

MILLVILLE PUBLIC LIBRARY

Materials Selection Policy

(adopted October 8, 1996)

(revised February 13, 2001; revised November 13, 2007)

I STATEMENT OF MISSION

The purpose of the Millville Public Library is to put books, other media, and information into the hands of people that their lives may be enriched.

To carry out its mission the library will organize these materials to provide easy access, offer guidance in the use of these materials and participate in the New Jersey Library Network, the South Jersey Regional Library Cooperative and Cumberland Libraries United Electronic System.

II. COMMUNITY ANALYSIS

Millville is a diverse community of 26,000 people. It includes people of various racial and ethnic origins. The population spans all age groups and levels of learning.

III. RESPONSIBILITY FOR SELECTION

Responsibility for selection of books and other materials rests with the Library Director who operates within the framework of policies determined by the Board of Trustees.

The Library Board of Trustees adheres to the philosophy expressed in the American Library Association's Library Bill of Rights and the Freedom to Read Statement. Copies of these documents are appended to policy.

IV. OBJECTIVE IN MATERIALS SELECTION

It is the policy of this library to maintain an up-to-date collection of standard works in all fields of knowledge that are of permanent value, plus timely materials on current issues and items in current demand.

- A. Criteria: Each type of material must be considered in terms of its own merit and intended audience. All selections, both purchases and gifts, must meet some of the following criteria:
1. Appeal to the interests and needs of individuals in the community.
 2. Permanent value as source material or interpretation.
 3. Vitality and originality of thought.
 4. Contemporary significance.
 5. Artistic excellence.
 6. Entertaining presentation.
 7. Accuracy and objectivity.
 8. Suitability of physical form to library use.
 9. Should support formal education for the students and residents of Cumberland County.
 10. Should reflect currentness in all divisions particularly in the areas of social science, careers, science, technology and general reference.
 11. Skill, competence and purpose of the author.

12. Relations to other materials and existing areas of coverage in order to maintain a well-balanced collection.
13. Technical quality in selection of non-book material.

- B. REVIEWS: Reviews in professionally recognized periodicals are a primary source for materials selection. Standard bibliographies, booklists by recognized authorities and the advice of competent people in specific subject areas will be used.
- C. REQUESTS: All requests from patrons for specific titles or subject requests will be considered. Whenever there is enough demand or interest in a title or subject, an item with unfavorable reviews may be purchased unless it is completely without literary or social value, or the subject in question is already adequately covered by better materials.
- D. SPECIALIZED MATERIALS: Specialized materials of limited community interest will not ordinarily be purchased. Referral to other library collections and interlibrary loan will be used to supply patrons with these materials. Supplementary materials for students and information for specialists are provided in a limited number of fields, the library taking cognizance of and avoiding unnecessary duplication in subject areas which are the special prerogative of other community resources.

IV. REPLACEMENT AND MAINTENANCE

The library keeps its collection vital and useful by retaining or replacing essential material, and removing on a systematic and continuous basis those works which are worn, outdated, of little historical significance or no longer in demand.

V. GIFTS

The library is grateful for gifts, and its collection has been enriched greatly by many fine donations it has received. In accepting gifts, however, the library reserves the right to evaluate them in accordance with the same criteria of selection applied to purchased materials and to decide whether they should be added to the collection. No conditions may be imposed relating to any gift after its acceptance by the library. When the library receives a cash gift, the selection of the materials purchased will be made by the Director. The selection is based upon the wishes of the donor and the needs of the library. Whenever a gift is no longer needed, it will be disposed of in the same manner as material purchased.

VI. MAINTAINING THE COLLECTION

In addition to developing the collection through selection of new publications, the existing collection is periodically reviewed to determine the need for strengthening certain areas, for updating older editions, for purchasing additional copies of popular titles.

Materials which are no longer useful according to the principles of the material selection policy are weeded from the collection. Worn-out materials of continuing value are replaced or rebound.

Criteria for weeding include:

1. Material that is out-of-date.
2. Material that is in poor physical condition
3. Material that is not being used.
4. Duplicate copies after the initial demand is over.

VII. SPECIAL COLLECTION

The library may maintain in special collections in closed stacks

- (a) items of local historical value or interest
- (b) books by local authors (local defined as meaning Millville or neighboring towns)
- (c) books of aesthetic importance – fine printing, beautiful illustration, or binding
- (d) books of value due to early imprint date
- (e) **high demand/high risk materials which are frequently not returned or are lost from the collection (adopted February 13, 2001).

These books will be cataloged and available to responsible adults on request to librarian for use in the library.

**A deposit of \$20.00 per item is required at the time of circulation and is held until the item is returned. The designation of those items requiring a deposit is determined by the library's collection development committee and the Library Director. (Effective March 1, 2001)

VIII. CITIZEN COMPLAINTS

In the event of a complaint about a specific book, or a request for withdrawal of a book from the shelves, the librarian on duty is to

- (a) be courteous and calm
- (b) ask complainant to fill out a form – “Citizen’s Request for Reconsideration of Library Materials:
- (c) tell him the complaint and the book will be handed over to the Library Director and the Book Selection Committee of the Board of Trustees for reconsideration.

X. RESTRICTED MATERIALS

At the discretion of the Director, certain materials may be put on closed stack. Those under 18 years of age may borrow these materials only with written permission of parent, guardian or guidance counselor.