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Wyckoff Public Library Collection Development Policy

I. LIBRARY MISSION STATEMENT

The Wyckoff Public Library shall provide opportunities for all community members to continue life-long learning, express their creativity, collaborate, forge meaningful connections with information and each other, all while strengthening the fabric of the Township.

II. POLICY SCOPE

This Collection Development Policy applies only to library materials managed directly by the Wyckoff Public Library. Our library is a member of the Bergen County Cooperative Library System (BCCLS), which includes a shared catalog among members of the Cooperative, and the subscription service model of some digital content providers, which affords Wyckoff residents access to physical and digital materials that were not acquired directly by the Wyckoff Library. Such other library materials are outside the jurisdiction of this policy, the Wyckoff Library, the Wyckoff Library Board, and Wyckoff Library staff.

III. DEFINITIONS

Censorship. Means to block, suppress, or remove library material based on disagreement with a viewpoint, idea, or concept, or solely because an individual finds certain content offensive, but does not include limiting or restricting access to any library material deemed developmentally inappropriate for certain age groups.

Diverse and inclusive material. Means material that reflects any protected class as enumerated in the “Law Against Discrimination,” P.L. 1945, c 169 (c.10:5-1 et seq); material produced by an author who is a member of a protected class as enumerated in the “Law Against Discrimination,” P.L. 1945, c 169 (c.10:5-1 et seq); and material that contains the author’s points of view concerning contemporary problems and issues, whether international, national, or local.

Governing body. Means a board of trustees, director or other chief administrative officer, a county library commission, or board of county commissioners of a public library

Individual with a vested interest. Any resident who is served by the public library or residents in a county or municipality where the library is situated.

Library material. Means any material, including, but not limited to, nonfiction and fiction books; magazines; reference books; supplementary titles; multimedia and digital material; software and instructional material, belonging to, on loan to, or otherwise in the custody of a public library.

IV. POLICY STATEMENT AND PURPOSE

In pursuit of its mission to support life-long learning, provide information on a variety of topics, and encourage creativity among all community members, the Wyckoff Public Library will acquire and provide access to a diverse collection of high quality physical and digital library resources and materials. The policy provides a framework for the acquisition and removal of library materials to fulfill the library's mission and its long-range strategic plan.

In accordance with N.J.S.A. 18A:34A-1 et seq.,New Jersey's Freedom to Read Act prohibits censorship of library materials and provides certain protections to library workers in collection development and maintenance. It supports the right of individuals to free inquiry and the right to form their own opinions. It acknowledges the training and education that librarians receive to develop and curate collections.

This policy recognizes and acknowledges that:

- Public libraries serve as centers for voluntary inquiry and the dissemination of information and ideas;
- Prohibiting censorship of library materials promotes free expression and free access to ideas by residents;
- Library materials shall not be removed from a public library because of the origin, background, or views of the library materials or those contributing to its creation.
- Library materials should be provided for the interest, information, and enlightenment of all people and should present diverse points of view in the collection as a whole;
- Librarians are professionally trained to curate and develop collections that provide residents with access to the widest array of library material available to the public; and,
- The Library has a procedure for a librarian to review library materials on an ongoing basis.

Intellectual Freedom

The library subscribes to the principles of the First Amendment to the Constitution. The Library supports intellectual freedom and adopts the following as foundations for this Collection Development Policy: The American Library Association's Library Bill of Rights, Freedom to Read, and Freedom to View Statements and the New Jersey Freedom to Read Act.

V. COLLECTION MANAGEMENT

The primary goal of collection development is to provide the best possible collection with the financial resources available, providing access for all members of the community. Library materials may meet needs for information, education or entertainment. The item's contribution to the diversity or depth of a collection, such as providing differing viewpoints is also considered. The presence of a material item in the collection is not an endorsement of a particular belief or point of view.

The allocation of public funding for collection development is determined by the adoption of the annual library budget by the Library Board of Trustees. Library materials may be acquired in

multiple ways, including but not limited to: outright purchasing of materials, donations, subscription services, and metered or leasing models. Due to the natural wear of physical items, finite publication runs, and the purchasing/subscription models for digital content, the Library cannot guarantee perpetual access to all items.

A) MATERIAL SELECTION

Library materials are chosen in accordance with professional standards, based on selection criteria listed below:

- **Relevance**: How the materials align with the library's mission and the needs of its users.
- **Quality**: Consider literary merit, technical quality, and the author's and publisher's authority.
- **Audience Appropriateness**: Ensure materials are suitable for the intended age group and reading level.
- **Format**: Consider the format of materials (print, digital, etc.) and their accessibility.
- **Cost**: Balance quality and cost when making purchasing decisions.
- **Timeliness**: Ensure the content is current and whether there are more recent materials available on the same subject.
- **Accessibility**: Are materials available elsewhere or through interlibrary loan?
- **Community Needs**: Materials should address the current and anticipated community needs.
- **Space Constraints**: May impact the scope and depth of the collection.
- **Professional reviews**
- **Curriculum Support**: provide support of local schools' course of study
- **Availability** within the shared BCCLS catalog
- **Demonstrated or perceived need or demand** by library users

Additional criteria for digital resources:

- **Ease of Use**
- **Licensing and System Requirements**: hardware, software, networking, storage
- **Assessment of Content Quality**
- **Cost** as compared to other available formats
- **Long Term Availability and Accessibility**

<u>Selection Tools</u>

Professional librarians depend on reliable selection aids when considering which library materials to acquire. These resources include but are not limited to:

- professional journals
- trade publications
- reputable online sources
- publisher promotional materials
- inspection of materials from book distributors
- subject bibliographies

Positive reviews in one or more of the library review journals such as Library Journal, School Library Journal, Kirkus Reviews, Booklist, Publishers Weekly, a national or local daily paper, or a well-regarded online source will improve an item's chance for selection.

The Library does not generally add independently, self-published items to the collection. Case-by-case exceptions may be made at the discretion of the professional librarian for those items that have strong local connections and would be suitable for local circulation, have high public interest and demand, or are of immediate and timely relevance.

Formats

As part of the library's mission to provide a breadth of materials for all members of the community we will provide resources in a variety of formats. As available formats change, purchasing will evolve to meet the needs of our patrons. Current formats include but are not limited to:

- Print - both regular and large print books, periodicals, local history ephemera
- Media - visual and audio content in current, readable formats
- Digital - Databases, streaming and downloadable content
- Non-traditional lending items - tools, games, STEM kits and museum passes

B) PATRON RECOMMENDATIONS

Patron suggestions for purchase are subject to the same selection criteria as all other materials and are not automatically added to the collection.

C) GIFTS AND DONATIONS

The library may accept donations of materials or funds to purchase materials with the explicit understanding that the library, at its sole discretion, reserves the right to circulate, sell, or otherwise dispose of all gifts and contributions of tangible property. Those materials which do not meet the library's objectives and materials selection criteria may be refused.

D) WHAT IS EXCLUDED FROM PURCHASE

The Library seeks to collect popular materials on a reading level suitable for and accessible to the general public. As such, the Library does not typically acquire or have available:

- Textbooks or other academic works
- Library materials in an outdated format (i.e. VHS or audio cassette tapes).
- Items that do not comply with the cataloging standards set forth by BCCLS - titles older than five (5) years, especially when that item does not have an existing record in the shared catalog.

Case-by-case exceptions may be made at the discretion of the professional librarian for titles with a high, local public interest or relevance. Additions of such titles to the local collection does not guarantee searchability in the shared catalog.

Materials Created with Generative AI

The Wyckoff Library is committed to providing access to materials and resources that reflect the broad expanse of human experience and expression. In accordance with that commitment and in recognition of the limitations of Library space and funding, materials created with the use of generative AI will generally not be added. Exceptions may be made for materials of high public interest or those that receive high industry acclaim. The acquisition, retention and removal of materials created in whole or in part with generative AI will be at the discretion of the Library Director. For materials created with generative AI that are considered for inclusion in the Library collection, the following additional criteria applies:

- The existence of at least one human person that claims authorship, creatorship or copyright.
- Impact of generative AI on the material's content, as a whole.

E) EVALUATION AND DEACCESSION OF MATERIALS

A useful collection must be actively maintained and evaluated on an ongoing basis. A librarian must review library material on an ongoing basis. Materials that have been lost or withdrawn through the weeding process will not be automatically replaced. The decision to replace may be determined by availability of current or updated content. Each item must again meet the original selection criteria. Items that are removed from the circulating collection can be sold, donated or recycled. Criteria for ongoing review must include, but is not limited to, the:

- Accuracy and currency of information
- Relevance
- Physical condition of the library material
- Availability of duplicates
- Availability of more recent material
- Continued demand for the library material
- Number of copies available in the shared catalog
- Enduring value
- Local interest
- Space limitations

VI. RECONSIDERATION OF LIBRARY MATERIALS

Wyckoff residents who have questions or concerns about any library material or resource are welcome to discuss the Collection Development Policy with the Library Director or a professional librarian on duty.

If concerns remain after the conversation with the Library Director, the resident may complete the Library's Request for Reconsideration of Library Material or Resource Form, which is available on the Library's website and submit the form or forms in accordance with this policy.

Submit the completed Request Form to:

Library Director
200 Woodland Ave
Wyckoff, NJ 07481
director@wyckoff.bccls.org

Upon the receipt of a fully completed form, the Board of Trustees will appoint a review committee consisting of :

- The President of Board of Trustees or another Board member designated by the President;
- The Library Director or another librarian designated by the Library Director;
- The Head of circulation or a non-librarian staff member familiar with the library materials designated by the Head of Circulation;
- A representative selected by the Board of Trustees;
- A resident serviced by the public library selected by the Board of Trustees, provided the resident selected is not the individual who submitted the form;
- Any additional members the Board of Trustees deems necessary.

The review committee must:

- Review the challenged materials.
- Report in writing its recommendations to the governing body on whether to remove the library material within 30 business days from the date of receiving the form.
- Provide a copy of the report to the individual with the vested interest who filed the form.

Subsequent to receiving the report of the review committee, the Board of Trustees will:

- Review the committee's report and make a final determination on whether the material is to be removed from the public library or limited in use. The Board of Trustees shall provide a written statement of reasons for:
    - Removal, limitation, or non-removal of a library material; and
    - Any final determination that is contrary to the recommendations of the review committee; and
    - Provide that the library material that has been reviewed shall not be subject to a subsequent challenge for at least one year.

In compliance with N.J.S.A. 18A:34A-1 et seq (Freedom to Read Act), a challenged library material must remain within the Library and available for reservation, check out, and access until there is a final decision by the Library Board of Trustees .In accordance with FTRA, this policy prohibits the censorship of library materials. Materials may not be removed from the collection due to origin, background, or views of the library material or the author/creators of the material.

The Library shall not label, sequester, or alter materials because of controversy brought forth by this reconsideration process.

VII. RESPONSIBILITIES

Professional librarians possess the necessary training and expertise to manage library collections. As a professional librarian, the Library Director has been entrusted with the responsibility of interpreting and executing this policy by the Library Board. The Director may delegate the acquisition and removal of library materials to professional library staff or designated staff working under the supervision of a librarian in accordance with this Collection Development Policy.

Request for Reconsideration of Library Materials

Requests for reconsideration may be made only by Wyckoff residents, and shall be made in writing and given to the Library director for a written response. Please use the other side of this form or an attached sheet for your comments if necessary. Only one request may be submitted per form.

NAME_____ DATE_____

SIGNATURE _____

ADDRESS_____

CITY_____ STATE_____ ZIP_____

PHONE_____ EMAIL _____

DO YOU REPRESENT AN ORGANIZATION?_____

1. MATERIAL ON WHICH YOU ARE COMMENTING:

    BOOK ___ DVD ___ BOOK ON CD ____ MUSIC CD____ GAMES____ MAGAZINE___

    NEWSPAPER ___ PROGRAM ___ DISPLAY ___ OTHER ___

    TITLE:_____

    AUTHOR_____

2. What brought this material to your attention?

3. Have you examined the entire item?

4. What concerns you about the material?

5. Are there materials you suggest to provide additional information or other points of view on this topic?

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