

## CHERRY HILL PUBLIC LIBRARY COLLECTION DEVELOPMENT POLICY

### **Purpose**

The Cherry Hill Public Library collection development policy fulfills two important functions:

- First, to provide goals and guidelines to librarians that will assist their judgment in making material selections to the collection;
- Second, to outline the collection development process for the public as well as offer a brief overview of librarian principles and ideals.

The major goals of the collection development policy are the advancement of knowledge; the education and enlightenment of the people and the community; and the provision of recreational reading, viewing, and listening.

### **Definitions**

The term “library materials” as it may appear in this policy have the widest possible definition; every form of permanent or licensed material is to be included such as (but not limited to) books, audio recordings, databases, newspapers, magazines, films, software, and personal devices.

Selection decisions are influenced by the needs of the Cherry Hill community, critical reviews from reputable sources, budget funding, space consideration, and the availability and accessibility of alternative information resources. These decisions are made with the awareness of the diverse needs and interests of the individuals who use the Library which is balanced against the strengths and weaknesses of the collection.

Selection also refers to the decision to retain or remove current materials in the collection.

### **Implementation of Policy**

Final responsibility for collection development rests with the Director of the Library. At their discretion, the Director can delegate the authority to interpret and implement this policy in making day-to-day material selections and management. Any questions in the interpretation of this policy will be referred to the Library Director for final deliberation.

### **Objectives**

The primary objective of collection development shall be to collect materials of contemporary significance and of permanent value. The Library is guided by a sense of responsibility to past, present and future in adding materials that will enrich the collection and maintain an over-all balance. The Library also recognizes an immediate duty to make available materials for enlightenment and recreation, even though such materials may not have enduring interest or value. The Library will select materials that provide a balanced collection which recognizes a wide variety of subjects, viewpoints and reading. The Library does not consider it necessary or desirable to acquire all materials on any one subject.

### **Duties of Librarians**

All staff members selecting library materials will be expected to keep the stated objectives in mind and apply their professional knowledge and experience in making decisions.

### **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 parents and legal guardians. Selection will not be inhibited by the possibility that materials may inadvertently come into the possession of children.

The use of rare and scholarly items of great value may be sequestered to the extent required to preserve them from harm.

The Library recognizes that certain materials may be controversial and that any given item may offend some patrons. Selections will be made solely on the merits of the work in relation to the building of the collection for the purpose of serving the interests of readers in the entire community.

The Library Bill of Rights of the American Library Association

[<http://www.ala.org/ala/oif/statementspols/statementsif/librarybillrights.htm>] and the Freedom to Read Statement of the American Library Association

[<http://www.ala.org/ala/oif/statementspols/ftstatement/freedomreadstatement.htm>] are guiding documents to the collection development choices of the Cherry Hill Public Library.

### **Guidelines for Selection**

1. The Library is cognizant of the purposes and resources of other libraries in the local area and shall not needlessly duplicate functions and materials. The Library cooperates with other libraries in the exchange of materials through its inter-library loan program.
2. The Library will not acquire textbooks or other curriculum-related materials except as such materials also serve the general public.
3. Legal, technical, scientific, academic, and medical works will be acquired only to the extent that they are useful to the layman.
4. The Library acknowledges a particular interest in state (New Jersey), regional (South Jersey and Greater Philadelphia area), and local history (Cherry Hill) and will acquire such materials if they meet the standard of selection.
5. 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 acquiring ownership of them.

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; films may be acquired in DVD and Blu-ray formats; music and spoken word recordings may be acquired in compact disc and digital audio formats.

Older print issues of serials such as newspapers and magazines are usually discarded and replaced by microform and/or online access, which saves space and serves the interest of preservation. Those serials that contain important illustrations are retained in paper form.

6. Because the Library serves a public embracing a wide range of ages, educational backgrounds, cultural diversity, and reading skills, it will always seek to select a variety of materials.

### **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. The ILL process interacts with the collection development process in two ways:

1. Titles not owned by the Library that a user wants to obtain through ILL are given to the designated librarian and considered for purchase.
2. Titles that have been considered for purchase but which are either unavailable or are not selected are referred back to the patron with a recommendation for ILL.

All ILL requests for recent published or created materials are considered for purchase. Extra consideration is given to requests for titles published within the last six months because it is unlikely that these will be available for ILL lending from other libraries.

Titles that have been requested by patrons and considered for purchase but which do not fit the scope of the collection (such as being overly niche interests, non-contemporary, or out-of print) are sent back to the patron with a recommendation for ILL.

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

### **Suggestions for Purchases from the Public**

The Library welcomes input from the public concerning materials selected or not selected for inclusion in the Library collection. These suggestions for purchases allow the Library to address patrons' needs that are not being adequately met by the collection. Suggestions can be offered in person, by telephone, by email, in writing, and through our website.

### **Reconsideration of Existing Library Materials**

Requests to remove or move materials shall be considered within the context of the principles affirmed in this document. Patrons who wish to request the reconsideration of library

materials shall complete the Request for Reconsideration of Library Materials Form appended to this policy. [link to form]

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.

The patron, if unsatisfied with the decision, 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 may be reported to the American Library Association Office of Intellectual Freedom.

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**

The Library gladly accepts donations of materials such as (but not limited to) books, CDs, Audiobooks, DVDs, and video games but reserves the right to evaluate and to dispose of them in accordance with the criteria applied to purchased materials. Disposal may include the sale or transfer of donated items. Gifts of materials which do not accord with the Library's objectives and policies will not be added to the collection.

No conditions may be imposed relating to any materials after its 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

## 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:*
  - Added “Selection also refers to the decision to retain or remove current materials in the collection.”
- *Guidelines for Selection:*
  - #2 “The Library **will not** acquire textbooks” replaces “does not attempt”.
  - #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*
  - Entire section added to clarify policy regarding accepting patron requests for material purchases.
- *Reconsideration of Materials:*
  - Added “Requests to remove or move materials may be reported to the American Library Association Office of Intellectual Freedom.”
  - 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:*
  - Retitled from “Gifts”
- *Maintaining the Collection:*
  - Expanded to clarify explanation for adding and removing material from the collection.