



COLLECTION DEVELOPMENT POLICY **SELECTION OF BOOKS AND OTHER MATERIALS**

PURPOSE

1. The intent of this policy is to guide the Director and staff in the selection, maintenance and withdrawal of materials and to inform the public/community about the principles upon which selection judgments are made. Since both the collection and the community are constantly changing, the policy will be reviewed for possible revision every five (5) years. The limitations caused by budgets, changes in population, commercial activities, technological innovations, collections of other institutions, crucial needs in certain areas at times, and other unforeseeable situations are definite factors to be considered and monitored.
2. The goal of the Roseland Free Public Library is to provide a well-balanced and broad collection of materials for all age groups, diverse types of material based on demand of patrons, and materials for the education and recreation of the community. This goal is augmented by the Library's membership in the Bergen County Cooperative Library System (BCCLS) which provides access to the collections of its member libraries via reciprocal borrowing and lending. Other requests for unique materials are obtained from JerseyCat, New Jersey's statewide interlibrary loan system.

BOOKS AND NON-BOOK MATERIAL

1. While this section refers primarily to books, the same criteria are to be applied to all books, pamphlets, periodicals, records, tapes, and other materials which are part of the Library's collection.
2. The criteria for selection of materials apply equally to both purchased and donated items.

AUTHORITY

1. Final authority for the determination of policy in the acquisition of books and related materials is entrusted to the Library's Board of Trustees.
2. Responsibility for the selection of materials within this policy and the control of expenditures rest with the Library Director.
3. The library is guided by the ALA Library Bill of Rights and Office of Intellectual Freedom. Furthermore, the American Library Association Code of Ethics directs librarians to "uphold the principles of intellectual freedom and resist all efforts to censor library resources."

CRITERIA FOR SELECTION

1. Literary quality of the book as a whole.
2. Permanent or timely value of the subject matter.
3. Educational, informational, or recreational value of the subject matter.
4. Authority and accuracy of the matter presented.
5. Author's reputation and significance as a writer.
6. Relation of item to the rest of the collection.
7. Significant needs of the Library's patrons and of the community.
8. Reputation of the publisher.
9. Format.
10. Price.
11. Opinions of others as expressed in such professionally approved sources as the Fiction Catalog, the Public Library Catalog, and the Children's Catalog; reviewing media such as Library Journal, Booklist,

Horn Book, School Library Journal; and various book lists published by the American Library Association, educational associations, and other libraries.

SUBJECT MATTER

1. In general, the Library will strive to provide a representative selection of books on all subjects of interest to its public.
2. The Library will not purchase books written solely to trade on a taste for sensationalism or which are purely pornographic in interest. However, serious, well-written works which present an honest aspect of life shall not be excluded because their frankness of language and situation may be offensive to some readers, or because they may not be suitable for all age levels.
3. Responsibility of the reading habits of children rests with the child's parent(s) or legal guardians. Selection by the library should not be inhibited by the possibility that books may inadvertently come into the possession of children.
4. Textbooks shall not be considered for purchase unless they fill a special need in the collection or are the best work available on a given subject.

REQUESTED PURCHASES

1. A patron's request for purchase of a specific title will be given consideration.
2. If an item meets the criteria stated in this policy's Subject Matter section, an effort will be made to purchase it and the requesting patron will be notified of its purchase.
3. If purchase is not possible, the Library will try to borrow this item for the patron from another library.

CHILDREN'S BOOKS

1. Standards applicable to adult books shall also apply to juvenile materials with an additional concern for material of a purely prurient nature.
2. Children's book selection is based on age recommendation, intended consumer recommendations and reviews sourced from educational and professional associations and publications.

OBJECTION TO SELECTION DECISIONS

Despite the careful selection of library resources and the qualification of those involved in the selection process, objections to library resources that are deemed offensive or inappropriate may occur. The Library recognizes that censorship is a purely personal matter and declares that while all individuals are free to reject materials which they do not approve, they cannot exercise the right of censorship to restrict the freedom of others to read.

In all instances the Library defends the principles of the American Library Association's Bill of Rights, Freedom to View and Freedom to Read Statements. Library materials which have been chosen according to the above principles of selection will not be removed from the Library's collection solely at the informal request of any individual or group.

REQUESTS FOR RECONSIDERATION OF LIBRARY MATERIALS

1. Any Roseland resident or library staff member with a current (non-expired) library card may request reconsideration of library materials to be withdrawn or reconsidered.
2. Requests for Reconsideration may be placed only by individual Roseland Library Cardholders. Organizations or groups are not eligible to file the Library's Request for Reconsideration of Library Materials forms on behalf of their members.
3. Persons with a complaint about library materials should state their concerns to a library staff member and submit their concerns in writing using the Library's Request for Reconsideration of Library Materials form. The library employee will explain the formal reconsideration process and provide the individ-

ual with a copy of the library's selection policy, reconsideration procedure and appropriate forms. If there is a complaint for several items, a separate form for each item must be completed.

4. The Director, or a library staff member designated by the Director, will review the Request for Reconsideration of Library Materials form(s) taking into consideration the Library Materials Selection Policy and review sources. The Director will respond to the patron in writing within thirty (30) days of the date of receipt of the completed Request for Reconsideration of Library Materials form(s).
 - a. Accompanying the decision will be copies of relevant reviews, the Library Materials Selection Policy, the Library Bill of Rights, and/or the Freedom to Read and Freedom to View statements. The Director will provide the Library Board with a copy of the completed Request for Reconsideration of Library Materials form(s) and the written response(s).
5. The decision of the Director may be appealed by the person submitting the Request for Reconsideration of Library Materials form(s) in writing to the Library Board within thirty (30) days after initial receipt of the Director's decision. The Board will evaluate in an open meeting the work according to criteria in the Library Materials Selection Policy within three Board meetings from the date the appeal is received. After the evaluation, the Library Board will notify the patron by mail of its decision. All decisions by the Board are final.
 - a. Until such review takes place and a decision is made, no removal or restriction of the questioned item(s) shall take place. Additional challenges to a title in which the Board of Trustees has made an appeal decision on will not be accepted for thirty-six months from the date of the prior initial Board decision.

MATERIAL MAINTENANCE/WEEDING

Weeding is selection in reverse and enhances the reputation and reliability of the collection. Discarding or weeding of materials is the best and most economical utilization of space.

1. The Board of Trustees of the Roseland Free Public Library authorizes the Library Director, or designee(s), to withdraw and dispose of Library materials in an orderly and legal manner
2. Materials may be withdrawn based on the following:
 - a. Condition - worn, damaged, or soiled items
 - b. Currency - materials containing obsolete or inaccurate information
 - c. Demand - items no longer used
 - d. The Library also follows guidelines as described in CREW: A Weeding Manual for Modern Libraries
3. Withdrawn Library materials will be disposed of accordingly:
 - a. Withdrawn materials will be made available to the Friends of the Roseland Free Public Library at their request.
 - b. Withdrawn materials will be made available to the public in a variety of ways.
 - In the Library building
 - Provided to local teachers and schools at their request
 - Distributed to various "little free libraries" or other book distribution sites
 - Other methods as available, approved by the Library Director
 - c. If the withdrawn materials cannot be used or donated, they will be recycled or discarded.

Approved December 5, 1988

Amended October 4, 1993

Reviewed March 1, 1999

Amended June 15, 2023

Amended December 19, 2023

Amended February 5, 2024

Roseland Free Public Library Board of Trustees

Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019.

Inclusion of "age" reaffirmed January 23, 1996.

Freedom to View Statement

The **FREEDOM TO VIEW**, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore these principles are affirmed:

1. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989.

Endorsed January 10, 1990, by the ALA Council

Freedom to Read Statement

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. *It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.*
2. *Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.*
3. *It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.*
4. *There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.*
5. *It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.*
6. *It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.*
7. *It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.*

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.