



## COLLECTION DEVELOPMENT POLICY

### STATEMENT OF PURPOSE

The purpose of this policy is to inform the public, guide professional staff, and outline the principles and criteria for selecting, retaining and discarding resources (print, non-print and electronic). The policy should assist the staff in building collections that are responsive to the community's educational, informational and recreational needs, while meeting the mission, roles and goals of the Ridgewood Public Library (RPL). RPL's collections reflect the many needs and interests of the Ridgewood community, regardless of age, economic status, race, creed, political persuasion, or physical or mental limitations.

### MISSION

The Collection Development Policy of RPL falls under the umbrella of the following Mission Statement:

The Ridgewood Public Library is dedicated to providing information, education, culture and inspiration. We encourage our community to pursue lifelong learning and the enjoyment of books, programs and resources in a variety of formats and languages. We strive to offer the best possible library materials, staff, technology and facility, with ready and equal access to residents of all ages and nationalities.

### INTRODUCTION

The collection contains materials that provide Ridgewood residents with equitable access to information and materials for lifelong learning, enrichment and enjoyment.

RPL strives to collect materials representing different viewpoints, while recognizing that some materials may be considered controversial and may offend some users. Inclusion of questionable language or viewpoints in materials is not in itself a reason to exclude them from the collection. Materials should not be proscribed or removed because of partisan or doctrinal disapproval. Materials that represent only one point of view may be selected to provide necessary alternatives to other materials. The existence of a particular viewpoint in the collection is not an endorsement of that particular point of view, but an expression of RPL's adherence to the principles of intellectual freedom.

In selecting books and materials the library subscribes to the principles in the First Amendment to the United States Constitution, the Library Bill of Rights adopted by the American Library Association, the Freedom to Read Statement of the ALA and the American Book Publisher's Council, and the People's Rights to Libraries Statement of the New Jersey Library Association.

The Board of Trustees delegates the development of the collection to the Director, while the overall collection development process for RPL involves a wide variety of individuals from the selectors to department managers to individual staff, including the Director.

### SCOPE OF COLLECTION

The scope of the collection refers to the range and types of materials selected including the formats offered and the level of difficulty. The scope is as broad as possible to allow for the maximum possibility of free expression and free access to ideas. **The RPL collection will focus on materials with popular, contemporary appeal as well as those with permanent local historical value in a wide variety of formats from print to digital.**

## **Selection Guidelines**

The "Selection Guidelines" relate to the library's goals and objectives. Staff should keep the following in mind when recommending titles for selection. However, an item need not meet all considerations to be acceptable.

- Consider the identified, expressed or anticipated needs and interests of individuals in the general community.
- Consider the quality of content, such as timeliness, accuracy, literary merit, illustrations, indexes and bibliographies.
- Include different viewpoints, values, philosophies, cultures and religions whenever possible. Selections will not be made on the basis of any assumed approval or disapproval.
- Select a broad range of materials in all subject areas.
- Attempt to balance the collection with in-demand, current interest titles. (RPL may purchase multiple copies of specific authors and/or in high demand current interest titles.)
- Assess the significance in relation to library resources already available, including the ready availability of more than 5 million titles within the Bergen County Cooperative Library System.
- Utilize standard selection sources recognized by librarians to identify materials to be purchased.
- Utilize specialized knowledge of staff.
- Consider the reputation and/or significance of author, publisher and/or producer.
- Select a variety of reading and comprehension levels based on community needs.
- Provide a wide variety of formats to meet differing needs of individual patrons.
- Maximize the effectiveness of the available materials budget.
- Strive to develop a collection that complements the curriculum of area educational institutions but does not duplicate curriculum materials in use by educational institutions or home-schooled students.
- No attempt shall be made to provide textbooks, but those which can be used for general informational purposes and materials supporting school curricula may be acquired, providing that they meet the standards of this selection policy.
- Consider patron requests within the overarching principles of selection.
- Assess the quality of binding and physical suitability for library use.
- Self-published or print on demand materials, especially by local authors, may be purchased by RPL. The library uses the same criteria for purchasing these items as it does for other materials.

## **STANDARD SELECTION SOURCES**

Standard selection sources used to identify items for purchase may include:

- Professional journal reviews: Preference is given to positive reviews published in Booklist, Library Journal, School Library Journal, New York Times Book Review, Criticas, Video Librarian, and other nationally recognized, library-oriented journals.
- Standard collection tools and recommended lists prepared by professional organizations and specialized vendors.
- Evaluative bibliographies in specialized areas.
- Lists such as "top 100", publishers' announcements, and similar sources.
- Award lists and "notable" and "recommended" lists published by professional associations.

## **FORMATS**

The library acquires materials in a variety of formats. Selection within a format follows all general selection principles. The library monitors the development of new formats and trends and uses the principles of selection to decide the appropriate time to add them to the collection. The library also monitors the declining use of a particular format.

When that format is discontinued, the existing collection will continue to circulate until no longer useful. The Collection Development Committee reviews the addition and/or discontinuation of formats on an annual basis.

## **ACCESS TO THE COLLECTION**

The library collection is accessible to all Ridgewood residents and BCCLS members. Most material is available for loan and the rest is available for in-house use. [For specific loan rules, see the Circulation policy.] In addition to in-house computers, patrons may find the library's holdings through the library's online catalog. The library also subscribes to a variety of proprietary databases covering a wide variety of subjects.

## **PRESERVATION**

The library's facility and budget do not accommodate extensive conservation and preservation activities for most materials. Reasonable attempts will be made to keep valuable material in the collection through cleaning, mending and repair. Other preservation efforts may include the transfer of information between formats to preserve the content when copyright allows. The general collection is not archival. No extraordinary efforts are made to retain or preserve last copies or out-of-print titles.

## **ANNUAL MATERIALS ALLOCATION**

The materials budget is recommended by the Director and approved by the Library Board of Trustees as a portion of the library's total budget. Factors used to determine the specific allocation for each area may include:

- Statistics based on usage by category
- Average cost of items in each category
- Number of items lost or withdrawn in an area
- Average circulation for each item by category
- Level of development for the category as determined by staff
- User requests in the area
- Start-up costs of new collections
- Replacement projects in given areas of the collection as required.

Areas that have not been sufficiently funded in the past, or areas that are totally new may receive extra funds at the discretion of the Director. The percentages may fluctuate from year-to-year depending on funding, target areas of the collection, and the library's goals and objectives.

## **GENERAL COLLECTION STATEMENT**

It is the function of RPL to provide books and materials for all ages, from preschool to maturity. Collections are selected to provide pleasurable reading for reading's sake and to provide information in all topics which are of interest. The library emphasizes books, periodicals, audio-visual and digital materials that stimulate imagination and learning, foster a love of literature, and provide information in readily accessible formats. Accuracy, literary and artistic quality are important criteria. Basic collection areas are as follows:

**Fiction**--The fiction collection consists of retrospective and current titles of general fiction including short stories, genre fiction, large print, young adult, graphic novels and paperbacks.

**Nonfiction**--The library seeks to maintain a well-rounded and balanced collection of nonfiction materials for the lay reader and to support patrons in their everyday life. Highly specialized or materials for college courses will not be purchased. The collection is designed to cover broad areas of knowledge and interest, including both basic works of permanent value and timely materials on current issues.

**Periodicals and Newspapers**--The periodical and newspaper collections supplement the book and non-print collections by providing up-to-date information, covering current topics not yet available in other print media, and presenting a more concise treatment of a subject than is usually found in books. Emphasis for magazines is placed on

popular titles, business needs and a representative sampling of other topics. The collection is also used by the staff for selection and professional development.

**World Language**--The library maintains collections of non-English materials aimed at meeting the recreational and information needs of an increasingly diverse population within Ridgewood. The non-English collections serve native speakers as well as students. Resources include both print and non-print circulating materials. The collection also includes materials which aid in learning English as a second language (ESL). The development of the non-English collection will be determined by demographics, patron requests, circulation statistics, and language needs assessments.

**Audiobooks**--The audiobook collections include literature and popular fiction and nonfiction. Unabridged editions are preferred. The collection also contains language instruction resources, study courses, and spoken performances.

**Compact Discs (CDs)**--The music CD collection consists of original, unedited works. The collection emphasizes current popular material from all genres.

**Downloadable Audiobooks, E-Books, and E-Video**--The library provides patrons access to audio and electronic books (e-books) through a BCCLS consortium, Overdrive/Libby. The items are accessible through the library's online catalog. The collection emphasis is on adult fiction, but adult nonfiction and children's titles are also available. The library may also subscribe to e-audio and e-video services that provide curated collections for library users. These services have been assessed by the library staff using the same criteria as the general collection.

**DVDS**--The adult collection of DVDs contains a broad selection of entertainment, informational, and instructional videos. The emphasis of the collection is on popular materials. In addition, the collection is balanced with classic movies, independent films, foreign films, and nonfiction educational and documentary titles.

**Reference**--The library recognizes the importance of maintaining a Reference collection to benefit the citizens of Ridgewood. This collection consists of books, periodicals and online resources that provide a comprehensive research collection that reflects the diverse interests of the community. Special reference collections include business and investment, careers and job search, ESL, and genealogy and local history.

### **BOLGER HERITAGE CENTER for Local History & Genealogy**

This collection was established to contribute to the community's knowledge about the history of Ridgewood, Bergen County, and New Jersey. The BOLGER HERITAGE CENTER supports individuals, organizations and businesses by providing specialized research assistance and ready access to information and images found in directories, documents, family histories, local newspapers, maps, photographs, postcards, recordings, scrapbooks and yearbooks. Much of the material is archival. The Bolger Heritage Center also records interviews with Ridgewood residents of note.

Bolger Heritage Center materials may be viewed in the library or, when feasible, online.

## **RELATED SERVICES**

### **Interlibrary Loan**

An interlibrary loan is a transaction in which RPL obtains materials directly from another library on behalf of a patron, or another library borrows materials from RPL on behalf of its patron. An interlibrary loan is a service that supports the mission of the library by providing enhanced access to library materials and information. The purpose of interlibrary loan is to obtain materials which would not ordinarily be purchased by the library and to provide material from the collection to other libraries.

RPL patrons in good standing may request items not found in RPL or other BCCLS library collections through interlibrary loans. The Interlibrary loan program is both a public service and an integral element in the collection development process. Staff may consider purchasing an item, in lieu of requesting it through ILL, if the material is requested frequently and deemed appropriate for selection within the guidelines described in this collection development policy. Postage and handling charges may apply if the item is sourced outside of the BCCLS system.

## **GIFTS AND DONATIONS**

RPL gratefully accepts donations of gently used materials. The library staff will select materials for the library's collection from donated items according to the library's selection guidelines. Items that are not added to the collection are added to book sales and are not returned to the donor.

No conditions may be imposed relating to any gift, donation, or memorial either before or after its acceptance by the library. Upon request the library will provide a receipt as to the number and format of items donated. The library cannot determine the value of donations.

Donation of monetary gifts, memorials, and commemorations to the library are a thoughtful way to remember a special person or occasion and to help build the library's collection. Donors may suggest subjects or titles to be acquired with their donation, but the library reserves the right to make the final decision. Upon request a special gift plate identifying the donor and/or the person being memorialized and/or honored is placed in the material purchased and the individual is notified by the library.

## **DE-SELECTION OF MATERIALS**

The staff reviews the collection continually to keep it responsive to patrons' needs, assess it for deficiencies (gaps), ensure its usefulness to the community and make room for newer materials. Titles may be weeded (withdrawn), retained, updated, rebound, reclassified or duplicated as justified by need. In general, weeding follows guidelines set out in the **CREW\*** (Continuous Review, Evaluation, and Weeding) Manual which includes:

- Physical condition
- Frequency of circulation
- Currency of information and the availability of updated material
- Permanent value to the collection, such as a classic book or an item of historical value
- Unnecessary copies or the presence of similar materials in the collection.
- Space to house the item
- Discontinuation of format

Inclusion of questionable language or attitudes, or a perception of factual inaccuracy, are not necessarily criteria for de-selection. Withdrawn materials may be sold at book sales. Reference materials retaining informational value may be transferred to the circulating collection, or offered to other libraries or nonprofit organizations within the community.

## **RECONSIDERATION OF MATERIALS**

Requests for reconsideration concerning library materials/programs can be submitted by Ridgewood residents to the Director in writing on the form approved and prescribed by the Library Board of Trustees. Reconsideration Form can be accessed by request of library director in person or via email: [lsteinbacher@ridgewoodlibrary.org](mailto:lsteinbacher@ridgewoodlibrary.org).

Upon receipt of the form, a committee composed of the Director, at least one staff member, and at least one member of the Board of Trustees shall then be asked to completely read (or hear or view) the material in question and discuss it from the standpoint of the criticism made. When the material has been so reviewed, the committee shall make a report to the Board of Trustees for final determination. The library will make every effort to respond to the request within 10 business days. Reconsideration of materials may only be initiated by a Ridgewood resident.