

Montville Township Public Library Collection Development Policy

1) Purpose of the Collection Development Policy

The Montville Township Collection Development Policy provides guidance for the evaluation and selection of materials which anticipate and meet the needs of the Montville Township Community. The policy is in support of the Library's mission to connect residents of all ages with learning opportunities for growth and success through inviting dynamic spaces, technology, and resources. It is used by the library staff in the selection of materials and also serves to acquaint the public with the principles of selection. It is the Library's goal to provide the diverse Montville Township Community with library materials that reflect a wide range of views, expressions, opinions, and interests.

As the community changes, the library will need to reassess and adapt its collections to reflect new and differing areas of interest and concern. The collection development policy will be periodically evaluated and revised as necessary to provide guidance for implementing changes in the collection.

2) Intellectual Freedom

As a basis for this collection development policy, the Library Board has reviewed and endorses the Library Bill of rights, The Freedom to Read statement, and The Freedom to View statement of the American Library Association. These documents may be accessed on the ALA's website: www.ala.org.

3) Goals

The Montville Township Public Library connects residents of all ages with learning opportunities for growth and success through inviting dynamic spaces, technology, and resources. It is the goal of the library to:

- Provide a wide range of library materials which reflect the diverse needs and interests of the community
- Support the information needs of its users by providing timely, accurate and useful information
- Offer our patrons library material and information in a wide variety of formats, including access to digital content.
- Provide supplementary materials and services to meet the educational needs of the community.

4) Responsibility for Selection

Responsibility for initial selection of library materials rests with the Library's professional staff, based on the criteria cited below. Designated staff, depending on their areas of expertise, education, training, and experience, are responsible for specific areas of the collection, monitoring their selections against the

budgetary constraints for each selection format and area. The responsibility for selection ultimately rests with the Library Director, operating within the framework of policies determined by the Board of the Montville Township Public Library.

5) Selection Criteria

Materials selection is defined as the decision-making process of adding new materials or retaining existing materials to the library's collection. All library materials, regardless of format or intended audience, are evaluated according to these guidelines. Items are judged as a complete work rather than on the merits of individual parts.

In order to maintain a diverse collection of items, materials will be selected from a range of sources, including but not limited to, evaluations by reviewers in professional library publications such as *Library Journal*, *Kirkus Reviews*, *Booklist*, *Horn Book*, *School Library Journal*, and *Publisher's Weekly*, evaluations by critics in the popular press, staff review of materials from publishers, and suggestions from the community. While we cannot honor every specific request from the community, we will carefully consider each, and if they meet the standards cited below, we will fulfill as many as possible.

Selections are made on the merits of the materials under consideration in relation to the existing collection and the needs of our users. The library will base its inclusion of materials on the following guidelines:

- Relevance to the needs and interests of the community
- Extent of publicity, critical review and current or anticipated demand
- Current or historical significance of the author or subject
- Local significance of the author or subject
- Relevance to the existing collection's strengths and weaknesses
- Evaluations in professional and popular media with preference given to titles vetted in the editorial and publishing industry
- Reputation of author, publisher or producer
- Scarcity of published information on a subject area
- Sustainability of format to Library circulation and use
- Date of Publication
- Price, availability and Library materials budget

The Library does not collect textbooks but will consider the curriculum needs of the local school system and attempt to support those needs through the purchase of supplemental materials when possible.

Special consideration will be given to locally produced or authored material.

6) Non-print media (including DVDs, Audiobooks, recorded music, video games, and downloadable and streaming audiobooks and eBooks)

Criteria for evaluation and selection of non-print formats are the same as used for print material, however, part of the Library's collection of downloadable audio and eBook material is made through the

MAIN consortium and therefore group decisions are made regarding the addition of new materials. Video games are purchased by popularity and bestselling lists and reviews in PC Gamer and Xbox Magazine. Further criteria to be considered are:

- Ease of use and popularity of the format
- Accessibility to multiple users
- Access to needed equipment
- Enhancement of the print equivalent (if any) in terms of speed, flexibility, combinations of search terms, or general utility
- Continued access to retrospective information when necessary or desirable
- Expected lifespan of the format

7) Patron recommendations

To assure the acquisition of resources desired by Library users, patron recommendations are always considered for their addition to the collection. Patron suggestions must meet the same criteria as materials selected by library staff, outlined in section 5.

8) Donations/Gifts

The Montville Township Public Library welcomes financial gifts for the purchase of books and other materials for the library. Monetary gifts will only be accepted without imposed restrictions in order to maximize the use of the donation. No conditions may be imposed by the donor after the Library's acceptance of a gift.

The Library will occasionally accept donations of books or other materials if the items are in line with the selection criteria outlined in section 5. Books and other materials not placed in our collection will either be donated to the Library's book sale or sent to our company partners that sell used books to the public and donate part of their proceeds back to the library's materials budget. The Library does not appraise gifts or assume the cost of appraisal for donated items.

9) Placement of Material

Several factors determine the placement of material at the Montville Township Public Library. Dewey Decimal classification and BISAC (Book Industry Subject and Category) subject headings are used to arrange the various collections. Materials are also classified under broader headings such as "Adult Fiction," "Juvenile Non-fiction," "Young Adult Fiction," "Adult Mystery," and "Reference." Items in the nonfiction collection are further divided by subject. Professional reviews recommending age appropriateness aid Librarians in selecting and placing material. All of the Library's collections are available to patrons of all ages. The location of items in a collection is determined by the classification scheme, professional reviews, and the Librarians' expertise. It is the responsibility of parents, and not the Library staff, to monitor materials use by children.

10) Periodicals and magazines

The library's newspaper and magazine collection provides current and retrospective information aimed at meeting the research and recreational needs of the community. The collection also contains periodicals that serve the professional reading and review needs of the library staff. The periodical collection includes popular reading magazines, publications in languages other than English, and a selection of business, trade and local news publications. Journals which are highly technical or scholarly are not included in the collection. In addition to magazines, the collection includes national and local newspapers.

Selection guidelines are the same as those outlined in the print selection criteria in section 5.

11) Materials in languages other than English

The library maintains a collection of circulating materials in languages other than English to meet the informational and recreational needs of the Montville community. Resources include books, magazines, newspapers, DVDs, and sound recordings in the languages used by members of the community, for example Hindi, Gujarati, Korean, and Chinese.

The library's collection also includes materials which aid in language learning. These resources include books such as grammars and dictionaries and audio and visual materials for learning a language other than English.

The library is committed to developing and maintaining world language collections which meet the needs of a changing Montville Township population. World language needs are accessed through such tools as patron registration data, census and Community survey data, patron requests, circulation statistics, and community awareness. Any information gathered is used to determine the size and scope of the collection in each language. Availability and quality of materials may impact the development of these collections.

12) Collection Maintenance, Replacement, and Weeding

Professional staff regularly review items in the collection to ensure that they continue to meet the needs of the community and to achieve the following objectives:

- To use shelf space efficiently
- To place quality before quantity in building a viable collection
- To provide current, accurate information by discarding outdated materials
- To keep the collection fresh and in good condition

Weeding, or removal of materials from the collection, will be based on the following criteria:

- Factually inaccurate or obsolete
- Worn beyond repair, incomplete sets
- Not circulated in three or more years and not a definitive work
- Superseded by a new edition or better topic on the title
- Unnecessarily duplicated

Weeded materials are not automatically replaced. The decision to replace withdrawn or lost items depends on several factors including but not limited to:

- Availability of the item
- Existing coverage of the subject matter
- Popularity of the item
- Budget/cost
- Format of the item
- Availability of the item in MAIN or through Interlibrary Loan

13) Reconsideration of Library Materials

The Montville Township Public Library is dedicated to maintaining a balanced collection of materials that represents differing points of view on public issues, as well as diverse general reading interests. The inclusion of material in the Library's collection does not represent an endorsement of a particular belief or viewpoint put forth by the author. Library materials will not be sequestered. The selection of any material for the Library's collection does not constitute an endorsement of its content. The Library recognizes that many materials can be considered controversial and that any given item may offend some patrons. The Library will make an effort to provide materials that represent a variety of viewpoints.

MTPL provides the public with a procedure to request the withdrawal of an item from the Library's collection. The reconsideration process is always used in conjunction with the library's policy on access to materials as put forth in the ALA's *Library Bill of Rights* and the *Freedom to Read Statement*.

When a patron objects to an item in the Library's collection, the senior professional staff person on duty should establish the full nature of the complaint and refer to the Material Selection Guidelines put forth in this document when appropriate. If the patron would like to pursue the request for reconsideration, the staff person will:

- Provide the patron with a copy of the Request for Reconsideration form (section 14)
- Inform the patron that a completed and signed request for reconsideration form is required to ensure that the Library Director has a full explanation and understanding of the issue.
- Inform the patron that the Director will seriously consider the request and respond in a confidential and timely manner.

The staff member will submit the completed form to the Library Director along with supporting material.

Upon receipt of the request and any pertinent materials, the Library Director will review. If the patron is satisfied with a phone response from the Library Director, the form will be filed and the matter considered closed.

If the patron requires a written response, the Director will weigh all materials in hand and may consult other professional staff. Finally, the Library Director will prepare a written response to the patron within 90 days of receipt of the form. The response will include the Library Director's decision as to the placement of the material within the collection as well as an explanation of that decision.