



## **Mendham Township Library**

### **Collection Development, Deselection, and Reconsideration Policy (05/22)**

Library books and materials are selected to meet the educational, informational, health, cultural, and recreational needs of the local community.

The inclusion of a book or material in the library's collection does not in any way constitute an endorsement of its content or ideology. Some works on certain subjects may not meet the approval of all members of the community. In order to fulfill the Library's public obligation and organizational mission, controversial works may be included in the collection.

Final authority for the determination of policy in the acquisition of books and other library materials is vested in the Library Board of Trustees. Responsibility for book selection within this policy and expenditures for materials rests with the Library Director.

#### **Criteria for Selection of Materials**

Selection of materials is based on one or more of the following:

- Potential use and interest in the community
- Popular appeal
- Importance of the subject to the balance of the collection
- Long-term value
- Literary and artistic recognition
- Accuracy of information
- Authority of author and publisher
- Scarcity of material on the subject
- Importance and inclusiveness of the material to diverse individuals
- Accessibility of material in other libraries
- Format
- Reviews from professional library, literary, and educational sources
- Cost of item

Requests for specific materials will be given consideration. If it is determined by the director or other designated staff that the material does not meet the criteria for selection, every effort will be made to obtain the required book or material through inter-library loan. Donated books will be reviewed with the same criteria as materials for purchase. The Library may or may not be able to receive donations of books or other materials at the discretion of the Library Director.

#### **Selection of Materials for Youth**

Youth materials are selected with the same criteria outlined above. The law and library affirm that it is the role of the parent, and not library staff, to supervise the use of library materials of minors in their care. Library staff are not responsible for withholding materials or information from any minor.

### **Textbooks**

It is not the Library's specific mission to provide textbooks, but a book will not be excluded because it is a textbook. Some textbooks may be available through inter-library loan. Many colleges and universities offer textbook reserves for courses within their institution.

### **Maintenance of the Collection**

All parts of the collection will be reviewed, weeded, and added to as possible by the Library Director or designated staff. Information used to make decisions about removing a title from the collection includes:

- Review of statistical information such as circulation reports
- Physical condition, including shelf wear and disc markings
- Library holdings compared to professional bibliographies and recommended purchase lists for communities and individuals the Library serves
- Currency of the work in popular appeal
- Importance of the material or format to diverse individuals
- Recommendations from professional resource lists by library science publications
- Data from collection analysis applications

Withdrawn books and materials will be offered for sale, donated or will be discarded.

### **Reconsideration of Library Materials**

Complaints concerning the content of material will be given formal recognition when the complainant completes and submits a Request for Reconsideration form, which is available at the circulation desk. Concerned individuals are encouraged to seek understanding of the Library's collection development process and the vast diversity of opinions, experiences, and needs in our community. Reconsideration determinations from the Board are final.