



## **NUTLEY PUBLIC LIBRARY COLLECTION DEVELOPMENT POLICY**

### **OBJECTIVES**

It is the primary objective of the Library to provide books and other materials and services to aid the public in the pursuit of education, information, pleasure, research, and the creative use of leisure time. It is the responsibility of the Library to satisfy, to the extent feasible, the diverse needs and interests of the community through the careful selection of library materials and to provide professional guidance in their use.

### **RESPONSIBILITY FOR MATERIALS SELECTION**

Ultimate authority for the materials selection policy lies with the Board of Trustees. Ultimate responsibility for selection of materials rests with the Library Director, operating within the framework of policies and objectives determined by the Library Board of Trustees. The Director may assign other staff members to share in the selection of library materials.

### **USE OF LIBRARY MATERIALS**

Library materials are not marked or identified to show approval or disapproval of the contents, and no book or other item is sequestered, except for the purpose of protecting it from injury or theft. Responsibility for the reading by children rests with their parent(s) or legal guardian(s). Selection of material for the collection is not restricted by the possibility that children may obtain materials which their parent(s) or legal guardian(s) consider inappropriate. No print or non-print holdings which meet the stated selection criteria will be removed from the shelves because of partisan, doctrinal, or personal disapproval. Such action would constitute an infringement of the rights of the community and the responsibility of the Library.

### **SCOPE OF THE COLLECTION**

Normally only those materials which are expected to be used by the members of the general public will be purchased by the Library. Textbooks are not ordinarily purchased by the Library except when they supply information in areas in which they are a good source of information on the subject. The interlibrary loan service is used to secure from other libraries those specialized materials which are beyond the Scope of the Library's collections. Inclusion of material in the Library collections does not in any way constitute an endorsement of that material or its contents.

## CRITERIA FOR SELECTION OF MATERIALS

The objective of selection is to collect materials that will inform, entertain, and contribute to the enrichment of mind and spirit. Competent reviewing media and basic lists of standard works are consulted as an aid in selection. Recommendations from the public are welcome. Basic to this policy are the Library Bill of Rights (adopted 1939, by the ALA Council; amended 1944; 1948; 1961; 1967; 1980; and 2019) and the Freedom to Read Statement (adopted 1953, by the ALA Council and the AAP Freedom to Read Committee; amended 1972; 1991; 2000; and 2004), to which the Library subscribes. The following criteria shall be considered in the selection of materials: authority and competence in presentation; importance as a record of the times; current popularity and demand; relation to the existing collection; relative importance in comparison, with other works on the subject; quality of content, format and price in relation to the Library's budget; need for additional or duplicate materials in the collections and physical limitations.

## ADULT FICTION MATERIALS

Fiction should contribute to the value of the Library's collections as a whole by representing all types and styles of literature, and should provide pleasure reading for recreation and creative use of leisure time. A variety of fictional works should be available to satisfy a broad spectrum of public taste. Works which represent an honest aspect of life are not necessarily excluded for frankness of expression.

## ADULT NON-FICTION MATERIALS

Information should be accurate and stated in a clear style, considering the nature and complexity of the subject. Works selected will include established titles by recognized scholars and authorities and titles which reflect current popular trends, but may include works of historical or other interest. To enable citizens to learn for themselves what is to be said for and against any issue, the Library will endeavor to maintain materials presenting all sides of controversial issues. An effort will be made to keep the collection as up-to-date as possible and to provide materials on all subjects of general interest.

## YOUNG ADULT MATERIALS

Materials for young adults should contribute to the Library's collection by representing a variety of styles. Both fiction and informational narratives for young adults will be considered based on all the criteria as mentioned above. An additional consideration in choosing materials for young adults is the reading level of the patrons served by the department. Those people between grades six and twelve are the primary users of the young adult collection, and their reading habits and abilities should be a primary concern in the selection of materials.

The young adult collection is viewed as a bridge from the children's collection to the adult collection, and should be selected based upon the library's desire to retain and attract young adult readers in a life-long continuum of library use. The selection of materials will not be inhibited by the possibility that a young adult's parent(s) or legal guardian(s) may consider them inappropriate.

## CHILDREN'S MATERIALS

The Library endorses the School Library Bill of Rights as adopted by the American Library Association insofar as it is applicable to public libraries.

It is the aim of the children's collection to provide materials that will 'encourage growth in knowledge and that will develop literary, cultural, and aesthetic appreciation. The individual needs, varied interests, abilities, socio-economic backgrounds and maturity levels of the children served are considered in selection.

Then principles stated in the adult materials selection policy are generally applicable to the selection of materials for children. In addition, literary and artistic worth, accuracy, clarity, and suitability of content and vocabulary to the age of readers should be considered. A balanced collection will be maintained in the children's collection as it is in the adult collection. No one moral, ethical, religious, or political point of view will be favored.

Responsibility for selections by a child rests with the child's parent or guardian. The selection of materials will not be inhibited by the possibility that children may obtain materials which their parents consider inappropriate.

## GIFTS

The Library welcomes gifts of books and other materials with the understanding that it will evaluate them in accordance with the criteria applied to purchased materials. Gift materials not needed for the collection may be given to another library or sold for the benefit of the Library or disposed of at the discretion of the Library. Library staff members are not experts in the value of donated materials. No appraisal of the cash value of donated materials will be made. The Library will provide a written acknowledgement of the number and types of materials donated.

When the Library receives a cash gift for the purchase of memorial books or other materials, the selection will be made by the Library staff in consultation with the donor. When requested or otherwise appropriate, the name of the donor or person memorialized will be entered on the book plate.

## WITHDRAWING MATERIALS

The same criteria will be used in withdrawing materials from the collection as in their acquisition. Materials no longer useful to the Library may be given to other libraries or sold for the benefit of the Library or may be disposed of at the discretion of the Library staff.

## COMPLAINT PROCEDURE

The Library will review decisions regarding specific materials upon written request in accordance with the procedures set forth in the *Request for Reconsideration of Library Resources Policy*. A form for this purpose is available at the reference desk. Written and signed complaints are to be given to the Director, who will consult with the material selector and re-evaluate the material in question. The patron will be notified of the results of the re-evaluation and, if not satisfied, may request the Library Board of Trustees to review the complaint. All decisions of the Library Board of Trustees are final.

Adopted 1986, revised 1993, and 2023  
Nutley Public Library  
Board of Trustees  
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