

**Policy Manual – Operating**

**COLLECTION DEVELOPMENT POLICY**

**MISSION**

The Parsippany Public Library inspires, informs, and engages people to promote a lifelong interest in library use and learning in a diverse community.

A variety of formats and technologies are used to provide:

- A wide range of current materials and programs
- Active involvement for people of all ages
- Greater interest in reading and library programs
- Support of the public's freedom of access to information and democratic institutions
- Timely, accurate, useful reference services to all those in pursuit of educational, business, and personal interests

**PURPOSE**

The purpose of the Collection Development Policy is to provide guidelines for the selection and acquisition of all library materials. Additionally, the policy provides a vehicle for the continuous evaluation of the library collection as a whole.

**PHILOSOPHY AND SCOPE OF THE COLLECTION**

The Library seeks to collect popular materials on a reading level suitable to the general public and in a variety of formats. Emphasis is placed on acquiring materials of wide-ranging interest that reflect a variety of perspectives. The library does not collect scholarly or highly specialized materials typically found in large college or university libraries.

Collections are not retained for archival purposes. Fiction and subject collections are routinely evaluated for retention.

The range of materials available to patrons is not limited to the holdings of the Library. Please refer to Reciprocal Borrowing and Interlibrary Loan.

**SCOPE OF THE MAIN LIBRARY**

The Main Library contains the core fiction and nonfiction collections for the Library system and includes material of an enduring nature as well as current-interest materials. Main Library collections include information in multiple formats and languages that represent the diverse viewpoints and interests of the community the library serves.

**SCOPE OF THE BRANCH LIBRARIES**

Branch libraries serve the needs of the communities in which they are located. Library staff regularly evaluates the collection to ensure its relevance. Collections of the branch libraries concentrate on materials of high interest and materials that support the Library's strategic goals.

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### **SCOPE OF THE ONLINE COLLECTIONS**

The online collection represents the diverse viewpoints and interests of the entire community the Library serves. This collection includes a citation and full-text databases, eBooks and other downloadable media, and instructional programs.

The online collections are provided by the Library as well as the Morris Area Information Network (MAIN) and the New Jersey State Library.

### **SCOPE OF CHILDREN’S AND TEEN COLLECTIONS**

The Children’s Services Department collects fiction and non-fiction materials on all topics for children from infancy to age 12.

The Teen Specialist collects books and multimedia materials of interest to ages 13-18.

### **SCOPE OF FOREIGN LANGUAGE COLLECTION**

The Library is committed to developing and maintaining a high-quality foreign language collection within budgetary and space limitations that addresses the needs and interests of its diverse and rapidly changing population.

### **RECIPROCAL BORROWING AND INTERLIBRARY LOAN**

The Library is a member of the Morris Area Information Network (MAIN). MAIN member libraries cooperatively share their resources through a reciprocal borrowing agreement. The consortium shares a computer network and a common library catalog. Parsippany-Troy Hills residents may borrow directly from any MAIN library. Local restrictions on some materials may apply. Items may also be requested for delivery through the library catalog.

Apart from participation in the MAIN, the library may request items through JerseyCat, the statewide Interlibrary Loan System. Interlibrary loans are facilitated by the library staff on behalf of patrons. Items may also be requested by customers through the library catalog.

### **SELECTION CRITERIA**

The Collection Development staff use their training, knowledge, and expertise along with the following general criteria to select materials for the collection:

- The item is authoritative and current
- The item is of high quality
- The item is in demand
- The item is potentially useful, valuable, or of interest
- The item is needed to fill a gap in the collection

The primary method of selection shall be reviewed in established selection media including, but not limited to, Booklist, Library Journal, New York Times Book Review, Publisher’s Weekly, and School Library Journal. Reviews may also be used from other general-interest media outlets such as radio or online publications. Publisher’s catalogs are also considered. Materials receiving awards that align

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with our selection criteria, notably ones listed on the ALA website such as Newbery Medal, Caldecott Medal, Coretta Scott King Book Awards, and many others will also be considered.

### **MULTIPLE COPIES**

To meet the high demand for popular titles promptly it is necessary to purchase multiple copies of an item. Typically, the number of copies purchased is based upon a ratio of copies available to the number of people waiting on a hold list. One additional copy may be purchased for every five requests on hold at the discretion of the Branch Manager, Information Services Manager, and or Director.

### **CUSTOMER RECOMMENDATIONS**

All requests and suggestions for purchase are considered using the selection principles described in this policy. If the Library elects not to select a requested item, all efforts are made to obtain the item via interlibrary loan.

The suggestion form can be found in Appendix D.

### **GIFTS AND DONATIONS**

Donations of money, books, and other library materials are welcomed. However, the library retains the authority to accept or reject gifts. The library accepts gifts with the explicit understanding that those which meet the material selection criteria will be retained; other items will be disposed of in whatever manner the library deems appropriate.

Suggestions of specific titles or subjects are welcomed when monetary memorial donations are given. However, the final decision based on the collection and material selection criteria rests with the library. Please refer to Adopt-A-Book in appendix A.

The library does not appraise gifts or provide evaluations of gifts for tax deductions or other purposes. If requested by the donor, the library will acknowledge receipt of gifts in writing.

The full policy for Gifts and Donations is outlined in Appendix A and on the Library website.

### **REQUESTS FOR RECONSIDERATION**

The Library selects material using established criteria and full consideration of the varying age groups and backgrounds of customers. Requests for reconsideration will be reviewed by the Information Services Manager in consultation with the Branch Manager and or the Director. Books will remain on the shelves during this review time. Requests for removal of items from the collection may be made using a formal procedure outlined in Appendix B.

### **COLLECTION MANAGEMENT**

The Library's collection is a living, changing entity. As items are added, others are reviewed for their ongoing value and sometimes withdrawn from the collection. Great care is taken to retain or replace items that have enduring value to the community. Decisions are influenced by patterns of use, the capacity of each location, and the holdings of other libraries that may specialize in a given subject matter. Staff reviews the collection regularly to maintain its vitality and usefulness to the community.

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The final authority for the Library collection rests with the Library Board of Trustees. Implementation of collection development policy and management of the collection is assigned to Library staff. The Library disposes of materials that have been withdrawn according to the criteria for weeding and withdrawal outlined below. The Friends of the Library serves as an instrument for the Library, reselling and redistributing Library materials that are withdrawn from the collection or donated to the Library and designated by the Library for resale.

Criteria for Weeding can be found in Appendix C.

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Appendix A

**GIFTS AND DONATIONS**

The Parsippany-Troy Hills Library System welcomes gifts of money, books, materials, works of art, documents, photographs, property, bequests, and securities that promote the mission of the Library. The Director and the Board of Trustees, in their discretion, reserves the right to refuse any gift deemed not to be in the best interest of the Library.

If the gift is accepted by the Library, the gift shall be final and accepted with no restrictions on the Library's ownership, position, use, or disposition of the gift. Restrictions can be accepted and approved by the express vote of the Library Board through a written resolution.

The Director and the Library Board will acknowledge all gifts in a fitting manner and at their discretion.

**Guidelines**

**Monetary Gifts** – Monetary donations may be made to the Parsippany Library Foundation, a 501(c)(3) tax-exempt organization. Donations of \$1,000 or more will be recognized on the library's donor wall.

Donations of \$1,000 or more will be used for non-operating expenses. The library director keeps a list of these items.

Donations of \$250 may be designated for smaller furniture items. A list is available in the library. Other monetary gifts will be gratefully accepted. The Library Director will try to accommodate the donor's preferences.

**Adopt-A-Book** – Donations can be made to honor or memorialize someone through our Adopt-A-Book program with a minimum donation of \$25. Library staff will try to accommodate the donor's subject or preferences. A bookplate with the donor's name will be affixed to the item purchased if so desired.

**Materials** – Gifts of miscellaneous books or other materials in good condition are accepted with the understanding that items that are not added to the collections will be disposed of at the discretion of the Library. These items may be given to the Friends of the Library for sale, given to other libraries, or discarded.

**Collections** – Gift collections will be accepted only by the Director in consultation with the Board of Trustees, and with the understanding that the collection may not be kept intact.

**Real Estate or Other Personal Property** – The Library will accept gifts of real property that either support or could be sold to support the mission of the Library. Such offers will be handled by the Director, who in consultation with the Board of Trustees will determine the suitability of the gift and the terms of acceptance compatible with the Library's mission and policies, the donor's intent, and applicable laws.

**Art and Decorative Objects** – In general, gifts of art objects shall be of local interest to the community, of a professional quality, well-executed, and in good condition. As with all other gifts, art objects will be accepted only with the donor's full agreement that the Library has the right to handle or dispose of the gift in the best interest of the institution. Because of the Library's limited display and storage areas and focus on its primary mission as a Library and not a museum, potential donors of art and decorative objects are requested to discuss any possible gifts with the Director and Board of Trustees.

No gifts posing a danger or threat to customers will be accepted. No gifts that require extensive, regular special care or conservation will be accepted.

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**Valuation**

The Library will provide a timely, written acknowledgment of the receipt of gifts to the donor and, if desired, to a recognized individual or organization. Income regulations leave the determination of the gift's monetary value to the donor. Donors wishing to have an appraisal of their gifts done for income tax purposes should do so before donation.

**Future Disposition of Gifts**

Libraries used extensively by their customers sustain losses through theft, mutilation, and ordinary wear. Resources with obsolete and/or misleading information may be discarded with time. The library therefore cannot guarantee that a gift will be part of the collection or furnishings permanently. Excess articles may be offered to other Township departments and then given to the Friends or discarded.

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Appendix B

REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS

**Material**

Title: \_\_\_\_\_

Author: \_\_\_\_\_

Format: Book  Magazine  Audio Book  DVD  Music CD  Other

**Request Initiated By**

Name: \_\_\_\_\_

Group or Organization (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

List specific objections or recommendations:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you read/listened/viewed the entire content? Yes  No

What would you like the Library to do about this material?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do you wish to be notified regarding the action taken? Yes  No

Signature \_\_\_\_\_

Date \_\_\_\_\_

Send the form to:

The Parsippany-Troy Hills Public Library System

Attn: Information Services Manager

449 Halsey Road

Parsippany, NJ 07054

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### APPENDIX C

#### CRITERIA FOR WEEDING

Weeding is the selection of items for withdrawal from the collection. Weeding is done regularly in conjunction with systematic collection evaluation.

Items are weeded according to the evaluation of the Information Services Manager, the Branch Manager, Director, and staff responsible for the collection.

The following criteria are used in selecting materials for withdrawal:

- Damage or poor condition
- Number of copies in the collection
- Relevance to the needs and interests of the community
- Current demand and frequency of use
- Accuracy and timeliness
- Local interest
- Availability elsewhere including other libraries and online
- Deemed to be of an enduring nature
- Last circulation of material

Circulation of material shall by no means be the single determining factor in the weeding process, especially in the area of non-fiction. The high circulation of an outdated item does not necessarily indicate that the item should be retained, but possibly that the item should be replaced with a more current title.

Classic fiction titles in disrepair will be considered for replacement. Non-fiction books in poor physical condition will be considered for repair or replacement of contents remain accurate and useful.

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APPENDIX D

The Parsippany-Troy Hills Public Library System welcomes suggestions for new materials.

- The Library purchases materials recommended by customers whenever possible. Individual purchase decisions will be guided by the library's selection policy and availability of funds.
- You may suggest a title, author, or subject. Please provide as much information as possible, citing reviews or sources if available.
- A valid Parsippany-Troy Hills Library card is required.

Title\* \_\_\_\_\_

Author/Editor\* \_\_\_\_\_

ISBN/ISSN\* \_\_\_\_\_

Format \*

Book

Audiobook/Playaway

Magazine/Newspaper

eBook/eAudiobook

DVD

Database

CD

Other

**Audience (Please select one) \***

Adult

Teen

Child

**Additional Information (if applicable and/or available).**

Edition \_\_\_\_\_

Publisher \_\_\_\_\_

Year \_\_\_\_\_

Price \_\_\_\_\_

Language (other than English) \_\_\_\_\_

**Please give any additional specific information about your request:**

**Contact Information\*:**

Library Card Number: 11029 \_\_\_\_\_

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

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**APPENDIX E**

**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 the 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 that 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.

"Library Bill of Rights", American Library Association, June 30, 2006.

<http://www.ala.org/advocacy/intfreedom/librarybill> (Accessed April 6, 2021)

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**APPENDIX F**

**FREEDOM TO READ STATEMENT**

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, censor content in schools, label "controversial" views, distribute lists of "objectionable" books or authors, and purge libraries. These actions rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that

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serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, to preserve its freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

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:

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.

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

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.

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

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It is contrary to the public interest for publishers or librarians to bar access to writings based on the personal history or political affiliations of the author.

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

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.

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters, values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

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.

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

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 standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information. It is inevitable in the give and takes of the democratic process that the political, moral, or aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society, individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands and to impose its concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

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.

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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. The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties and deserves of all Americans the fullest of their support.

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.

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

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.

"The Freedom to Read Statement", American Library Association, July 26, 2006.

<http://www.ala.org/advocacy/intfreedom/freedomreadstatement> (Accessed April 6, 2021)

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