CHERRY HILL PUBLIC LIBRARY
COLLECTION DEVELOPMENT POLICY

This Collection Development Policy sets forth goals and guidelines for librarians charged with maintaining the collection of the Cherry Hill Public Library (CHPL).

In curating this collection, CHPL’s goals are to support lifelong learning for the community, and to establish the equitable provision of recreational reading, viewing, and listening materials.

Library materials include but are not limited to the following: all licensed and/or owned books, audio recordings, databases, periodicals, films, software, and personal devices.

Collection management decisions are influenced by the needs of the Cherry Hill community, critical reviews from professional publications, budget funding, space consideration, and the availability and accessibility of alternative information resources.

Library staff is guided by a sense of responsibility to past, present and future, seeking to collect materials of enduring value as well as those meeting contemporary needs. CHPL will maintain a balanced collection which reflects a wide variety of subjects and viewpoints. The Library does not consider it necessary or desirable to acquire all materials on any one subject.

Use of Library Materials

Library materials will not be marked or identified to show approval or disapproval of the contents. No catalogued material will be sequestered except for the express purpose of protecting it from injury or theft.

Responsibility for children’s reading or listening material rests solely with their caregivers and legal guardians. Selection will not be inhibited by the possibility that materials may inadvertently come into the possession of children.

In serving the needs of a diverse community, CHPL recognizes that certain materials may be controversial and/or offensive to individual patrons. Selections will be made based on the broad merits of the work, keeping in mind the varied interests and needs of library patrons throughout our community.

The Library Bill of Rights of the American Library Association (ALA) and the ALA Freedom to Read Statement are guiding professional documents for the collection development choices made by staff at CHPL.

Guidelines for Selection
CHPL cooperates with other libraries in the exchange of materials through its inter-library loan (ILL) service, and does not seek to unnecessarily duplicate local collections and/or services.

The Library will not acquire textbooks or other curriculum-related materials except as such materials also serve the general public.

Legal, technical, scientific, academic, and medical works will be acquired only to the extent that they are useful to the layman.

The Library acknowledges a particular interest in state (New Jersey), regional (South Jersey and Greater Philadelphia area), and local (Cherry Hill) history and will acquire such materials if they meet the standard of selection.

The Library selects materials in the medium that is most appropriate to their efficient use. Some materials may be obtained through licensed online access as opposed to ownership.

In certain circumstances the same work may be acquired in more than one format. For example, the library may purchase a sound recording as well as a print copy of a book.

Older print issues of periodicals are discarded based on a schedule, according to space limitations. Issues of a particular historical significance may on occasion be held in the Archives.

**Inter-Library Loan**

Inter-library Loan (ILL) is not a substitute for collection development but is meant to expand the range of materials available to library users beyond the limits of CHPL’s collection.

Typically, new materials cannot be obtained through ILL and will instead be considered for purchase.

ILL may not be used for any title that is currently on order or owned by CHPL unless the copy is determined to be missing or lost.

**Suggestions for Purchases from the Public**

The Library welcomes input from the public concerning collection materials. Suggestions can be offered in person, by telephone, by email, in writing, and through our website. All suggestions will be reviewed by collecting librarians. Patrons may follow up on their request but should not expect a regular reply due to high volume.

**Reconsideration of Existing Library Materials**

Patrons who wish to request the reconsideration of library materials should complete the Request for Reconsideration of Library Materials Form appended to this policy.
Upon receipt of a formal written request, the Director will discuss the matter with the appropriate professional staff in a timely manner. In making their decision, the Director will contact the patron in writing (by letter or email at requester’s preference) with the final decision unless the request was made anonymously.

If unsatisfied with the decision, the patron may request a hearing before the Board of Trustees. The Board will then determine whether the request for reconsideration has been handled in accordance with stated policies and procedures of the Cherry Hill Public Library. On the basis of this determination, the Board may vote to uphold or override the decision of the Director. The Board’s decision will be final.

Requests to remove or move materials might be reported to the American Library Association Office of Intellectual Freedom.

**Donated Materials as Gifts**

The Library gladly accepts donations of materials such as (but not limited to) books, CDs, audiobooks, DVDs, and video games. Staff will evaluate and manage donations in accordance with the criteria applied to purchased materials. Gifts of materials which do not accord with the Library’s objectives and policies will not be added to the collection. Donated items may be sold or transferred by the Library.

No conditions may be imposed relating to any donated materials after acceptance by the Library.

**Maintaining the Collection**

Librarians are expected to use their best judgment to remove items from the collection that are no longer suitable. The decision to remove library material may be based on (but not limited to) the accuracy of the factual content, condition of material, frequency of checkouts, necessity for space, and its contemporary place within its subject matter or the world of literature.

October 26, 1994
Revised October 2004
Revised July 2014      Approved September 2014
**Revised September 2021**
September 2021 Policy Changes Summary
Policy has been updated, edited, and condensed for clarity. No substantial changes were made to official procedures or guidelines as outlined in the 2014 version.

July 2014 Policy Changes Summary:
• Policy name changed from “Book Selection” to “Collection Development”
• All mentions of “books” have been changed to “material” to reflect the diverse mediums of the collection (such as movies, audiobooks, dolls, and magazines).
• Most of the policy has been edited and reformatted for clarity of purpose and intent while retaining the majority of the original passages and sentences.
• Definitions:
  o Added “Selection also refers to the decision to retain or remove current materials in the collection.”
• Guidelines for Selection:
  o #2 “The Library will not acquire textbooks” replaces “does not attempt”.
  o #3 “Legal and medical work will be acquired” expanded to include technical and scientific works that are useful to the layman.
• Suggestions for Purchases from the Public
  o Entire section added to clarify policy regarding accepting patron requests for material purchases.
• Reconsideration of Materials:
  o Added “Requests to remove or move materials may be reported to the American Library Association Office of Intellectual Freedom.”
  o Added “All requests and decisions (with requester information redacted) will be made available upon request at the Reference desk in the Reading Room.”
• Donated Materials as Gifts:
  o Retitled from “Gifts”
• Maintaining the Collection:
  o Expanded to clarify explanation for adding and removing material from the collection.
CHERRY HILL PUBLIC LIBRARY

Request for Library Materials Reconsideration
This form is for CHPL cardholders only.

TITLE: ________________________________________________________________

AUTHOR/DIRECTOR/CREATOR: __________________________________________

FORMAT (e.g. book, movie, magazine): ________________________________

I would like this item to be:

_____ moved from its current location to another part of the library.

_____ removed from the library’s collection.

Have you read or viewed the material in its entirety?   Yes _____   No _____

What are your concerns or objections to this material?
(Please be as specific as possible. Use examples and citations if necessary. Attach additional pages as needed.)

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Have you read The Cherry Hill Public Library Collection Development Policy? (This is the policy regarding the selection of library materials.)

_____ Yes _____ No (If not, we can provide you with a copy.)

Anonymous requests for reconsideration are accepted. By remaining anonymous, we will be unable to contact you directly with a resolution to the request.

Copies of material consideration decisions will be kept at the Reading Room Reference Desk and will be made available upon request. Names of cardholders will be redacted.

Name: ____________________________________________________________

Organization (if applicable): ________________________________________________

Address: __________________________

City/ State/ Zip Code: ______________________________________________________

Email: ____________________ Phone: __________________________________________

Signature of Requester __________________________ Date _______________________

Received by Staff Member __________________________

Date __________________________

The library is a public institution and it is subject to the requests through the New Jersey Open Public Records Act.

Cherry Hill Public Library
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