



Wood-Ridge Memorial Library

231 Hackensack Street • Wood-Ridge, NJ 07075 • 201-438-2455
WoodRidgeMemorialLibrary.org

Collection Development Policy

Mission Statement

The mission of the Wood-Ridge Memorial Library is to provide a variety of free information resources that serve the educational, informational, and recreational needs of our patrons. We strive to provide a highly qualified, friendly staff, who are eager to help our patrons locate and use our resources. The Library provides community outreach, entertainment and education programs for children and adults, and most of all, a welcoming safe environment for all.

The Library subscribes to the principles of the [First Amendment to the United States Constitution](#), the [Library Bill of Rights](#) as adopted by the American Library Association, and the [Core Values of the New Jersey Library Association](#).

General Principles

The purpose of the Collection Development Policy is to provide a framework for the creation and maintenance of our collection of resources. The Library strives to collect materials of contemporary significance and of permanent value. This policy will provide guidelines for acquisition and withdrawal decisions, the allocation of resources, and long-range planning in accordance with the library's mission statement in order to establish a collection of works that meets the educational, recreational, and business needs of our community. This document cannot cover every situation and is not intended to replace the professional judgment of the staff and librarians. Materials are not excluded, removed, or suppressed because of the language used or views presented. Inclusion of items in the Library does not constitute endorsement of its content by the Library, nor does it guarantee the accuracy of information contained in the materials. Materials will not be restricted, sequestered, altered, or labeled by the Library because of controversy about the author or the subject matter of the material. While anyone is free to select or reject materials for themselves or their own minor children, the freedom of

others to access information will not be restricted even though the content may be controversial, unorthodox, or unacceptable to others. No attempt shall be made to provide textbooks, except for those which can be used for general information purposes.

Collection Maintenance

A strong collection requires a lot of work. Weeding is a term that describes the removal of library materials which contain outdated information, are no longer of community interest, or are in poor condition. An active and on-going weeding program is essential in maintaining a visually inviting, accessible, and up-to-date collection that reflects collection development policies and guidelines. The following criteria should be considered during the weeding process:

- Whether the item is outdated or superseded by a new edition;
- Infrequent use;
- Physical condition;
- Relevance to collection;
- Whether the item is available elsewhere in BCCLS.

When warranted, replacement copies and/or updated additions may be purchased to maintain our core collection. Discarded materials can be sold, donated, or recycled as the Library sees fit. Standards for withdrawal are detailed in the [CREW Manual](#) and are prescribed by the BCCLS Collection Development Committee.

Responsibility for Selection

The responsibility for materials selection rests with the Director. The director works within the framework of policies established by the Board of Trustees. The selection of materials is the responsibility of the library staff under the supervision of the Director. The director will accept recommendations from staff members according to their individual areas of expertise, specialization, and interest.

Criteria for Selection

Materials are selected to meet the informational, educational, and recreational needs and interests of our community. Materials representing a variety of viewpoints on current and historical issues will be selected in a variety of formats. Staff will primarily use published reviews to determine whether an item belongs in our collection, and will also take into consideration patron requests. Selection may also be limited by the following factors: physical limitations of the building, price, format, and availability in other lending collections.

General Selection Criteria

General selection criteria for all materials includes:

- Anticipated/popular demand.
- Cost and space.
- Contemporary significance, popular interest, timeliness, or permanent value.
- Demonstrated or perceived interest, need, or demand by Library users.
- Quality, including accuracy, timeliness, clarity, and suitability for the collection.
- Reputation of the publisher or producer; authority and significance of the author, composer, etc.
- Requests from patrons.
- Reviews in appropriate trade journals and publications.
- Strengths/weaknesses of the current collection.

An item does not need to meet all of the above criteria. Patron requests will be evaluated within this framework, as well as based on the availability of full and proper cataloging records available from the Bergen County Cooperative Library System (BCCLS). Accuracy, literary and artistic quality are important to the selection process. A wide range of reading levels will be accommodated, with materials that encourage every level of ability. The borrowing of appropriate materials for children is the ultimate responsibility of the parent. The Library will not restrict children in the selection of books and materials for borrowing.

Gifts and Donations

The Library welcomes gifts of funds and materials to enrich our collection. New or used donated materials are subject to the same criteria as purchased materials.

Donations must be in excellent condition, with no obvious signs of wear and tear, and they must have been published within the prior three years. The Library will not accept old textbooks, periodicals, out of date manuals, or anything with abject damage.

Material gifts are accepted with the understanding that they may be added to the collection, or they may be disposed of at the Library's discretion. Monetary gifts will be applied to the selection of materials by the director in consultation with the staff and the donor as appropriate. The Library reserves the right to ultimately determine the use and disposition of all gifts, but welcomes donor input on material selection.

Reconsideration of Materials

Anyone who wishes the Library to reconsider either the acquisition or removal of an item must fill out a [“Request for Reconsideration of Material”](#) form. Materials are evaluated as complete works, and not on the basis of a particular passage or passages. Works will not be excluded from the Library’s collection solely because they represent a particular aspect of life, carry a frankness of expression, or because they are controversial. Reconsideration of Materials forms available in the Useful Links section of this document, and paper copies can be obtained at the Circulation desk. The request, once submitted, is reviewed by the Library Director, and a written response will be sent to the complainant. Materials under consideration will remain available to patrons until a decision is made. Because of the need to meet individual as well as group preferences, the number of forms received will not be a factor in reaching a recommendation. If this is not deemed sufficient, the complainant may be appealed to the Board of Trustees. The decision of the Board is final.

Useful Links

[American Library Association- Library Bill of Rights](#)

[CREW: A Weeding Manual for Modern Libraries](#)

[First Amendment of the Constitution of the United States of America](#)

[New Jersey Library Association Core Values](#)

[Reconsideration of Materials Form](#)

Adapted from WRML Collection Policy (1999, 2015); BCCLS Sample Collection Development Policy (2013); Lodi Public Library Collection Development Policy (2011); Louis Bay 2nd Library Collection Development Policy (2013); Livingston Public Library Collection Development Policy (2021); Rutherford Public Library Materials Selection Policy (2005).

Passed at the June 14, 2021 meeting of the Library Board of Directors of the Wood-Ridge Memorial Library.