

# Wanaque Public Library Collection Development Policy

*Adopted by Wanaque Public Library Board of Trustees February 2016*

The goal of Wanaque Public Library is to provide a balanced collection that meets informational, recreational needs of our community. Materials are selected on a wide range of subjects, philosophies and points of view, representing a diversity of views and expressions, for library patrons of all ages. Library users make their own choices as to what they will use based on individual interests or concerns. The responsibility for a child's use of library materials lies with the child's parent or guardian.

The authority and responsibility for the selection of library materials is delegated to the Library Director by the Board of Trustees and further delegated to professional and paraprofessional staff who are qualified and trained in collection development. Final authority for the determination of the policy for selection and acquisition of all library materials is vested in the Board of Trustees in accordance with new Jersey Revised Statutes 40:52-12.

**Selection criteria:** Selection criteria for all materials, whether purchased or donated, include:

- a. Relevance to community needs
- b. Level of current or potential demand for material
- c. Relative importance in comparison with existing materials in the collection on the same subject
- d. Quality of writing, design, illustrations, or production
- e. Timeliness and permanence of material
- f. Suitability of subject, format, and reading interest level for the intended audience
- g. Reputation of the publisher, and/or authority and significance of the author
- h. Reviews by professional organizations and other readers

There is no single standard that can be applied in all cases. Materials are evaluated as a whole, and not solely on any one particular criteria. **Material will not be excluded from the collection because it represents one aspect of life honestly, or in its frankness of expression. (re-word)**

**Maintenance of collection:** Library staff review items in the library's collection on a regular basis, to ensure that our materials continue to meet patrons' needs. Items that are worn, obsolete, superseded by newer material or unnecessarily duplicated may be removed. It is the responsibility of the library staff to assess and review the need for replacing materials that have been damaged, destroyed, or lost. Decisions will be made based on a combination of need, demand and budget.

**Gifts:** Space is limited in the library, so we can only accept small amounts of donated materials at a time. Items donated to the library are subject to the basic standards of materials selection. Gifts of books and other materials are accepted with the understanding that they will be handled and disposed of at the Library's discretion.

The Library does not provide monetary evaluations of donated items, but at the donor's request, the Library will provide a written statement acknowledging the date and the quantity of donated items.

**Request for Reconsideration:** Library patrons who request review of an item that is on the Library's shelf will be referred to the Library Director. After discussion with the Library Director the patron will be given the **Materials Reconsideration Form (is that the correct title)**

**Appendix B: Wanaque Public Library**  
**Request for Reconsideration of Material**

DATE: \_\_\_\_\_

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

TELEPHONE NUMBER \_\_\_\_\_

EMAIL \_\_\_\_\_

Are you a resident of Wanaque Borough?       YES     NO

Do you have a Wanaque Public Library Card?       YES     NO

Have you read, viewed, or listened to this item in its entirety?     YES     NO

Please cite specific passage(s) or pages to which you object:

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What brought this work/material to your attention?

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Please explain why you object to the above cited passage(s) or pages:

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*For library use:*

*Request received by* \_\_\_\_\_ *Date* \_\_\_\_\_