

## Materials Selection and Collection Development Policy

### Policy Statement

The Montclair Public Library recognizes the informational, educational, and cultural needs of our community are diverse and desire a collection that reflects the many needs and interests of the Montclair community, regardless of age, economic status, race, creed, political persuasion, or physical or mental limitation.

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### Regulations

1. The goal of selection is to provide collections that meet the informational, educational, and recreational needs of the customers in the library's service area.
2. The library upholds the following principles of service:
  - A. Provide open, free, non-judgmental access to collections and services regardless of age, gender, sexual orientation, race, ethnicity, disability, language proficiency, and social or economic status.
  - B. Support intellectual freedom and promote the dissemination of a wide range of ideas and information representing a variety of viewpoints.
  - C. Create an inviting environment with a broad selection of timely materials that encourages customers to encounter the rich diversity of ideas on which our democratic society depends.
3. The scope of the collections encompasses materials with popular, contemporary appeal as well as those with permanent, historical value in a wide variety of formats from print to digital. The library also provides collections to support a wide audience including the needs of specific populations such as children, teens, adults learning to read, world language readers and those with disabilities. The library has some distinguishing features within its collections that guide the emphasis for collection development:
  - A. Main Library collection
    - i. The Main Library collects and serves as a central resource center for research resources and backlist titles.
    - ii. The Main Library also collects materials for specialized collections such as literacy materials, English as a second language (ESL), world language, and local history.
  - B. Bellevue Avenue Branch collection

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- i. The Bellevue Avenue Branch focuses on popular materials. The emphasis is on collecting current, timely materials to satisfy popular demand rather than creating comprehensive collections intended for in-depth research.
- C. Digital collection
  - i. The Library provides electronic resources via databases and streaming/downloadable content providers. Some resources are not selected by the Montclair Public Library but through the content provider.
- D. Mobile collection
  - i. Materials selected for outreach purposes will focus on popular, current, timely materials to satisfy popular demand.
4. Selection of materials is legally the responsibility of the Board of Trustees.<sup>1</sup> However, the Board has delegated that authority to the Library Director and the Library staff, who shall operate within the framework of policies determined by the Library Board of Trustees. Under the director's guidance, a staff of librarians with professional education and training selects materials in accordance with the principles and practices of collection development. The Library Director, in conjunction with staff, will promulgate Guidelines to follow in the management of the collection.
5. There are general criteria of quality of content, and suitability and sustainability of format, taken into consideration for selections; however, each item within the collection is given individual consideration for selection in terms of its own merit, demand, popularity and the audience for whom it is intended.
6. The Library will select, organize, and make accessible materials in a variety of formats, reading and comprehension levels, and languages which:
  - A. Promote and facilitate lifelong learning.
  - B. Provide information about all aspects of human experience.
  - C. Document and illustrate the past.
  - D. Nourish intellectual and creative growth.
  - E. Broaden experience and understanding.
  - F. Explore current issues, trends, and controversies, providing a balance of viewpoints.
  - G. Enhance job-related knowledge and skills.

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<sup>1</sup> N.J.S.A. §40:54-12

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- H. Inform business and professional practice.
  - I. Foster achievement, productivity, and economic development in the community.
7. The library monitors advances in print and digital publishing, as well as future trends and the emergence of new formats, and adjusts the emphasis within collections to reflect the changing times.
  8. The library identifies and acquires materials in a number of ways:
    - A. Librarians identify materials for potential purchase through print and digital selections and reviewed titles in professional journals.
    - B. Librarians may elect to automatically purchase periodic new editions of specific titles and the newly published titles from authors with perennial appeal.
    - C. The library may accept gift donations of materials which meet the same criteria as purchased materials. See *Gifts and Donations* policy (MGT-5).
    - D. The library may accept commemorative requests that are identified with a commemorative bookplate, and integrated into the appropriate collection. See *Gifts and Donations* policy (MGT-5).
    - E. The library provides the opportunity for resident customers with a valid Montclair Public Library card to request purchase of materials not owned by the library through the Item Request form available on the MPL web site.
      - i. Librarians can purchase a requested item of popular interest under \$50.
      - ii. Requests for items over \$50 should be considered only if they fit within collection development guidelines for the specific area.
  9. The library attempts to collect materials on a wide range of subjects but may be unable to meet every need with on-site materials.
    - A. Duplication of titles is essential in meeting the public demand for best-sellers and other heavily used materials. The library does not duplicate every title, however, nor can it duplicate specific popular titles in sufficient quantities to fill every request immediately given budget constraints and the necessity of meeting other collections needs. As a general rule, librarians purchase one (1) copy of in-demand print titles for every five (5) demands for that title.
    - B. For school assignments which cannot be satisfied with the library's collection, a librarian can provide a *School Assignment Letter* available on the MPL website that indicates the reasons for the unfulfilled request.

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- C. The library participates in consortia and networks to obtain access to information sources and services it cannot provide on its own. As part of these services, customers can borrow print materials from other libraries to fulfill their information needs. See *Interlibrary Loan* policy (INF-6).
10. The library does not purchase academic textbooks because, generally, students need textbooks for a lengthy period of time that would exceed the library's loan and renewal periods.
11. The library keeps its collections vital and useful by retaining and replacing essential materials, and by removing on a systematic and continuous basis those works that are obsolete, worn, outdated, of little historical significance, or no longer in demand.
12. Items discarded may be replaced based on a number of factors which may include:
  - A. Popularity and demand.
  - B. Relevance, significance, and uniqueness.
  - C. Reputation of the author, illustrator, or others involved in its creation.
  - D. Connection to the Montclair community.
  - E. New or better alternative materials on the subject.
  - F. Number of copies owned and age of the title.
13. The library does not replace items on a one to one ratio; As the needs of the community change, so do the materials in the library.
14. The library selects materials and organizes its collection to facilitate customers in making choices about the materials that are appropriate for them. The Library does not restrict access to resources based on the age of the user, location of the item in the library, or third-party rating or classification.
15. Any resident who objects to the presence or absence of a work may complete the *Statement of Concern Regarding Library Resources* form available at library service desks. These concerns will be addressed according to the *Reconsideration of Library Resources* policy (MGT-7).
16. The Montclair Public Library endorses the American Library Association's Library Bill of Rights and interpretations and will strive to adhere to the principles therein.