

# FRANKLIN LAKES LIBRARY COLLECTION DEVELOPMENT POLICY

## GOALS:

The Franklin Lakes Public Library collection development policy aims to provide a framework for creating and maintaining a collection of resources that implement the library's overall mission statement. The term "Resources" includes:

1. Print and non-print materials are available in the Franklin Lakes Public Library.
2. Resources in other libraries or locations to which the library may achieve access through interlibrary loan or a similar resource-sharing process.
3. Electronic database retrieval sources.

Expanding areas of knowledge, changing social values, technological advances, and cultural differences require flexibility, open-mindedness, and responsiveness in selecting and evaluating all library resources. The library will acquire, make available, and encourage the use of resources in all media to assist individuals in pursuing educational objectives, intellectual and emotional growth, the enjoyment of leisure time, and practical solutions to daily problems. Selection of the appropriate format of materials is often as important as the fundamental decision to acquire or not to acquire. Furthermore, the library strives to anticipate the future needs of the community. The library will acquire:

1. Source materials and thoughtful interpretations that document and illuminate the past.
2. Contemporary materials represent various viewpoints of current interest and possible future significance, including materials that reflect current conditions, trends, and controversies.
3. Materials designed to increase the individual's ability to function effectively as a productive member of society.
4. Materials that provide a meaningful aesthetic experience stimulate the imagination and increase the individual's potential for creativity.
5. Materials, including the experimental or controversial, extend the individual's capacity to understand the world in which they live.
6. Materials that entertain and enhance the individual's enjoyment of life.

The library's resources for young people shall be aimed at meeting the diverse recreational, cultural, and informational needs of that segment of the population from infancy through adolescence. Materials included will provide enjoyment, stretch the imagination, cultivate a love of books and reading, stimulate creative abilities, supplement study, and provide an awareness of the broad spectrum of moral and social values. Materials that vary in format, content, and level will be selected to meet wide-ranging interests and demands, help young people understand their development, and prepare them for informed participation in society.

The inclusion of current media materials reflects the wholeness of a library's entire collection, fulfilling the informational and recreational needs of the public.

In almost every subject area, media productions enrich the personal enjoyment and understanding of a topic.

#### ACCESS:

The Board believes that censorship is a purely individual matter. While an individual is free to reject materials for personal use of which they disapprove, they cannot restrict the freedom to read to others. Free and convenient access to the world of ideas, information, and creative experience is vital to every citizen today.

Therefore, the Franklin Lakes Public Library incorporates the Library Bill of Rights and the Freedom to Read Statement of the American Library Association as part of this policy. These statements are extended for the purpose of this policy to include materials in any format.

#### RESPONSIBILITY FOR THE SELECTION OF LIBRARY MATERIALS:

The authority and 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 because of education, training, and experience. Suggestions from staff members (other than those officially assigned the selection responsibility) and library users are encouraged and seriously considered in the selection process.

#### CRITERIA FOR SELECTION:

Materials are evaluated as a whole and not based on a particular section or sections. Materials will not be excluded from the Library's collection because they present an aspect of life honestly or because of frankness of expression. Wherever possible, a balanced perspective on a controversial subject will be attempted.

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 material's value to the community's informational needs. In other instances, the criterion may be substantial demand.

The selection criteria stated in this policy apply to purchased and donated materials.

#### GENERAL CRITERIA:

1. Relevance to community.
2. Potential and/or known demand for material.
3. Relative importance compared to existing materials in the collection on the same subject.
4. Quality of writing, design, illustrations, or production.
5. Timeliness and/or permanence of material.
6. Suitability of subject, style, format, and reading interest level for the intended audience.

7. Reputation of the publisher or producer; authority and significance of the author, composer, filmmaker, etc.
8. Published and staff reviews.
9. Availability and accessibility of the same material in BCCLS libraries.
10. Price.

#### SPECIFIC POLICIES FOR PRINTED MATERIALS:

1. Local history materials, which are often in high demand, will be purchased in multiple copies. New Jersey and materials will be limited to popular historical accounts, folklore, travel, biography, science, and business. Still, generally not genealogical materials.
2. Textbooks are generally not purchased unless they have reference value and are well-known works. (i.e., editions)
3. The library remains open to considering materials that are presented in new formats in response to changing technology.

#### GIFTS AND MEMORIALS:

Gifts of books and other materials are accepted with the understanding that they may be used or disposed of as the Library determines is appropriate. New titles acquired in this manner are subject to the basic standards of selection. Replacements and duplicate copies are added to the collection if needed. Donated materials not needed by the Franklin Lakes Public Library may be discarded, given to another library or organization, or sold at the library's book sale. The cost of processing 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. The following are not accepted as gifts:

1. Reader's Digest or other condensed books.
2. Textbooks.
3. Magazines or Newspapers
4. Damaged (including, but not limited to, smelly, insect-infested, water-logged, stained) materials of any kind.

#### REPLACEMENT OF LIBRARY MATERIALS:

A replacement is an item purchased to replace a volume no longer in the collection. The library's policy is not to automatically replace withdrawn materials because of loss, damage, or wear. The need for replacement in each case is judged by answers to the following questions:

1. Does the title still meet the selection criteria?
2. Is the title still in demand? (Reading lists-Best seller list)
3. Is the title readily available through BCCLS or inter-library loan?

4. Is the title a recognized classic?
5. Would newer title(s) on the subject be of greater benefit to the library's collection?
6. Does the library own additional copies) in the same or other format?

#### WITHDRAWAL AND DISCARDING OF LIBRARY MATERIALS:

Out-dated, seldom-used, or shabby items remaining in the collection can weaken a library as surely as insufficient acquisitions. In time, such material characterizes the collection, overshadowing newer and more useful purchases. These items will be “weeded from” the collection.

As a rule of thumb, the Library will not retain non-fiction with a publication date over ten years unless the work and the particular edition are recognized classics and/or appear in standard bibliographic sources or on school reading lists.

With few exceptions, the Franklin Lakes Public Library is not a center for historical research, and thus, its collection will not contain comprehensive subjects, authors, or collections. Seldom-used materials, those that have not been borrowed within the previous two to three years, will be withdrawn.

#### **PROCEDURES FOR RECONSIDERATION OF LIBRARY MATERIALS**

The Franklin Lakes Library recognizes that there may be materials that could be considered controversial or offensive by some patrons. Selections are not and will not be made based on any anticipated approval or disapproval but solely on the merits of the works in relation to the collection's building and serving the users' diverse interests.

The Library recognizes that censorship is a purely individual matter and declares that while anyone is free to reject for themselves any library material that they do not approve of, they cannot exercise this individual right of censorship to restrict from others the freedom to read or view.

The responsibility for the reading or use of library materials by children rests with their parents and legal guardians. Selection of library materials will not be inhibited by the possibility that books may inadvertently come into the possession of children.

If a Franklin Lakes resident challenges materials, the following procedure will be implemented:

1. The library staff will treat the complaint with dignity and courtesy;
2. The staff will provide the complainant with a “Request for Reconsideration of Library Materials” form upon which a formal complaint shall be obtained;
3. The completed and signed form citing the complaint and/or objections will be forwarded to the Library Director for review;
4. The Library Director will respond to the complainant within two weeks after consideration of the Library’s materials selection policy;
5. If the person or group registering the objection is not satisfied, a direct meeting with the Library Director will be arranged;

6. If the complainant still feels the problem has been dealt with inadequately, a final appeal to the Board of Trustees will be made. The Library Director will notify the Board of the case details before a full hearing is scheduled.

## **ADDENDA**

[Request for Reconsideration of Library Materials](#)

[Library Bill of Rights](#)

[Freedom to Read Statement](#)

[Freedom to View Statement](#)

[Declaration for the Right to Libraries](#)

[The First Amendment](#)

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