

UPPER SADDLE RIVER COLLECTION DEVELOPMENT POLICY

A. MISSION OF THE UPPER SADDLE RIVER LIBRARY

The Upper Saddle River Public Library (hereinafter “Library”) was formed pursuant to New Jersey state law in 1913. The Library is dedicated to providing information, education, culture and inspiration to the residents of the Borough of Upper Saddle River (hereinafter “Borough”). We encourage our community to pursue lifelong learning and the enjoyment of books, programs and resources in a variety of formats. We strive to offer the best possible library material, staff, technology and facility for all Library patrons.

The inspiring vision for Upper Saddle River Library focuses on a future in which the Library is at the center of the community. ***Upper Saddle River Library: the heart of our community***

Our mission guides us in the choices we make for services and policies as well as in the way we interact with our community and community members. ***Upper Saddle River Library inspires lifelong learning, creates possibilities and strengthens our community.***

B. PURPOSE OF THE COLLECTION DEVELOPMENT POLICY

The Upper Saddle River Library serves as a major resource to provide information, education, guidance, enjoyment and cultural opportunities to the citizens of the community. The Upper Saddle River Library is a center for voluntary inquiry and the dissemination of information and ideas. It is the purpose of this policy to ensure intellectual freedom for all users, and to expand and enhance library collections in appropriate formats to provide information of high quality and to meet the varied needs of the community. It is also the purpose of this policy to comply with the New Jersey Freedom to Read Act in order to provide curation standards, establish removal criteria and protect against censorship. In support of this goal and these values, the library acquires, organizes and provides access to a wide variety of information, materials and services which help to fulfill the intellectual, educational, social, cultural, community information and recreational needs of all residents.

The Upper Saddle River Library affirms its support of the First Amendment to the Constitution of the United States. This policy complies with and supports the New Jersey Freedom to Read Act (FRTA) which can be found here: <https://www.nj.gov/education/standards/ftra.shtml>

The Upper Saddle River Library also endorses the following American Library Association statements:

ALA Library Bill of Rights <https://www.ala.org/advocacy/intfreedom/librarybill>

ALA Freedom to Read <https://www.ala.org/advocacy/intfreedom/freedomreadstatement>

ALA Freedom to View <https://www.ala.org/advocacy/intfreedom/freedomviewstatement>

ALA Access to Digital Resources and Services

<https://www.ala.org/advocacy/intfreedom/librarybill/interpretations/digital>

ALA Privacy <https://www.ala.org/advocacy/privacy>

ALA Code of Ethics <https://www.ala.org/tools/ethics>

B. RESPONSIBILITY AND CRITERIA

Responsibility for Collection Development

The ultimate responsibility for the selection of materials resides with the Library Director who operates within the framework of policies and guidelines determined by the Upper Saddle River Library Board of Trustees. However, the Librarians are the professionals trained in collection development and have, by this policy, been granted the authority by the Board to use their professional training and judgment in collection development.

The Director accepts recommendations from the Library's professional librarians as well as other staff members according to individual areas of expertise, specialization, interest and demand.

The selection of materials is targeted to meet the needs and interests of the community. The Library's main function is to provide books as well as other formats or technologies for all ages and reading levels in order to meet these needs and interests. The selection of materials may also consider the Library's ability to draw on the shared resources of the BCCLS consortium.

Requests for purchases of current materials may be made by members of the public at the Library or online. Requests will be considered using professional selection standards and the same selection criteria used for other Library materials. The Library may accept gifts/donations of materials in accordance with the Upper Saddle River Library Gift and Donation policy and such are subject to the discretion of the Library Director and must meet the selection criteria of this policy.

Selection tools

Professional staff may consult the following recognized collection tools: Library Journal, Booklist, New York Times Book Review, School Library Journal, and VOYA for selection of new materials. Other resources that may be employed include, but are not limited to, publishers' and booksellers' catalogs, inspection of materials during sellers' visits to the library or at professional conferences, trade shows and retail outlets. National newspapers, general-interest magazines, local publications, broadcast media and other reputable Internet sources may also be consulted. Good judgment is the keystone for the ultimate addition of any new purchase.

Selection Criteria

The Library selects materials for its collection in accordance with generally accepted guidelines to create the best possible collection within its resources. The Library makes every attempt to represent a variety of points of view on current and historical issues. The Library does not sanction particular beliefs or views, nor is the selection of any given item equivalent to an endorsement of the creator's viewpoint. In selecting materials for the Library's collection, Library staff will use the following:

General criteria:

- Appropriateness to Library's purpose and goals
- The extent to which the item supplements, expands upon, or supports the existing collection
- Relevance, quality, audience appropriateness, format, cost, timeliness, availability elsewhere, anticipated community needs, space/resource constraints
- Digital resource criteria include but not limited to: ease of use, licensing, system requirements, quality vs. alternatives and long-term accessibility

Work's Excellence:

- Comprehensiveness of treatment, including breadth and depth
- Physical quality of material
- Authority, accuracy, and accessibility of presentation
- Currency of information
- Reputation and significance of creator, publisher, or issuing body

Significance:

- Local or national significance
- Subject matter and scope
- Long-term or historical significance or interest
- Popular interest and anticipated use
- Scarcity of material on the subject

Diversity:

- Relevance to the cultural experiences and contributions of diverse populations
- Need for materials reflecting diverse viewpoints
- Offering of language materials reflective of the population and reading preferences of the community

Textbooks are not part of the Library's collection and are excluded from this Collection Development Policy.

The criteria for selection of children's and young adult materials will reflect the same criteria described above. Professional subject area librarians will make selections for these collections to meet the intellectual, recreational and developments needs and interests of these populations.

The resources of the library are available to all members of the public and may be borrowed by any individual possessing a valid library card. Selection of adult materials will not be limited by the possibility that these materials may come into the possession of young people. In upholding the Library Bill of Rights the library believes that it is the responsibility of parents and guardians to determine what is appropriate for their children's viewing and reading.

C. EVALUATION, WEEDING AND REPLACEMENT

Evaluation:

The Library maintains an ongoing collection evaluation program to measure the current needs of the community and to anticipate future needs for materials. Assessment tools may include reports on circulation and availability, statistical reports, user suggestions and comments. The Librarians review materials on an ongoing basis and the review criteria include: relevance, condition, duplication, newer editions and demand.

Weeding:

Criteria for withdrawal of items will be similar to those used for selection, reflecting that withdrawal of items is a different facet of the same continuous process. An active, on-going weeding program is essential in maintaining a visually inviting, accessible, up-to-date, and relevant collection. The professional librarian staff will evaluate the collection using these guidelines in conjunction with professional judgement. Periodicals shall be retained for no more than three years from the current date. Newspapers shall not be retained for more than three months from the current date.

Replacement:

Materials that have been lost or withdrawn through the weeding process will not be automatically replaced. The decision to replace may be determined by availability of current or updated content. Each item must again meet the original selection criteria.

Weeding and Withdrawal criteria:

Usage/age

- Materials with obsolete content
- Materials which are infrequently used
- Materials that have no anticipated use
- Older editions
- Works containing information which has been superseded or presented in newer, more comprehensive, or more accessible formats
- Materials on transitory topics of interest
- Materials in out-of-date formats

Physical condition

- Broken bindings
- Marked pages
- Yellowed pages
- Format (small print, poor quality illustrations, poor binding, etc.)
- Mold/Unpleasant odor/stained/dirt
- Broken media

Value/quality

- Incorrect or outdated information
- Dated subject matter
- Materials which are incomplete sets
- Availability of other materials on the subject
- Biased or discriminatory terminology or views
- Cost of replacement
- Historical importance

Additional considerations for weeding fiction:

- Duplicate copies of a title
- Items that have not circulated
- Series that are missing titles
- Older single title authors
- Short story collections by lesser known authors
- Lesser books by classical authors

Additional considerations for weeding nonfiction (MUSTIE):

- M - Misleading; factually inaccurate
- U - Ugly: book is worn and torn, in disrepair
- S - Superseded by a newer edition, i.e. travel books
- T - Trivial; of no real discernible value
- I - Irrelevant to the news and interests of the community
- E - Elsewhere available; interlibrary loan

Availability:

- Consideration will be given to whether the material is available elsewhere in the BCCLS system

D. CONTROVERSIAL MATERIALS

The Upper Saddle River Library selects material using established criteria and full consideration of the varying age groups and backgrounds of our customers. Requests for removal of items from the collection may be made using the formal procedure outlined below. Any challenged library material remains within the public library and available for a resident to reserve, check out, or access until there is a final decision by the review committee.

Individuals with a vested interest must use the library's Request form, list their name and address on the form, and must specify which sections of the library material the individual objects to and an explanation of the reasons for the objection. A separate form must be submitted for each request. An individual with a vested interest is defined to include any resident of Upper Saddle River or Bergen County.

Upon the receipt of a properly completed form, the Board of Trustees will appoint a review committee consisting of :

- The President of Board of Trustees or another Board member designated by the President;
- The Library Director or another librarian designated by the Library Director;
- The Head of circulation or a non-librarian staff member familiar with the library materials designated by the Head of Circulation;
- A representative selected by the Board of Trustees;
- A resident serviced by the public library selected by the Board of Trustees, provided the resident selected is not the individual who submitted the form;
- Any additional members the Board of Trustees deems necessary.

The **review committee** must:

- Review the challenged materials.
- Report in writing its recommendations to the governing body on whether to remove the library material within 30 business days from the date of receiving the form.
- Provide a copy of the report to the individual with the vested interest who filed the form.

Subsequent to receiving the report of the review committee, the Board of Trustees will:

- Review the committee's report and make a final determination on whether the material is to be removed from the public library or limited in use. The Board of Trustees shall provide a written statement of reasons for:
 - Removal, limitation, or non-removal of a library material; and
 - Any final determination that is contrary to the recommendations of the review committee; and
 - Provide that the library material that has been shall not be subject to a subsequent challenge for at least five years.

In accordance with FTRA, this policy prohibits the censorship of library materials. Materials may not be removed from the collection due to origin, background, or views of the library material or the author/creators of the material.

Approved Board of Trustees 11.17.2021

Amended Board of Trustees 02.16.2022

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