

**Bernardsville Public Library**  
**Library Collection Development, Deselection, and Reconsideration**  
**Policy**  
C- Collection

*Amended January 17, 2023*  
*Adopted January 20, 2004*

Library books and materials are selected to meet the educational, informational, health, cultural, and recreational needs of the local community.

The inclusion of a book or material in the library's collection does not in any way constitute an endorsement of its content or ideology. Some works on certain subjects may not meet the approval of all members of the community. In order to fulfill the Library's public obligation and organizational mission, controversial works may be included in the collection.

**Criteria for Selection of Materials**

Selection of materials is based on one or more of the following:

- Potential use and interest in the community
- Popular appeal
- Importance of the subject to the balance of the collection
- Long-term value
- Literary and artistic recognition
- Accuracy of information
- Authority of author and publisher
- Scarcity of material on the subject
- Importance and inclusiveness of the material to diverse individuals
- Accessibility of material in other libraries
- Format
- Reviews from professional library, literary, and educational sources
- Cost of item

Requests for specific materials will be given consideration. If it is determined by the director or other designated staff that the material does not meet the criteria for selection, every effort will be made to obtain the required book or material through inter-library loan. Donated books will be reviewed with the same criteria as materials for purchase. The library may or may not be able to receive donations of books or other materials at the discretion of the Executive Director.

**Selection of Materials for Youth**

Youth materials are selected with the same criteria outlined above. The law and library affirm that it is the role of the parent, and not library staff, to supervise the use of library materials of minors in their care. Library staff are not responsible for withholding materials or information or from any minor.

**Textbooks**

It is not the library's specific mission to provide textbooks, but a book will not be excluded because it is a textbook. Some textbooks may be available through inter-library loan. Many colleges and universities offer textbook reserves for courses within their institution.

**Maintenance of the Collection**

All parts of the collection will be reviewed, weeded, and added to as possible by the Executive Director or designated staff.

Information used to make decisions about removing a title from the collection includes:

- Review of usage information such as circulation reports
- Physical condition, including shelf wear and disc markings
- Library holdings compared to professional bibliographies and recommended purchase lists for communities and individuals the library serves
- Currency of the item
- An item's popular appeal
- Importance of the material or format to diverse individuals
- Recommendations from professional resource lists by library science publications
- Data from collection analysis applications

Withdrawn books and materials may be donated to the book sale or will be discarded.

**Reconsideration of Library Materials**

Complaints concerning the content of material will be given formal recognition when the complainant completes and submits a Request for Reconsideration form, which is available at the circulation desk. Concerned individuals are encouraged to seek understanding of the library's collection development process and the vast diversity of opinions, experiences, and needs in our community. Reconsideration determinations from the Board are final.

Final authority for the determination of policy in the acquisition of books and other library resources is vested in the Library Board of Trustees. Responsibility for book selection and deselection within this policy and expenditures for materials rests with the Executive Director.

## **The ALA Library Bill of Rights (2022)**

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019.

Inclusion of "age" reaffirmed January 23, 1996.

*Please leave this section blank.*

Date of submission:

Date of next regular public Library Board of Trustees meeting:

Address lies within the Borough of Bernardsville: Y / N

**Please note: The Bernardsville Public Library does not assume responsibility for the activities of minors using the library's offerings or spaces. Minors are in the care of their parent(s) or guardian(s). The Bernardsville Public Library does not operate *in loco parentis* of any individuals. The library does not restrict access to materials based on personal request.**

### REQUEST FOR RECONSIDERATION FORM

*Incomplete or electronic submissions will not be reviewed. The library has computer stations and printers available for printing. Kindly consider addressing your concern to the Executive Director before using this form.*

Name:

Date:

Address:

Telephone:

Email address:

Organizational affiliation:

Role or title in organization:

Material or service in question:

Format of material (book, electronic database, DVD, etc.):

Is the material or service a part of a series?
Date of publication or library service:

In the previous year, have you requested the reconsideration of any other materials or services provided by the Bernardsville Public Library? Y / N

Are you the Executive Director of the Bernardsville Public Library? Y / N

Are you a member of the Board of Trustees for the Bernardsville Public Library? Y / N

Have you read or viewed the material question in its entirety? Y / N      N / A

Have you used or participated in the service or program in question? Y / N      N / A

Have you read the library's Collection Development and Deselection Policy and accompanying Reconsideration Regulation? Y / N

Do you request that this material shall be removed from the library or that this service completely cease as a part of library operations? Y / N

If not, what would be your ideal outcome in this process?

Have you already discussed your concern with the Executive Director? Y / N

Please outline your complaint or request. Please be as specific as possible in citing passages, images, dangers, or publications that address this material or service.

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Signature

Date