

KINNELON PUBLIC LIBRARY COLLECTION DEVELOPMENT POLICY

I. Purpose of Collection Development Policy

A. The purpose of the collection development policy is to establish standards in the selection of library materials and to inform the public of the principles on which the selections are made.

B. The Library's collection includes two different options for access: 1- the physical collection, which is located in the Library building or available through the interlibrary loan system and retrievable in the Library building; and 2 - the digital collection, which is accessible online through the Library's website or through computer terminals located within the Library building. Both options provide access to an extensive collection of materials for all ages in a wide range of formats including, but not limited to: text, audio, video, and electronic media (e.g., databases; eBooks, eAudio Books, digital magazines, other downloadable and streaming content). While some materials are available through both options, many materials are available only through one of them, so by making the materials available through these two options for access and in multiple formats, the Library strives to provide a diverse array of choices to meet the community's diverse needs and preferences.

C. The Library also is a member of MAIN Library Alliance, a network of forty-nine (49) public libraries in northern New Jersey. Membership in MAIN helps the Library to gain access to a significantly larger physical collection, from which the Library can borrow items from other MAIN library members, and by greatly expanding the array of materials available through our digital collection.

II. Intellectual Freedom

As a basis for this collection development policy, the Library Board of Trustees 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 ALA's website: www.ala.org

III. Service Goals

A. The Kinnelon Public Library serves the needs of our community by providing free access to ideas and information through various Library materials, services and experiences. It is the goal of the Library to"

1. Provide a wide range of materials and services which reflect the diverse needs and interests of the community;
2. Support the information needs of Library patrons through the provision of timely, accurate and useful information;

3. Offer our patrons library materials and information in a variety of formats, including access to digital content; and
4. Provide supplementary materials and services to meet the educational needs of the community.

IV. Selection Criteria

A. Materials selection is defined as the decision making process of adding new materials or retaining existing materials in 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. The decision to purchase an item for the collection may be based on one or more of the criteria.

1. The ultimate authority and responsibility for the selection of Library materials rests with the Library Director. The process of locating and screening materials is delegated to staff members, who are qualified for this activity by reason of education, training, and experience.
2. The selection of any material for the Library's collection does not constitute an endorsement of its contents. 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 include in its collection materials representing several viewpoints on public issues of controversial nature.

B. The amount of new materials published and available each year is vast and, therefore, it is impossible to evaluate everything first hand. In order to maintain a diverse collection of items, the Library will select materials from a range of sources, including but not limited to evaluations by reviewers listed in professional library publications, evaluations by critics in the popular press, staff review of materials from publisher reps and other sources, and suggestions from Library patrons. While we cannot honor every specific request that is made from Library patrons, we will give careful consideration to each one and will try to fulfill as many as possible.

C. 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 selection and inclusion of materials in the collection on the following criteria:

1. Significant needs of the Library's patrons and the community
2. Informational, educational, or recreational value of the subject matter
3. Literary, artistic or production quality of the material considered as a whole

4. Relation to the needs of the existing collection
5. Evaluations in professional selection aids and popular media
6. Format (popularity, durability, lifespan, ease of access, appropriateness to the subject matter, and available technical support)
7. Price, availability, and extent of funds in the Library's materials budget, including availability through cooperative collection arrangements with other libraries
8. Long term or timely relevance of the subject matter
9. Scarcity of published information on a subject area
10. Reputation of the author/artist/creator/publisher
11. Literary or artistic merit
12. Digital resources also are evaluated based on the accessibility, availability and cost of library licensing.

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

D. The Library supplements local curricular needs as communicated by local schools, educators and students, but does not purchase materials which are specific to those needs (i.e. textbooks) unless they fill a gap in the collection or are the best materials available on a given subject.

V. Placement of Materials

Several factors determine the placement of material at the Kinnelon Public Library. Staff members use the Dewey Decimal Classification and the Library of Congress subject headings to determine help to decide where to maintain items within the Library. Physical collection materials of fiction are classified under broad headings, such as "Adult Fiction," "Juvenile Nonfiction," and "Young Adult Fiction". Items within the nonfiction portions of the collection are further divided by subject. Professional reviews recommending age appropriateness of material help to guide staff in selecting and placing material.

All portions of the Library's collections are available to customers of all ages. The location of physical items in the collection is determined by the classification scheme, professional reviews, and Library staff expertise. It is the responsibility of parents, not the Library staff, to monitor their children's Library use and access to materials.

VI. Licensed Databases, Periodicals and Newspapers

A. The Library defines licensed databases as online databases available only through a subscription. The subscription may allow for remote access through patron authentication. Licensed databases extend the Library's digital collection by

providing timely access to news and trends as well as access to a broad array of current, as well as important and useful archival material.

B. The Library will purchase licensed databases, periodicals and newspapers for the following purposes:

1. To supplement the Library's collection;
2. To respond to patron requests;
3. To keep the Library's collection up to date with current opinions and news;
4. To provide information not necessarily available in physical format;
5. To satisfy recreational interests; and
6. To provide Library staff with current material selection aids and the latest professional news and trends.

C. The Library considers licensed databases, periodicals and newspapers subject to the same selection and weeding criteria as any other Library materials (see sections IV above and VII below).

VII. Collection Maintenance and Weeding

A. The corollary to collection development is collections maintenance - determining what should be retained and for how long and what should be discarded. Weeding is the systematic removal of materials from the Library's collection, and is an integral part of the collection maintenance process because selecting materials to be discarded, allows the Library to meet the following objectives:

1. Making efficient use of physical shelf and other display and storage space;
2. Placing quality before quantity in building a viable collection;
3. Providing current, accurate information by discarding outdated materials;
4. Promoting a regular program of replacement buying; and
5. Replacing infrequently used or borrowed materials with more popular materials.

B. Weeding and discard decisions will be based on materials meeting any of the following selection criteria:

1. Content: outdated, obsolete or inaccurate materials
2. Physical Condition: worn out or damaged, or incomplete sets

3. Usage: Materials with minimal or low circulation demand
4. Format: Undated, unpopular or unsupported media formats
5. Quantity: How many physical copies are in the Library or readily available to patrons in digital format or through available resources (e.g., MAIN).

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

1. Availability and ease of item replacement;
2. Whether a different format or a similar item might better serve the same purpose;
3. Whether the item is easily available digitally or through inter-library (MAIN) loan;
4. The extent of existing coverage of the subject matter; and
5. The popularity of the item

VIII. Gifts Policy

A. the Kinnelon Public Library welcomes financial gifts, bequests and memorial and commemorative donations towards the purchase of books and other materials for the Library.

B. Monetary gifts may be applied to the selection of materials by the Director in consultation with Library staff and the donor as appropriate. The Library reserves the unconditional right to determine the use and disposition of all gifted funds, but will respect any limitations imposed on restricted donations and bequests.

C. the Library occasionally will accept donations of books or other materials if the items are in line with the selection criteria listed above. Books and other materials not used by the Library will either be donated to the Friends of the Library for their annual sale, or will be put out for the public to purchase. Neither the Library nor the Friends of the Library will appraise gifts or assume the cost of appraisal for any donated item(s).

IX. Reconsideration of Library Materials

A. The Kinnelon Public Library is dedicated to maintaining a collection of materials that represent 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 indicate an endorsement of any particular belief or viewpoint put forth by any

author(s), artist(s) or creator(s). Library materials will not be marked in any way to show approval or disapproval of the contents. Items will not be sequestered.

B. In addition to having the right to make recommendations for additions to the Library's collection, Kinnelon Public Library card holders (hereafter card holders) also may request materials be reconsidered for withdrawal from, or reclassification within, the collection, or request reconsideration of a Library program or service. Such requests are not to be taken lightly and will be handled in an objective, professional and courteous manner.

1. The Library offers card holders a procedure to request reconsideration of an item for reclassification or removal from the Library's collection.
2. The reconsideration process is always used in conjunction with the Library's policy on access to materials, which is in accordance with the ALA's *Library Bill of Rights* and the ALA's *Freedom to Read Statement*.

C. Guidelines applicable to requests for reconsideration include:

1. The Library only will consider requests for materials to be reconsidered or withdrawn from the collection, which are submitted by persons holding a valid Kinnelon Public Library card.
2. All written requests must be submitted using the Library's Request for Reconsideration of Library Materials form (Appendix A to this policy).
3. Requestors must complete all sections of the form, including full name and address and signature.
4. Requests must state the specific basis for the request and cite specific examples to support the request.

D. Process for Requesting Reconsideration - A card holder, who objects to an item in the Library's collection or a program or service the Library offers, may complete the Request for Reconsideration of Library Materials form.

1. Request for Reconsideration forms shall be available to cardholders upon request from any staff member as well as through the Library's website.
2. Completed forms should be submitted to the Library Director.

E. Process for Evaluating Request for Reconsideration

1. Upon receipt of the Request form, the Library Director will review the form carefully to determine the issue and to ensure the form is fully

completed. Requests will be denied without further review if not submitted using the proper form, or if the form submitted is not fully completed and signed.

2. Where the concern is over an item in the physical collection, if there is a copy of the item available in the Library, it will be checked out and forwarded to the Director. Otherwise, a hold for the item will be placed on the Director's behalf, and the item will be forwarded to the Director as soon as it becomes available. Any other copies of the item will remain in circulation until the review process is completed.
3. Where the concern is over a service or program, the Director will ask the appropriate staff member(s) to provide the Director with relevant materials about the service or program (e.g., any outline or summary of, and any publicity for, the program or service), or the Director may assemble these materials for her/himself.
4. Where the concern is over an item in the digital collection, the Director may ask a staff member(s) to forward any relevant information about the item, and/or the Director will go on line or into the appropriate service to access the item in question.
5. Some examples of the types of information the Director may consider as part of her/his review include:
 - a. Journal reviews of the item and whether it has won or been nominated for any awards
 - b. Item circulation and holds statistics for the item in question
 - c. Reviews and communications regarding the program or service
 - d. Any record indicating when the Library first added the item to its collection, why it was originally chosen for inclusion in the collection, and what, if anything, changed since that time.
 - e. Any records indicating the first time the program was presented, how many persons attended, how many times the Library offered the program, and summaries or recordings of the content of the program.
 - f. Any records indicating when the Library began offering the service, how often the service is used and by how many people, how many libraries in the area offer the same or a similar service, and any analysis of the benefits and limitations of the service.
 - g. Information on whether the item has been recommended or approved by any independent entity, i.e., any state or federal

agency, such as part of a specific curriculum or for a specified purpose.

- h. Any additional information the Director deems relevant.
6. The Director shall read, listen to, or view the item in question. If the program has already occurred, the Director will attempt to view the program at another venue or any recording of the program from the Library or any other venue.
 7. In her/her discretion, the Director may request that another staff member(s) or a member(s) of the Library Board of Trustees, read, listen to or review the item and any supporting materials. The Library Director also may consult with other professional librarians and/or library directors.
 8. Following the Director's completion of her/his review, a copy of the reconsideration request will be included in the Board packet as an agenda item, which shall include a recommendation from the Director as to what action the Board should take with regard to the request. The Director shall consider any or all of the following factors and inputs in making a recommendation to the Board:
 - a. The Director's own assessment of the Request and the item, service, or program at issue
 - b. Feedback and input from the staff member or Library Trustee and professionals the Director consulted
 - c. The supporting materials and information, including professional/journal reviews and feedback regarding the program or service from attendees or users
 - d. Whether the item or program has won or been nominated for any awards, or recommended or approved by any independent entity, i.e., any state or federal agency, such as part of a specific curriculum or for a specified purpose.
 - e. Item circulation and holds statistics for the material in question, volume of usage for the service, or attendance at the program.
 - f. How long the item has been part of the Library's collection, how long the Library has offered the service, or how many times the program was presented
 - g. Why the item, service or program originally was selected for inclusion or presentation

- h. Whether the underlying reason for the Request appears to be partisan or political or for the purpose of restricting access to the political ideas or social perspectives.
 - i. Whether the basis for the Request appears to be discriminatory against members of any protected status.
 - j. Whether the basis for the Request appears to be the requestor's dislike for or disagreement with the subject matter or content of the item, program or service, or if there is a specific reason related to the item or service.
 - k. Whether the Request is based on the material taken as a whole, or just specific sentences, passages or portions
 - l. Whether the item, service or program, taken as a whole, is consistent with or contrary to the public interest of the community.
9. Following a vote or feedback from the Board, the Director will inform the card holder in writing of the Board's decision on behalf of the Board.
10. The Director will complete an American Library Association Office for Intellectual Freedom Challenge Database form.
11. The item will be retained, re-cataloged or removed based on the decision of the Library Board of Trustees.

Approved by KPL Board of Trustees January 17, 2024

**KINNELON PUBLIC LIBRARY
REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS**

The Board of Trustees of the Kinnelon Public Library has authorized the use of this form as part of its *Reconsideration of Library Materials* process. Return completed form to:

Library Director, Kinnelon Public Library, 132 Kinnelon Rd., Kinnelon NJ 07405

The form must be completely filled out with all items answered. The Library only will consider submissions from persons holding an active Kinnelon Public Library card. Submitters will be notified in writing regarding the decision of the Board of Trustees

Print Full Name: _____

Address _____ Telephone _____

For whom are you submitting this request? Myself _____

Organization ____ (please specify): _____

Other ____ (please specify): _____

Title of Item, Program, or Service: _____

Author/Presenter: _____

Format (e.g., book, CD, DVD, program, service): _____

If a program or service, what date did it occur? _____.

Did you read, view or listen to the entire work, or attend the program? Yes ____ No ____

What specifically concerns you about this item, program or service and what action do you think the Library should take with regard to this item? (Please be specific. Attach additional pages if necessary)?

Signature: _____ Date: _____