



Collection Development Policy

Approved by the Board of Trustees, 17 May 2022

Purpose

The Collection Development Policy serves as a guide for Library patrons and staff alike on the principles and processes involved in maintaining our Library collections. The Morrystown & Morris Township Library's collection serves the educational, recreational, and leisure needs of the community. At the same time, the collection reflects the racial, ethnic, cultural, and political diversity of the populations we service. Usage and customer demand are the most important influences on the Library's collection.

The purpose of the Collection Development Plan is to provide the community and the Library staff with a document that informs and supports the development of Library collections. The plan is a flexible guide to collection development activities. The plan defines the nature and scope of Library collections, establishes collection priorities that will correct weaknesses and maintain strengths, and sets standards for the inclusion and exclusion of resources.

Community Statement

The Morrystown and Morris Township community reflects varying economic, racial, ethnic, and educational backgrounds. A strong knowledge and understanding of the community is key in terms of selecting materials and providing services to our changing population. Our collections and services will continue to evolve and grow as the needs of our communities change. The Library is dedicated to curating varied and accessible collections in service of our diverse learning community.

Responsibility Statement

Ultimate responsibility for materials selection rests with the Library Director, who operates within the framework of policies as determined by the Library Board of Trustees. The Director determines the budget, guidelines, and organizational structure for the staff who select resources. The Department

Heads oversee and coordinate acquisitions and selection. Librarians, with input from other staff and Library users, choose appropriate materials for their collection areas, monitor circulation, weed to keep their areas current with need and demand, see that materials are in good physical condition, and spend their allocated budgets in a timely and organized manner.

Material Selection

The Library uses the following criteria when determining whether to add a title to the collection:

- Present and potential relevance to community needs and interests
- Publicity and reviews
- Demand, both current and anticipated
- Relationship to the existing collection
- Representation of challenging, though extreme or minority, points of view
- Reputation and qualification of the creator, publisher, or producer
- Suitability of the format to Library circulation and use
- Publication date
- Price, budgetary limitations, and availability from Library vendors
- Space limitations
- Local and national significance
- Scarcity of material on the subject
- Availability of materials through interlibrary loan

An item need not meet all of these standards to be included in the Library's collection. The choice of Library materials by users is an individual matter. Responsibility for the reading/viewing materials of children and adolescents rests with their parents or guardians. The Library cannot meet the demands for all materials, but strives to offer the widest possible range of materials that meet the needs of the communities we serve.

Formats

The Library collects materials in a variety of formats including print, audiovisual, and digital. When choosing a format for a physical item, consideration is given to the condition and durability of the materials used in the item's construction, material cost in various formats, licensing/purchasing limitations or agreements, how the item will hold up over time, and other factors. Materials that are delicate or require special handling may not be

suitable for our collection. The Library staff take into account budgetary restraints as well as the lasting use or impact of a collection item when making purchasing decisions.

When selecting audiovisual and digital materials, the most commonly used format is chosen. Formats rendered obsolete due to the prevalence of a new format will not be added to the collection.

Foreign Language Materials

Materials published in languages other than English are purchased for the collection in response to local demographics, demonstrated need, and according to popular demand. Specific consideration is given to materials in Spanish and Russian.

Collection Maintenance

The Morristown & Morris Township Library's collection is constantly evolving. As new titles are added to the collection, the Library evaluates other titles to determine if they still have value for the community. For titles of an enduring nature, the Library makes every attempt to retain or replace them. To determine whether a title remains relevant to the community, the Library uses the following criteria, though it need not meet all to be considered relevant:

1. Demand
2. Condition
3. Accuracy
4. Availability elsewhere within MAIN
5. Currency to community interests

If the Library determines a title is no longer relevant to the community, it is withdrawn from the collection. Withdrawn titles may be resold through our book distributor or through the Friends of the Library used book sales, or they may be recycled.

North Jersey History & Genealogy Center

The North Jersey History & Genealogy Center of the Morristown & Morris Township Library primarily collects resources relating to the study of the Town of Morristown and the Township of Morris, and Morris County more generally. Other areas of concentration are the State of New Jersey (with a focus on the

State's northern counties), Colonial America and to a lesser extent, states and countries to and from which our communities' residents have emigrated or immigrated. Included within the Division's collections are books by or about Town or Township residents; Town, Township and some regional, and state documents; manuscripts, maps, newspapers, periodicals, microfilms, photographs, slides, motion pictures, sound recordings, video tapes, postcards, and ephemera of every sort. Special collections maintained by the History Center are the Vertical Files, the Rare Book Collection, artwork of local artists including works of Lucille Hobbie, Thomas Nast, A.B. Frost, and John DePol, some framed artwork, a Morristown imprint book collection, and the Tomlinson Civil War Book Collection.

The History Center acquires a range of publication types, including electronic resources, government publications, maps, microforms, monographic series, monographs, newspapers, pamphlets and other ephemera, prints and other images, and serials. Archival types include manuscript collections and government records. Archival documents include but are not limited to codices, personal papers, institutional records, photographs, programs, individual letters, typescripts, and transcripts. Almost all will be non-published. Digital and multimedia materials are acquired selectively. The History Center does not collect current records that are functions of government agencies to collect and maintain, such as tax records or vital records.

History Center staff work as a team and with the Library Director to acquire materials. Staff consider public service needs, financial implications, locally available resources, relevance to the interest and needs of the community, and how the acquisition would support the History Center's overall collections as well as considerations listed more generally in this policy. Staff build upon existing special collections and research to create comprehensive level collections, identify relationships and fill in gaps in the collection. Due to the Library's commitment to access to the collection, all acquisitions must be cataloged, conserved as needed, and considered for digitization. Although the History Center collections are not regularly weeded (unlike the Library's circulating collections), there may be occasions when collection items are de-accessioned.

Digitizing Collection Resources

The Morristown & Morris Township Library recognizes the importance of digital collections for access to, and preservation of, the collection. To that end, the

Library digitizes items from its collection based on selection criteria within the scope of the Library's resources. The Library's History Center staff continue to work on the technical aspects of preserving digital objects and monitor the field as it develops. The following criteria are considered when selecting materials for digitization:

- Subject areas in demand, and anticipated to be in demand, by the public
- Materials that support exhibitions
- Preservation
- Scan-on-demand and interlibrary loan requests
- Format and physical characteristics
- Unique, rare, or special collections not widely available
- Complement or expand existing digital collections internally or in concert with Library partners or affiliates
- Existing metadata to aid in the organization and description of the object
- Rights and restrictions associated with the item

Gifts & Donations

Material Donation: The Friends of the Morristown & Morris Township Library accept donations of materials in good condition that are sold to raise money for the Library. Donations may be delivered to the Library building. The Friends of the Library and the Library in general reserve the right to halt or stop patron donations due to space limitations or other considerations.

The Morristown & Morris Township Library accepts gifts for its collection that fall within needed subject categories as determined by collection development librarians and Library staff. For an item to be added, it must meet the same selection criteria as purchased materials.

Donated materials are accepted with the understanding that the Library has the right to determine the disposition of the gift items. Donations become the property of the Morristown & Morris Township Library, and may be given to other libraries and nonprofit agencies, sold at the Friends of the Library book sale, or discarded at the discretion of Library staff. Donated materials which have been added to the collection will not automatically be replaced if worn-out, damaged, or lost, or if they have become obsolete.

Examples of materials that may not be added to the collection include those that are outdated, are in poor physical condition, lack any reviews or are poorly reviewed in professional reviewing sources, or are duplicates of items the Library already owns in sufficient quantity. The Library cannot accept periodicals or periodical subscriptions, electronic books, or electronic audiobooks purchased by a donor.

Due to the volume of gifts received, the Library cannot track or return unsolicited items received from publishers or individuals. The Library can supply the donor with a letter of acknowledgment if one is requested at the time of donation. By law, the Library cannot determine the value of a donation for tax purposes.

Donors who wish to have an evaluation of their gifts for tax purposes are referred to the IRS Publication 561, Determining the Value of Donated Property, and Publication 526, Charitable Contributions.

Monetary Donation: To support the enhancement of Library resources and/or to strengthen and promote the Library's quality services, monetary donations can be made to the Friends of the Morristown & Morris Township Library and the Morristown & Morris Township Library Foundation.

Digital Resources

Selection of and access to electronic resources are integral to fulfilling the mission and objectives of the Morristown & Morris Township Library. The Library provides a number of web-based resources available via the Library's website, selected using the criteria outlined in the Collection Development Policy. These are considered a part of the Library's collection, though some may be provided by the Library's consortium, the New Jersey State Library or another entity, and thus managed by those entities. However, not all materials and information found via the internet are part of the collection.

Consortium Membership

The Morristown & Morris Township Library belongs to several consortial organizations that provide materials, databases and other services for use by our Library users. The Library is a member of MAIN, a consortium of 49 public libraries in Morris, Hunterdon, Somerset and Warren Counties, which utilizes

an online system for resource sharing among members. But MAIN also provides for patron print and time management, database sharing and collaborative efforts in marketing, electronic collection purchasing and collaborative collection cataloging. The Library, along with the other public library systems across the state, receives access to a wide variety of databases purchased with state funds through the New Jersey State Library. Library Link NJ coordinates a delivery system that provides in-state courier service to move materials from library to library for patron benefit. The Library is also a member of the Morris-Union Federation (MUF) that provides for easy patron access to collections at the nine members of the consortium. MUF predates MAIN and now many MUF members are also within MAIN.

The Library is a member of OCLC Worldshare and JerseyCat, two resource-sharing systems that enable patrons to acquire materials beyond our Library. Library user-initiated requests for materials not owned by the Library and MAIN can be requested via the system for short term use by our Library users. Reciprocally, libraries around the country can request circulating materials in the Morristown & Morris Township Library's collections.

Intellectual Freedom Policy

The Morristown & Morris Township Library provides an impartial environment in which individuals and their interests are brought together with the universe of ideas and information spanning the spectrum of knowledge and opinions. The Library Board of Trustees affirms the American Library Association's Library Bill of Rights, Freedom to View, and Freedom to Read policy statements in support of acquiring and managing collections.

Library Bill of Rights

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

Freedom to Read Statement

<https://www.ala.org/advocacy/intfreedom/freedomreadstatement>

Freedom to View Statement

<https://www.ala.org/advocacy/intfreedom/freedomviewstatement>

Reconsideration of Library Materials

The Library fully endorses the principles documented in the Library Bill of Rights and the Freedom to Read Statement of the American Library Association. See links above. Materials available in the Library present a diversity of viewpoints, enabling citizens to make the informed choices necessary in a democracy. The Library also selects a wide variety of Library materials that satisfy the diverse interests of our community. The Library upholds the right of the individual to secure these resources, even though the content may be controversial, unorthodox, or unacceptable to some. The Library's varied collection is available to all; however, it is not expected that all of the collection will appeal to everyone.

Patrons who wish to request the withdrawal or reclassification (e.g., a proposal to change a YA title to Adult) of materials currently owned by the Library are encouraged to discuss their concerns with a Department Head. If the patron is not satisfied with the response to his or her request, the manager will provide the patron with information and a "Public Request for Reconsideration of Library Materials" form (see attached) to request formal reconsideration of the Library resource. Withdrawn books are sold or recycled in accordance with the "Collection Maintenance" policy set forth herein.

If the patron opts to submit the Reconsideration form, the form must be completed in its entirety and mailed or delivered to the Library Director in order to initiate a review of the item in question. Once such a request is received, the Library Director shall:

- a. Forward the item in question to the Collection Development Committee for review, utilizing Library Board-approved policies—and, as appropriate, the Library Bill of Rights, the Freedom to Read, the Freedom to View Statements, and the American Library Association's (ALA) guidelines on intellectual freedom. The Collection Development Committee is made up of the Head of Reference and Adult Services, the Head of the Children's Department, the Head of the Media Center, the Head of Technical Services and the Assistant Director (for matters involving the History Center and young adult collection, respectively, the Head of the History Center and/or Young Adult Librarian is also included).

b. Once this process is completed, a written response will be sent to the requester, stating the outcome of the review. If still unsatisfied, the requestor may present concerns to the Library Board of Trustees. The final authority regarding removal or retention of Library materials ultimately resides with the Library Board of Trustees. When necessary, information on how to do this will be included with the written response from the Library Director.



The
**MORRISTOWN &
MORRIS TOWNSHIP**
LIBRARY

Public Request Form for Reconsideration of Library Materials

Title _____

Book__ Periodical__ Other__

Author _____

Publisher _____ Date of Publication _____

Request Initiated
by _____

Address _____

City _____ State _____ Zip _____ Phone _____

Do You Represent:

____ Yourself

____ An Organization (Name)

____ Other Group (Name)

1. What brought this resource to your attention?

2. What concerns you about the work in question? (Please be specific, citing certain pages, passages or language in context, etc.)

3. Did you read (or review, as applicable) the entire work?_____ If not, what sections did you review?

4. If you are requesting a reclassification, for which age group would you recommend this work? _____

5. What other work would you recommend that could convey as valuable a picture of the subject related in the work in question?
