



Glen Rock Public Library Collection Development Policy

Mission

The mission of the Glen Rock Public Library is to provide high quality services and resources in order to meet the educational, informational, occupational, cultural and leisure time needs of the Glen Rock community.

Purpose

This policy will serve as a guideline for selection and acquisition of materials, acceptance of gifts, ongoing management, and reconsideration of materials in the collection. Additionally, the policy provides a vehicle for the continuous evaluation of the library collection as a whole. This document cannot cover every situation and is not intended to replace the professional judgment of the staff librarians.

General Principles

The Collection Development Policy has been unanimously adopted by the Board of Trustees of the Glen Rock Public Library to guide librarians and to inform the public about the principles upon which selections are made.

The library is dedicated to the protection of the free expression of ideas and the private reading, listening, and viewing rights of individuals as protected by the First Amendment of the United States Constitution and as set forth by the [American Library Association's Library Bill of Rights](#), [Freedom to Read](#), and [Freedom to View](#) statements. The library also endorses [Labeling Library Materials](#), [Access to Digital Information, Services, and Networks](#), and [Free Access to Libraries for Minors](#).

The Board of Trustees recognizes that full, confidential, and unrestricted access to information is essential in order for patrons to exercise their constitutional rights. The Board believes reading, listening, and viewing are individual, private matters. 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. The Library does not stand *in loco parentis*. It is only the parent or legal guardian who may restrict his/her children from access to library materials or services. The selection of library materials will not be limited by the possibility that items may be viewed or checked out by minors.

The Library collection will be organized, marked, and maintained to help people find the materials they want; however, materials will not be restricted, sequestered, altered or labeled by the Library because of controversy about the author or the subject matter.

As a member of the Bergen County Cooperative Library System (BCCLS), the Library is in the fortunate position of being able to easily access the collective resources of all the BCCLS member libraries. Sharing of materials of all types is crucial to the success of the consortium, and is a factor in making purchasing decisions. While patrons are encouraged to borrow material from libraries in the BCCLS consortium, the Glen Rock Library's Collection Development Policy only covers materials purchased by the Glen Rock Library.

Selection Authority & Decisions

The ultimate responsibility for the direction, purpose and scope of the Collection Development 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.

Suggestions from patrons are encouraged and will be given due consideration. Requests may be met through purchasing, reciprocal borrowing, electronic resources or other means. All library acquisitions, whether purchased or donated, are considered and evaluated using the same standards.

Scope and Goals of the Collection

The Library's collections include materials in a variety of formats, at many intellectual levels, to serve a wide range of ages, reading, listening and viewing skills and educational backgrounds. In so doing, the Library provides access to content through print, multimedia and technology. The library recognizes that content and medium should be suitably matched. Library patrons have different learning styles and preferences for how they receive information and entertainment; therefore, the Library's collection includes, but is not limited to, materials in the following formats:

- **Print** – such as hardcovers, paperbacks, magazines, and newspapers
- **Non-print** – such as audio and visual formats
- **Digital resources** – such as on-line databases; digital books, recordings, and images; digital historical archives; software programs
- **Equipment** – such as eReaders, other computing devices and demonstration technology

The Library collection will be selected and maintained to enable each person to find the materials and information that she or he wants according to her or his own free choice. The collection, taken as a whole, will be an unbiased and diverse source of information representing as many viewpoints as possible. Materials are not excluded, removed or suppressed because of the language used or views presented. Inclusion of an item in the collection does not constitute endorsement of its content by the Library, nor does it guarantee the accuracy of the information contained therein.

Interlibrary Loan & Reciprocal Borrowing

The Glen Rock Public Library is a member of the Bergen County Cooperative Library System (BCCLS). BCCLS member libraries cooperatively share their resources through a reciprocal borrowing agreement. The consortium shares a computer network, a common library catalog, and digital resources including ebooks and databases. Glen Rock residents may borrow directly from any BCCLS library. Local restrictions on some materials may apply. Items may also be requested for delivery through the library catalog.

Apart from participation in the BCCLS organization, the library may request items from college and university libraries through a national interlibrary loan system. Interlibrary loans are facilitated by the library staff on behalf of patrons. Similarly, the Library is also a participating member of Jerseycat, the New Jersey Statewide library catalog allowing Glen Rock Library cardholders to request items from libraries throughout New Jersey, as well as Open Borrowing allowing in-person borrowing at over 150 public libraries.

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
- Requests from patrons
- Suggestions from review sources including, but not limited to *Library Journal*, *School Library Journal*, *Booklist*, *Publishers Weekly*, *New York Times Book Review*, *Horn Book*, *VOYA*, and other popular review journals, the media and online review sources
- Local interest
- Local authors
- Price and budget
- Relevance to existing collection's strengths and weaknesses

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.

Multiple Copies

To meet high demand for popular titles in a timely manner the Library may purchase multiple copies of a work. Typically, the number of copies purchased is based upon the number of copies already available versus the number of people waiting on reserve.

Discarding Materials

The Board recognizes that discarding materials is an important part of maintaining an outstanding collection. The authority and responsibility for collection maintenance and for the disposition of withdrawn materials rests with the Library Director and professional staff. Accordingly, the library's collections are evaluated by the professional staff on an ongoing and systematic basis.

Guidelines for discarding materials complement, but not replace, individual professional judgment and the knowledge of community interests and informational requirements. Items that are outdated, superseded, are no longer of interest, experience insufficient use, are restricted by space limitations or are in poor condition may be discarded, offered to other libraries or for sale to the public with proceeds going to The Friends of the Library, or recycled.

Materials will not be removed because of controversy.

Glen Rock Library is not a repository library. Except for local history materials, collections are not generally retained for archival purposes.

Gifts and Donations

The Library gratefully accepts monetary donations to be used to purchase items for the general collection.

Gifts of books and other materials are accepted with the understanding that they may be used or disposed of at the Library's discretion. Titles acquired in this manner are subject to the basic standards of selection. The cost of processing the item and the availability of shelving space are also factors in determining the acceptance of gifts. The Library does not provide evaluations of gifts for tax deductions or other purposes.

Items not added to the collection may be offered to other Libraries, or for sale to the public with proceeds going to The Friends of the Library, or recycled.

Challenges to Materials

The Library Board considers all materials selected under this policy to be constitutionally protected under the First Amendment of the United States. If a patron claims that a particular item is not constitutionally protected, the burden of proof rests with that patron. If a court having jurisdiction over the Library rules that any material in the collection is unprotected by the Constitution, such material will be removed immediately. Materials under court consideration will remain available to patrons until a court ruling is made and all appeals are exhausted. During this time, materials under consideration will not be moved or catalogued to restrict public access.

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 by completing the [Request For Reconsideration of Library Materials](#) form and submitting it to the Library Director for consideration. Anonymous communications, rumors, or voiced concerns will not be considered.

The Library will give serious consideration to each opinion so expressed. Material 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.

The Director and appropriate staff will meet about the material 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. The Director will inform the Board of Trustees of all challenges.

Should the person initiating the request remain unsatisfied with the Director's decision, 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 has been handled in accordance with the established policies and procedures of the Glen Rock Public Library. On the basis of this determination, the Board may vote to uphold or override the Director's decision. The Board's decision is final.

This policy will be reviewed periodically and revised as necessary.

Approved by the Glen Rock Public Library Board of Trustees on 6/12/2014