

West Caldwell Public Library

Collection Development Policy

Mission Statement

The mission of the West Caldwell Public Library is to nurture and build community by providing access to materials that foster life-long learning, a love of reading, and a spirit of exploration for all.

Collection Development Philosophy and Goals

The West Caldwell Public Library affirms support of the First Amendment to the Constitution of the United States of America. The Library also endorses the following American Library Association statements:

[ALA Library Bill of Rights](#)

[ALA Freedom to Read Statement](#)

[ALA Freedom to View Statement](#)

[ALA Access to Information, Services and Networks](#)

[ALA Privacy](#)

[ALA Libraries: An American Value](#)

[ALA Code of Ethics](#)

Collection Development Policy Objectives

The purpose of the West Caldwell Public Library 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 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 Materials will regularly be weeded from the collection based on the following criteria: outdated or superseded infrequent use, physical condition, and relevance.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

The authority and the responsibility for the selection of library materials is delegated to the Library Director by the Board of Trustees and, under their direction, to the professional staff who are qualified for this activity by reason of education, training and experience.

The professional staff contributes to the development of patron-oriented collections by:

- Engaging in open, continuous two-way communication with library patrons and recognizing that individuals have different ways of expressing their needs based on age, language, economic status, culture, or other characteristics
- Handling all requests equitably
- Working in partnership with one another to understand and respond to community needs
- Understanding and responding to rapidly changing demographics, as well as societal and technological changes
- Recognizing that materials of varying complexities and formats are necessary to satisfy diverse needs of library users
- Balancing individual needs and broader community needs in determining the best allocation of collection budget for acquiring or providing access to materials and information
- Seeking continuous improvement through ongoing measurement (collection development audits)
- Reviewing the collection on a regular basis to identify areas of community interest that may need to be strengthened

Criteria for Selection

Materials will be selected to meet the informational, educational, and recreational needs and interests of the 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).

The following collection development sources may be utilized in the selection process.

1. Library Journal
2. Publisher's Weekly
3. School Library Journal
4. Newspaper Book Review
5. Baker & Taylor Bibliographic File
6. Library Holdings
7. VOYA
8. Social Media
9. Miscellaneous sources as appropriate

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.

Self-Published Books Policy

The Library welcomes the opportunities that self publishing methods offer local authors. We receive requests from out of area and local authors to add their self-published books. Typically, these works have not received reviews in standard published sources (Library Journal, Booklist, Kirkus) and may not meet the criteria that the Library normally sets for inclusion in its collections.

The library would like to support local authors while maintaining the standards needed in the permanent collections and have subsequently set specific guidelines for inclusion of self-published materials. Authors wishing to contribute books to the library must meet the criteria listed below:

Selection Conditions:

- Authors must be New Jersey residents, or the book must take place in New Jersey or otherwise demonstrate a strong local interest.
- Each book must be approved by a librarian before being accepted .
- Books will not be purchased at patron request unless they have been reviewed in standard sources.

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- Patrons may donate copies of authors' self-published books. These will be evaluated in accordance with the Library's gift policy and are not guaranteed inclusion in the collection.

Gifts/Donations

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

Reconsideration of Material

Patrons (anyone) may submit a Request for Reconsideration of Library Material form, which is available at the Library or online. The Library Director or an appointed designee will review the request and reply within 30 days of receipt of the request. The item in question will not be removed from the shelf during the reconsideration process. If the complainant is not satisfied with the decision, he or she may then appeal in writing to the Board of Trustees. The decision of the Board is final.

Adopted by the West Caldwell Library Board of Trustees April 20, 2022

REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS West Caldwell Public Library

Please return the completed form to the Library Director for request of reconsideration of Library materials.

Name _____

Date _____

Address _____

City _____

State and Zip _____

Email _____

Phone _____

Do you represent yourself? Organization? Name of organization _____

Material on which you are commenting:

Book DVD Display Magazine Library Program Audio

Newspaper Electronic information/network (please specify)

Other _____

Title _____

Author/Producer _____

1. What brought this material to your attention?

2. Have you examined the entire material?

