

1. WYCKOFF LIBRARY MATERIALS SELECTION POLICY

Wyckoff Library's mission is to enrich the lives of all residents, encouraging them to connect, discover, learn and create. The library offers a welcoming atmosphere, a helpful staff, a broad collection, access to current technology, including subscription databases, and programming for all ages. Every citizen is free to use all library materials and resources. A goal of the library is the maximum use of its collection by the greatest number of people.

The Library Board of Trustees has entrusted the Library Director with the acquisition and management of the materials collection. The Director has designated purchasing and weeding decision-making to appropriate staff members based on their education and experience. The library subscribes to the principles of the First Amendment to the Constitution, the Library Bill of Rights adopted by the American Library Association and the American Book Publisher's Council and the People's Right to Libraries Statement of the New Jersey Library Association (See appendices).

PURPOSE

This policy's purpose is to offer a framework for purchasing and weeding/withdrawal of materials to fulfill the library's mission and its long-range strategic plan.

CRITERIA FOR SELECTION

Library materials may meet needs for information, education or entertainment. It is hoped that using these materials will help patrons to discover more about themselves and the world, to grow intellectually and emotionally and to participate in local and world affairs.

Fiction is purchased based on the popularity of established authors and favorable reviews of new authors. Creative and imaginative works of merit are sought out to enhance the collection's breadth and appeal.

The library collects nonfiction materials that provide information about the past and may reinterpret historical events or update historical knowledge. For subjects not related to history, accurate and current information reflecting different points of view is collected in a variety of formats. Other factors that may influence selection include the author's reputation and the book's relation to other books in the collection. Library materials do not reflect the opinions or beliefs of staff members or the Library Board of Trustees.

Published reviews and patron requests are considered in the acquisition process and published reviews are checked for requested items. Sometimes books are purchased to fulfill demand despite unfavorable reviews. The following publications are used to assist in purchasing books and other materials: Publisher's Weekly, Library Journal, School Library Journal, The New York Times Book Review, Book Page, Kirkus Reviews, Baker & Taylor's Alert, Video Librarian, and Billboard. Online sources providing alerts about new materials are also used. The library usually does not purchase books written for an academic audience, but may purchase a title published by an academic press. Some attention is paid to the cost of each item to stay within the materials budget.

Duplication of titles is determined by the popularity or importance of the book. Books on the Wyckoff/Ramapo/Indian Hills summer reading lists are available in greater numbers than most other titles in the library.

Significant classic works of both fiction and nonfiction have an important place in the collection.

Occasionally, a requested item will be borrowed either through BCCLS or the national interlibrary loan network rather than purchased for the Wyckoff collection. This applies to older books not held in BCCLS as well as new books concerning specialized subjects of limited interest to most residents.

We follow the BCCLS guidelines regarding self-published books as outlined in the BCCLS Knowledge Base and repeated below:

It is recommended that self-published materials be carefully considered before submission. Ideally items will have been reviewed by a professional source (LJ, BL, PW, Kirkus, VOYA, etc.) Items submitted without a review may be accepted if accompanied by written justification for inclusion in the catalog by the director. Items without professional reviews may be linked as uncatalogued. Materials by local authors or dealing with local history do not require a professional review. These items will only be entered into the database upon submission, with justification, by the director. This applies to both fiction and non-fiction. - See more at: <http://bccls.knowledgebase.co/article.php?id=40#sthash.4hC1SLRG.dpuf>

The library also does not generally purchase textbooks which are considered to be the responsibility of the school system. In some cases, however, textbooks may be the only source of printed information available on a subject and may be purchased for this reason.

A new format is added to the collection when it is used by a growing percentage of residents assuming the cost and availability of materials in the new format do not preclude purchase.

E-Books

The growing popularity of e-books and their availability through e-BCCLS is a trend that demands attention. Many travelers and commuters prefer e-books. A growing number of residents are using the BCCLS e-book collection. One concern for e-BCCLS is that only a few ebook copies of titles are acquired for certain titles that are held in large numbers in print form at system libraries. Of course, not all titles are available as e-books. On the other hand, certain platforms allow simultaneous use by multiple users.

High Demand Collection

High Demand books are a small collection of popular fiction and nonfiction titles duplicated in the regular collection. The borrowing period is two weeks with no renewals to allow for more circulations and more availability. High Demand books cannot be reserved or placed on hold. There is no rental collection.

Reference Collection

The Library offers 24/7 access to subscription databases for genealogy, finance and foreign languages. The point of access is our website, wyckofflibrary.org. The Internet is a primary resource for research and has replaced the need for many printed reference resources.

Most residents want to take home our materials and do not prefer to use reference books at the library. An effort is made to limit holdings and acquisition of non-circulating books, though a small number of reference books are kept on hand for in-library use.

Local History

Some historical materials are available in the History Room to provide residents with information about the history of Wyckoff, Bergen County and New Jersey. Despite the fact that some materials are older and in fragile condition, much of the collection may be borrowed. The entire run of the Wyckoff News is available on microfilm and a microfilm reader/printer is available for use in the History Room.

Audiovisual Collection

Although downloading and streaming services for movies, TV shows, music and audiobooks are available through the Internet and through e-BCCLS, we are still acquiring DVDs of newly-released and older movies and TV shows, music and books on CD. These are purchased for entertainment and enrichment. The following criteria are used to select AV:

1. Excellence of interpretation or technique
2. Award-winning materials
3. Requests from patrons
4. Artists' reputation or importance

Collection Renewal

A useful collection must be actively maintained and evaluated on an ongoing basis. Materials will be considered for withdrawal for reasons including physical condition, low or no circulation, low or no current interest and/or containing outdated information as outlined in the CREW Manual (See appendices). Multiple copies no longer in demand are also removed on a regular basis. The library primarily uses CollectionHQ reports, BCCLS reports and Weeding Tips to locate items for weeding. For nonfiction, new editions will be considered, if available and needed. Withdrawn items may be recycled, sold or donated to other libraries, institutions or organizations approved by the library director.

Replacement

Titles withdrawn because of poor condition, loss or damage are considered for replacement. The same considerations applied to the original selection process are applied to replacements. Sometimes it makes more sense to buy an updated title instead of a replacement of an older book.

Periodicals

Ebsco, Infotrac and Proquest, along with JerseyClicks databases, provide online access to articles used for research.

Although numerous magazines are available to our library patrons via Zinio, a BCCLS service which permits mobile use, the library still subscribes to periodicals in hard copy

to provide materials for patron browsing and borrowing. In addition, certain titles containing reviews are used by staff for book and materials selection.

Gifts/Donations

Book donations are solicited by the Friends of the Library during specified times each year. Library users may also donate money to the library in honor of or in memory of someone so that new items may be purchased to reflect the interests of the honored or deceased person. A gift plate is added to each book purchased. Occasionally donated books are added to the library collection to replace worn copies of titles in the collection or to add a title no longer available for purchase when a BCCLS record already exists for that title.

Reconsidering Materials

To request reconsideration of a library item for possible removal from the collection, a Wyckoff resident must complete a request for reconsideration form. This form is available [here](#) on our website and at the Reference and Circulation Desks. The Director will make a determination of the item's suitability and will respond to the complainant in writing. If the resident wishes to continue to object to the item's inclusion in the collection, the Library Board of Trustees will consider the request and will make the final decision in a written statement.

Appendices

Library Bill of Rights:

<http://www.ala.org/advocacy/intfreedom/librarybill>

Freedom to Read Statement:

<http://www.ala.org/advocacy/intfreedom/statementspols/freedomreadstatement>

People's Right to Libraries:

<http://www.njla.org/content/people-right-libraries>

The First Amendment:

<http://www.ala.org/advocacy/intfreedom/censorshipfirstamendmentissues/firstamendment>

CREW Manual:

<https://www.tsl.tx.us/ld/pubs/crew/index.html>