<http://www.njla.org/content/peoples-rights-libraries>
- The First Amendment:
<https://constitution.findlaw.com/amendment1.html>
- CREW Manual:
<https://www.tsl.state.tx.us/ld/pubs/crew/index.html>
- Request for Reconsideration of Materials form: (see next page)

Approved by the Bergenfield Library Board of Trustees on January 13, 2022