

Fairview Free Public Library

Collection Development Policy

Mission Statement

Fairview Free Public Library serves a diverse multi-cultural community of nearly 14,000 residents in the Borough of Fairview, Bergen County, New Jersey and is a member of the Bergen County Cooperative Library System.

The mission of the Fairview Free Public Library is to serve the community by providing informational, educational, and recreational materials and services in an environment of lifelong learning for all patrons.

The purpose of this document is to further public understanding of the purpose and nature of the library's collection and to provide guidance and direction to the library staff for the development and maintenance of the Library's collection.

Selection

Final responsibility for materials selection rests with the library director as delegated by the local library board. Under the supervision of the director, other library staff members may aid in the material selection process as requested.

Standard aids such as book reviews, trade journals, bibliographic publications, and publishers' information may be used to help the librarian in materials selection. Selection of materials may be influenced by many factors, including but not limited to the following:

- Budgetary considerations
- Popular demand
- Physical limitations of the library building
- Present and potential relevance to community needs
- Suitability of the format and construction
- The need for added materials in subject areas
- Availability of material through interlibrary loan

Criteria for the evaluation of works of information and opinion include:

- Authority
- Comprehensiveness

- Depth of treatment
- Objectivity
- Clarity
- Accuracy
- Logic of presentation

The above guidelines will apply not only to purchased materials but also to gifts of money and materials.

The library recognizes its responsibility to have available a representative selection of materials on subjects of interest to the community. The library will attempt to provide materials that present various points of view, within the limitations of space, budget, and availability. It is recognized that many materials may be controversial. Selection decisions are not made on the anticipated approval or disapproval, but are made on the merits of the work in relation to the collection and to the needs and interests of the community. The responsibility for children's use of library material rests with their parents or legal guardians. The selection of materials intended for use by adults will not be inhibited by the possibility that they are accessible to use by children. Fairview Free Public Library supports the American Library Association's Library Bill of Rights and its Freedom to Read Statements, which affirm that free and convenient access to ideas, information, and the creative experience, is of vital importance to every citizen.

Collection Maintenance

To maintain the quality of the library collection, materials may be repaired, replaced, or withdrawn from the collection. Materials may be withdrawn from the collection for the following reasons:

- The information is outdated
- The library owns more copies than it currently needs
- The material is rarely used
- The physical condition of the material is poor

If the information is outdated or the item is worn excessively, the withdrawn materials are discarded. Excess copies, rarely used materials, and some materials in poor physical condition may be put in the library's ongoing book sale, as are donated items that are not being added to the collection. Gift materials are treated under the same guidelines. Each selection of the library's collection will be evaluated annually.

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