

## COLLECTION DEVELOPMENT POLICIES

### SELECTION RESPONSIBILITY

The Director of the Caldwell Public Library, with the assistance of the library staff, coordinates and supervises the selection, acquisition and withdrawal of all library materials, and is responsible for the growth and maintenance of the Library's Collection. Library staff is responsible for making collection development recommendations to the Director. The Library Director and staff rely upon professional bibliographic tools in the discharge of their responsibilities for collection maintenance. These tools utilize strict, objective standards of review and may be consulted during a materials selection decision. The tools include Booklist, Publishers' Weekly, School Library Journal, Library Journal and the New York Times Book Review. In addition, all requests from library patrons are considered, and indeed encouraged.

### WEEDING

To maintain a current and accurate collection of information resources, materials are regularly withdrawn from the collection. Materials can be withdrawn because they are out-of-date, inaccurate, badly worn or damaged, or no longer in demand. Space, the cost of replacement, and the emphasis of the collection are also factors in these decisions. The following types of materials are automatically withdrawn after a specified time limit:

General encyclopedias – 5 years

Almanacs – 3 years

Career Books – 3 years

School and College catalogs – 2 years

Civil Service Exam Books – discard old one when new editions become available

Medicine and diseases – 3 years

Computers – 3 years

Travel Guides - 3 years

Editions of non-fiction books – previous editions should be discarded where the new editions contain revised and/or new information

Materials that are withdrawn from the collection are marked in a readily apparent fashion and, thereafter, considered to be of no value to the Library. Withdrawn materials that are badly worn may be discarded immediately. Withdrawn materials in good condition may be offered for sale to the general public or Better World Books. The proceeds of the sale of the withdrawn materials are used to purchase additional collections materials.

## REPLACEMENT OF MATERIALS

The Caldwell Public Library does not routinely replace all lost, damaged or worn items. The number of copies in the collection, existing coverage of the subject field, contemporary material of greater value, and public demand are all considered before a replacement purchase is made. The collection is a contemporary working collection (as opposed to a research collection) and the library does not conduct extensive preservation and restoration efforts. Staff members and volunteers perform routine repairs on items that have not been severely damaged. Materials that have been damaged beyond easy repair may be withdrawn. The intellectual content of items withdrawn because of damage can be achieved through duplicates, replacements or alternate resources.

## CHALLENGED MATERIALS

Although materials are carefully selected, differences of opinion can arise regarding suitable materials. Patrons requesting that material be withdrawn from or reclassified within the collection may complete a "Request for Reconsideration" form which is available in the library. The material will be reviewed by the Library Director who will discuss the grievance with the patron. If no appropriate resolution of the patron's concern can be reached by the Library Director, the grievance will be placed on the agenda of the next regular meeting of the Caldwell Public Library Board of Trustees. The Library Board's decision will be final.

Adopted by Caldwell Public Library Board of Trustees on October 17, 2002 as part of the "Caldwell Public Library Collection Development Policy"; amended December 21, 2006; reviewed and accepted March 28, 2018.

Caldwell Public Library - REQUEST FOR RECONSIDERATION FORM

Request for Reconsideration about Library Resources

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Type of material about which you are commenting:

Book       Audio-visual Material

Magazine       Content of Library Program

Newspaper       Other

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

Author/Publisher or Producer/Date: \_\_\_\_\_

What brought this material to your attention?

To what do you object? Please be as specific as possible.

Have you read or listened or viewed the entire content? If not, what parts? (Please indicate pages, audio tracks, or sections so that library staff can locate the portion for review.)

What do you feel the effect of the material might be?

For what age group would you recommend this material?

In its place, what material of equal or better quality would you recommend?

What do you want the library to do with this material?

Additional comments: