

MADISON PUBLIC LIBRARY

COLLECTION DEVELOPMENT POLICY

Mission Statement

The Madison Public Library is the community's center for ideas, information, learning, and connections. The Madison Public Library seeks to provide enjoyment, education, information and guidance through materials suited for the Borough of Madison.

Purpose

This policy is intended to provide guidance, within budgetary and space limitations, for the selection and evaluation of materials, both physical and electronic, which anticipate and meet the needs of the Madison community. It also defines the scope and standards of the various collections, and provides guidance for deselection of materials. As the community changes, the Library will need to reassess and adapt its collections to reflect new and differing areas of interest and concern. Therefore, the collection development policy will be evaluated and revised as necessary to provide guidance for implementing changes in the collection.

Responsibility

The responsibility for the Library's collection ultimately rests with the Library Board of Trustees. The authority and responsibility for selection of materials rests with the Library Director, who delegates this task to qualified professional staff.

Philosophy of Selection

The Library Board of Trustees has adopted and declared that it will adhere to and support: *The Library Bill of Rights*; *The Freedom to Read Statement*; *The Freedom to View Statement*; *The Restricted Access to Library Materials Statement*; and *The Free Access to Libraries for Minors Statement* adopted by the American Library Association. The Library upholds the principles set by the First Amendment to the US Constitution and the right of the individual to secure information, even though the content may be controversial, unorthodox, or unacceptable to others. Responsibility for the reading/viewing/listening material of children and adolescents rests with their parent or legal guardian. The Library does not stand in loco parentis. Materials shall not be removed from the collection except under the established procedures of collection maintenance and as outlined in the Library's Reconsideration of Library Materials form adopted by this Board of Trustees. No Library materials shall be excluded based on expressions of race, religion, ethnicity, sexual orientation, gender identity, physical/intellectual abilities, or social views. Materials available in the Library present a diversity of viewpoints, enabling citizens to make informed choices.

Scope of the Collection

The primary responsibility of the Madison Public Library is to serve the citizens of Madison by providing a broad choice of materials to meet their needs for informational, educational, cultural, and recreational resources. Some materials may be acquired primarily on the basis of their artistic merit, scholarship, and/or value to humanity. Other materials are selected to aid individuals, groups, and organizations in attaining practical solutions to daily problems. All materials are selected to enrich the quality of life for all community members. Budget and space limitations, as well as need, limit the collections to materials of high interest to library patrons.

Selection Criteria

The selection of Library materials is based on a comprehensive knowledge of the characteristics of the Madison community. All materials, whether purchased or donated, are considered in terms of the criteria listed below. An item need not meet all of these standards in order to be added to the collection. Youth materials are selected with the same criteria outlined below.

- Popular interest and demand
- Contemporary significance
- Currency of information
- Accuracy and authoritative treatment of the subject matter
- Readability or ability to sustain interest
- Reputation of author, publisher, producer, or illustrator
- Creative, literary, and/or technical quality
- Critical reviews in a variety of journals
- Format and ease of use
- Relationship to existing materials in collection
- Relationship to materials in other area libraries
- Cost and availability

Duplication of Material

Multiple copies of materials may be purchased in response to user demand evidenced by number of holds, anticipated popularity, repeated requests, and monitoring of the collection.

Suggestions for Purchase

The Library encourages input from the community concerning the collection. All suggestions for purchase are subject to the same selection criteria as other materials and not automatically added to the collection. It is the Library's intent that suggestions for purchase be used to help the Library in developing collections which serve the interest and needs of the community.

Donations

The Library gratefully accepts donated materials on a limited basis but reserves the right to decline donations without explanation. Staff have the sole discretion to determine the use and disposition of donated materials. Donated materials in good condition which meet a need or fill a gap, and satisfy the aforementioned criteria, may be added to the collection. Donated materials in good condition which do not meet a need or fill a gap will be added to the Friends of the Library's book sale. Donated materials in poor condition will be recycled. The donation of outdated or deteriorated materials is discouraged.

Maintenance of the Collection

All parts of the collection will be reviewed, weeded, and added to as possible by the Library Director or designated staff. Information used to make decisions about removing a title from the collection includes:

- Review of statistical information such as circulation reports
- Physical condition, including shelf wear and disc markings
- Currency of the work in popular appeal.
- Importance of the material or format to diverse individuals
- Recommendations from professional resource lists by library science publications

Electronic Resources

- The library provides access to electronic resources, designed to complement the physical collection by providing access to information of a broad nature in the form of multiple electronic formats. Some of these resources are proprietary, while others are offered through the MAIN Consortium and the New Jersey State Library. Criteria for selection of these electronic resources include authority, coverage, accuracy, relevance, quality of information, accessibility, organization, and timeliness.
- With the only constraints being budgetary, the library does not limit access to the information within these resources. The contracted vendors follow the same practices and guidelines of collection development used by libraries.

Censorship

Censorship is a matter of individual decisions. Every patron has the right to accept or reject material for personal use, but does not have the right to restrict it for others.

Requests for Reconsideration

Madison Library cardholders may seek reconsideration of materials. Requests for appeal must be made in writing to the Library Director, using the library's approved Request for Reconsideration Form. The Director will determine the retention or withdrawal of challenged materials in consultation with the library staff and Trustees.

When a completed and signed Request for Reconsideration Form is received, the Library Director shall communicate the request to the Board of Trustees. A Reconsideration Committee, comprised of the Library Director, at least one Trustee and at least one librarian will be formed, to review the request. After review, based on the collection development criteria including available professional reviews, the Reconsideration Committee will present their determination to the Board. The acceptance or rejection of the Request for Reconsideration shall be determined by a majority roll call vote of eligible Trustees who are present. The requester will be notified of the date and time of such meeting.

In the event that the complainant is the Library Director or a Library Trustee, they shall not participate in the material's review beyond the Request for Reconsideration Form or opportunities for public comment.

The Director will inform the complainant of the Board's determination in writing. Such determination is final. Requests in excess of two per year by the same individual or organization may be declined by the Board for examination. Requests from individuals who do not reside in the Borough of Madison may be declined by the Board for examination. The Board or Reconsideration Committee will review resident requests with due diligence and guide their determinations using governing laws, governing administrative codes, the most current publication of the ALA Library Bill of Rights, and the Library's own policies and regulations.

Approved by the Madison Public Library Board of Trustees May 12, 2022