



COLLECTION DEVELOPMENT POLICY

Introduction

The Middlesex Public Library's goal is to provide all individuals in the community with carefully selected materials towards the pursuit of education, information, research, pleasure, and the creative use of leisure time. In addition, the Middlesex Public Library strives to grow and maintain a collection that reflects the racial, ethnic and cultural diversity of the community it serves.

The collection development policy is used by the library staff in the selection and retention of materials and also serves to acquaint the general public with the principles of selection. Collection development is defined as the ongoing process of assessing the materials available for purchase or licensing and making the decision, first, on their inclusion, and second, on their retention.

The American Library Association's Library Bill of Rights, Freedom to Read Statement, and the Freedom to View and the New Jersey Library Association's People's Rights to Libraries have been endorsed by the Middlesex Public Library Board of Trustees and are integral parts of this policy.

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

Scope of Collection

The primary goal of collection development is to provide the best possible collection for the community with the financial resources and physical space available. The decision to select any item for the collection is based on demand and anticipated need. **The inclusion and/or retention of an item in the library collection in no way represents or defines the Middlesex Public Library, its employees, and/or its Board of Trustees' endorsement of material contents. Only individuals can determine what is most appropriate for their needs and can define what material or information is consistent with their personal or family values. Parents and legal guardians have the responsibility for their children's use. Check out of library materials lies with the child's legal guardian/parent(s), and Library staff is not responsible for deterring any materials from being checked out by patrons of any age.**

In the development of its collection, the Middlesex Public Library recognizes that it is impossible for a library of our size to meet all the needs of our community. As a member of an automated resource sharing network, other reciprocal agreements, and a state supported inter-library loan system, the Library supplements its resources with materials borrowed from other libraries through these larger entities. These reciprocal borrowing agreements influence the decision to include/retain certain materials as well as patron suggested materials.

Professional and special materials, such as legal, medical, and religious works, are purchased only if they are of general interest.

The Library does not support educational curriculums through the purchase of textbooks. Textbooks may be added to the collection if they provide the best or only source of information on a subject, or to complement an existing area with another perspective.

Selection Criteria

Library materials are selected on the basis of informational, educational, cultural, and recreational value. These materials are selected in compliance with the mission and goals of the Library. The following general criteria are also

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used in selecting materials for addition to the collection:

- 1) Importance and value to the collection and library users
- 2) Significance, timeliness or permanence of subject matter
- 3) Public demand/anticipated need
- 4) Local interest
- 5) Cost and budgetary constraints
- 6) Authority, accuracy, and artistic quality
- 7) Relevance/suitability of physical format
- 8) Representation of diverse points of view
- 9) Reputation or qualifications of the author, creator or publisher
- 10) Value of the resource in relation to its cost
- 11) Availability from approved vendor
- 12) Attention of critics and reviewers, award winners, or inclusion in bibliography
- 13) Availability from reciprocal libraries
- 14) Reviews of material from unbiased and education/professional sources, such as, but not limited to, Publisher's Weekly, School Library Journal, Library Journal, Kirkus Reviews.

Reviews from professional and popular media are a major source of information about new materials. Standard bibliographies, indexes, book and media lists by recognized authorities, including best seller lists, and the advice of competent people in specific subject areas also may be used.

Withdrawal of Materials

The collection is reviewed and revised on an ongoing basis to meet contemporary needs. Collections are current and popular, not archival, nor are materials needlessly duplicated. Materials that are worn, damaged, outdated, duplicated, no longer accurate, and no longer used may be removed from the collection. The professional staff of the library, under the general direction and supervision of the Library Director, will be solely responsible for the withdrawal of materials.

Responsibility for Selection

Final authority for the determination of policy in the acquisition of books and other materials is vested in the Library Board of Trustees. Responsibility for material selection within this policy and control of expenditure for materials rests with the Director. Selection decisions may be delegated to qualified staff members by the Director.

Reconsideration of Materials

Although materials are carefully selected, there can be differences of opinion regarding suitable materials. Whenever a patron objects to the presence or absence of any library material, the objection will be referred to the staff member(s) responsible for purchasing that material. The staff member or department supervisor will discuss the matter with the complainant. Requests for reconsideration may be made only by patrons and residents of Middlesex Borough, by completing a "Request For Reconsideration of Library Material" form which is available from the library. The completed form will be given to the Library Director for a written response. A decision will be made regarding the material within a reasonable amount of time, with written reasons for the decision conveyed to the patron. Appeals to the Library Director's decision may be directed only to the Board of Trustees for their final decision. While material is being considered, it will remain in the collection and in circulation.



1300 Mountain Avenue
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Middlesex Public Library Request for Reconsideration of Material Form

The Middlesex Public Library Board of Trustees has established a Collection Development Policy & Procedure for gathering input about particular items. Completion of this form is the first step in that procedure. If you wish to request reconsideration of a resource, please return the completed form to the Library Director. Completion and submission of this form DOES NOT guarantee inclusion/removal of the material in question from the collection. The Library only accepts reconsideration forms from Middlesex Borough residents. Final decisions will be made by the Library Director. Appeals to the Library Director's final decision may be made in the form of a written letter to the Board of Trustees. While material is being considered, it will remain in the collection and in circulation.

Date _____
Name _____
Address _____
City _____ State/Zip _____
Phone _____ Email _____

Do you represent **self**? ____ Or an **organization**? ____ Name of Organization _____

1. Resource on which you are commenting:

____ Book ____ Movie ____ Magazine ____ Audiobook ____ Digital Resource (ebook) ____ Newspaper
____ Other (please list type) _____

Title _____
Author/Producer _____

2. What brought this resource to your attention?

3. Have you examined the entire resource? If not, what sections did you review?

4. What concerns you about the resource?

5. Are there resource(s) you suggest to provide additional information and/or other viewpoints on this topic?

6. What action are you requesting the Library consider?



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