

Collection Development Policy

Mission Statement

It is the mission of the Worth-Pinkham Memorial Library to provide and promote open and equal access to the resources and services of the library in order to meet the informational, educational, and cultural needs of the community. The Library seeks to encourage reading and the use of current technology for life-long learning and the enhancement of the individual's quality of life.

Collection Development Policy Purpose

The purpose of the Collection Development Policy is to provide guidelines for acquisition and withdrawal decisions, the allocation of resources, and long-range planning in accordance with the Library's mission statement in order to establish a collection of works that meets the educational, recreational, and business needs of the greater Ho-Ho-Kus community.

Collection Maintenance

A strong collection requires ongoing evaluation and maintenance. Materials will regularly be weeded from the collection based on the following criteria: outdated or superseded information, infrequent use, physical condition, and relevance. 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](#).

Responsibility for Selection

Ultimate responsibility for materials selection rests with the Director, who works within the framework of policies as established by the Board of Trustees. The selection of materials is the responsibility of the library staff under the supervision of the Library Director.

Criteria for Selection

Materials will be selected to meet the informational, educational, and recreational needs and interests of the Ho-Ho-Kus community. Materials will represent a variety of viewpoints on current and historical issues. Staff will select materials in a variety of formats using published reviews, professional and trade publications, and patron requests and recommendations. General selection criteria for all materials includes, anticipated and popular demand, accuracy and currency of information, age appropriateness, cost, historical significance, literary and/or artistic merit, significance of the author, and the strengths and weaknesses of the existing collection. An item need not meet all of these criteria to be selected. Patron requests will be evaluated based on the above selection criteria as well as the availability of materials in the libraries of the Bergen County Cooperative Library System (BCCLS).

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.

Gifts/Donations

The Library welcomes gifts of funds and materials to enrich its collection. New or used donated materials are subject to the same criteria as purchased materials. Gifts of materials are accepted with the understanding that they may be utilized or disposed of at the Library's discretion. Monetary gifts will be applied to the selection of materials by the Director in consultation with library staff and the

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donor as appropriate. The Library reserves the right to determine the use and disposition of all gifts unconditionally.

Reconsideration of Material

Anyone who wishes the Library to reconsider the acquisition or removal of an item must fill out a "Request for Reconsideration of Material" form (see appendices). These forms are also available at the Circulation Desk. The request is reviewed by a committee consisting of appropriate library staff. A written response will be sent to the complainant. If the complainant is not satisfied with the decision, he or she may then appeal in writing to the Director. The Director will review the material and issue a response. If the complainant is still not satisfied, he or she may appeal to the Board of Trustees. The decision of the Board is final. Above all, the Board of Trustees has as its concern the fairness of such a hearing so as to protect the rights of all who are involved.

Additional Reading

- 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:
<http://www.ala.org/advocacy/intfreedom/censorshipfirstamendmentissues/firstamendment>

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APPENDIX

Request for Reconsideration of Library Materials

If you wish to request reconsideration of library materials, please return the completed form to the Library Director.

Name _____

Date _____

Address _____

City _____

State _____

Zip _____

Phone _____

Do you represent self? _____ Organization? _____

1. Material on which you are commenting:

_____ Book _____ Textbook _____ Video _____ Display

_____ Magazine _____ Library Program _____ Audio Recording

_____ Newspaper _____ Electronic information/network (please specify)

_____ Other _____

Title _____

Author/Producer _____

2. What brought this material to your attention?
3. Have you examined the entire material?
4. What concerns you about the material? (use other side or additional pages if necessary)
5. Are there materials you suggest to provide additional information and/or other viewpoints on this topic?