

## **Collection Development Policy**

Adopted by the Palisades Park Library Board of Trustees May 4, 2023

### **Mission**

The mission of Palisades Park Public Library is to provide the diverse community with a free center for reading, accessing information, and lifelong learning. By offering reading materials, technology access, programs, and services– the library presents opportunities to access information, enjoy leisure time, and to connect with the community.

### **Purpose**

The purpose of the collection development policy is to serve as guidelines for the director and staff in the selection of materials, ongoing management, and reconsideration of materials in the collection. It is also to inform the public about the principles upon which selection and maintenance to the collection is made.

### **Support for Intellectual Freedom**

The Palisades Park Public Library is dedicated to 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 Associations Bill of Rights, and Freedom to Read statements. The library provides an impartial environment in which individuals and their interests are brought together with ideas and information spanning the spectrum of knowledge and opinions.

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 parents or legal guardians who may restrict their 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.

### **Objectives**

The library collection is developed and managed to meet the informational, educational, and recreational needs of Palisades Park residents. The library staff builds and maintains a patron-oriented collection by anticipating and responding to needs and expectations of the diverse community. Collection decisions are made especially with the following in mind:

- Provide resources and material for lifelong learning
- Select materials and formats based on the community's needs and interests
- Include works of literary and cultural merit, or enduring value
- Embrace diversity, equity, and inclusion

## **Responsibility for Selection**

Ultimate responsibility for materials selection rests with the Director who works within the framework of policies as established by the Board of Trustees. The Director supervises and delegates the selection of materials to librarians and professional staff. Professional staff members are encouraged to consult librarians for assistance.

## **Selection Criteria and Scope**

Materials are selected for the collection with the needs and interests of the community we serve in mind at all times. The selection of materials is limited by the library budget and space constraints. The library budget is divided by resource type into various budget lines: periodicals, books, programs, computers, and AV materials. This includes fiction and nonfiction books, study aids, periodicals, reference materials, DVDs, video games, and access to digital materials through the use of eBCCLS and other digital platforms. The book budget is distributed among: adults, children, teens, Korean language, and Spanish language.

### General Criteria:

- Relevance to community needs and interests
- Cost and suitability of physical form for library use
- Suitability of subject and style for intended audience
- Attention by critics, reviewers, and awards eligibility
- Requests by library patrons
- Relation to the existing collection and to other materials on the subject
- Fills a gap or need within the collection
- Availability elsewhere within the BCCLS consortium
- Relevance and use of the information
- Authenticity of history or social setting
- Representation of diverse points of view
- Consideration of the work as a whole
- Authority, clarity, currency, and objectivity

### Recommended Reviewing Sources:

- Library Journal & School Library Journal
- Kirkus Reviews
- Booklist
- Other websites and notable reviews: Publishers Weekly, Shelf Awareness, Bookmarks Reviews, New York Times Book Review, Goodreads

A wide range of other materials are available through the Bergen County Cooperative Library System (BCCLS). Consult BCCLS.org for further information about the other individual libraries that are part of the consortium.

The Library does not purchase textbooks for curriculum support to the local school district or local universities.

### **Patron Suggestions**

Suggestions for the collection are welcomed and will be considered using the aforementioned selection guidelines. Due to budget and space constraints the library cannot purchase or add all requested materials. For such requests the library offers Interlibrary loan service through both BCCLS and JerseyCat.

### **Gifts and Donations**

The Palisades Park Public Library welcomes gifts of cash or checks. Checks should be made out to The Palisades Park Public Library. Unrestricted monetary gifts will be used at the discretion of the Library Director and/or the Library Board in accordance with the Library's mission statement or any other relevant planning documents.

The library does not accept book or periodical donations due to hygiene, labor, and space constraints.

For other donation inquiries relating to art, equipment, furnishings, etc., or for monetary gifts exceeding \$500 please contact the Library Director to discuss the appropriate steps.

The library reserves the right to refuse any gift(s).

### **Collection Maintenance and Weeding**

The regular withdrawal and replacement of items is necessary to maintain an up-to-date, attractive, and useful collection. The Director and the professional staff have the authority and responsibility to maintain the collection through removal of materials no longer suitable for the collection due to low circulation, accuracy, or worn appearance.

Materials will not be withdrawn because of controversy.

Withdrawn materials may be added to the library book sale with proceeds going back to the library, donated to a book redistributor, or recycled.

**Reconsideration**

Requests for reconsideration concerning library materials can be submitted by Palisades Park residents to the Library Director in writing on the form approved by the Library Board. [Click or print here.](#)

Upon receipt of a formal written request, the Director and two other professional staff members will review the material in question. After reviewing the information, the Director will respond within ten business days in writing by email or regular mail to the resident who initiated the request for reconsideration.

**Policy Revision**

The collection development policy will be reviewed periodically and revised as needed by the Library Director and the Library Board of Trustees.