COLLECTION DEVELOPMENT POLICY

I. Purpose
The following policy is a guiding document to inform decisions regarding materials selection, purchase and retention. The policy provides the framework for the evaluation and purchase of materials in a variety of formats to meet the diverse and continuously changing needs of the community.

II. Statement of Principles
The Library upholds the right of the individual to access information, even if the content may be controversial or unacceptable to others. The Library reserves the right to not include sensational, inflammatory, or inaccurate material in our collection that does not meet the selection criteria in this policy.

Materials for children and teens are intended to broaden their interest and curiosity in their lifelong learning journey. The reading and viewing activity of minors is ultimately the responsibility of their parents or guardians.


III. Scope
The Library seeks to provide and maintain a balanced collection of print, non-print, and digital materials across a wide spectrum of subjects. The collection strives to meet the informational, educational, recreational, and cultural needs of our diverse community which includes users of all ages, education levels, and cultural backgrounds. The collection development objectives are:

- To provide resources that inform, educate, and/or entertain
- To provide works of enduring value
- To provide timely material on current issues
- To select materials based on community needs and demand

The inclusion of an item in the Library collection in no way represents an endorsement of its contents. Only individuals can determine what is most appropriate for their needs and can define what material or information is consistent with their views and values.

In the development of its collection, the Library recognizes that it is impossible for a Library of our size to meet all the needs of our community. As a member of Libraries of Middlesex Automation Consortium (LMxAC), a resource sharing library consortium and the state supported inter-library loan system, the Library supplements its resources with materials borrowed from other libraries through these larger entities.
The Library supports the West Windsor-Plainsboro school district curriculum by purchasing general materials related to relevant subject areas. The Library does not typically purchase textbooks. Textbooks may be added to the collection if they provide the best or only source of information on a subject.

IV. Responsibility
The director has ultimate responsibility for the shaping of the collection. The director delegates selection and retention decisions to qualified staff members in each department. These staff members have the primary responsibility to develop and maintain the collections in their respective areas.

V. Selection Criteria
In general, the Library staff will select materials based on one or more of the following criteria:

- Quality
- Demand and usage
- Educational value
- Cultural enrichment and social significance
- Classic status; titles that have enduring value as a standard work
- Local interest and/or local authorship
- Currency and accuracy of information
- Overall balance of variety and viewpoints
- Availability of the subject in library resources
- Cost

VI. Methods of Selection
Library staff’s primary method of selection will be to read reviews in established professional trade journals and nationally known print and online reviewing sources. Cost-effective additions to the collection may also come through other channels, such as donations and gifts. Selections will be consistent with the criteria mentioned above.

i. Donation and Gifts
The Library accepts donations of books and other materials. The Library may add donated materials to the collection following the same selection criteria as listed above. The Friends of the Library assumes ownership of donated materials. The Library accepts donations of money for the purchase of print, non-print, or digital collections. However, the Library retains the right to make the selection and purchase decisions from any monetary donation given for a specific collection.

ii. Requests
Library patrons are encouraged to request materials. Suggestion forms are available on every floor in the Library and may be submitted to the Library staff in person or online. Every effort will be made to fill each request, either through purchase or through the available Library’s resources. Items for purchase will be subject to the same selection criteria as above.

VII. World Language Collections
The Library maintains selected world language collections that reflect the demographics and demand of the Plainsboro community. Growth in these collections will be maintained as budget, donations, and grants allow.

**VIII. Weeding**
Weeding will be done on a regular basis in conjunction with systematic collection evaluation.

Items will be weeded out of the collection using a variety of criteria including:
- Review of statistical information such as circulation reports, collection turnover rates, and use statistics for digital resources
- Age of material
- Continued value
- Alternative coverage of subject or genre in the collection
- Availability of better or newer materials on the subject
- Physical condition

**IX. Reconsideration of Library Materials**
The Plainsboro Public Library’s collection is for the benefit of all residents of Plainsboro, and supports diverse opinions and interests; occasionally a resident of Plainsboro may find a particular item in the collection that does not support his or her tastes, views or otherwise lacks merit. The director or appropriate staff member will meet with the resident to discuss their concerns, review this policy, and identify alternate materials. If a concern is not satisfied through discussion with staff and/or the director, the resident may complete a Reconsideration of Materials form. The director will present the form and his or her recommendation to the Library Board of Trustees for discussion and final determination. Only residents of Plainsboro or Plainsboro Library staff may put forward a book for reconsideration.

Neither the director nor any staff will remove an item from the physical or digital collection in response to a request for reconsideration without the direct authorization of the Library Board of Trustees.

*Adopted June 3, 1992  
Revised February, 2002  
Revised December 2002  
Revised February, 2003  
Revised December 5, 2017  
Revised May 3, 2022*
REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS

Freedom of access is a fundamental tenet of a public library. Before submitting this form, please read the American Library Association’s Library Bill of Rights, Freedom to Read Statement and Freedom to View Statement.

AUTHOR AND CALL NUMBER_______________________________________

TITLE________________________________PUBLISHER________________

1. To what in the work do you object? Please be specific; cite pages, scenes, songs.

2. Is there anything good about this book, film, or album? Please be specific.

3. Did you read/view/listen to the entire work? If not, what parts have you read/viewed/listened to?

4. Are you aware of the judgement of this work by literary or scholarly authorities?

5. What work of equal literary or informational merit would you recommend that would convey as valuable a picture and perspective on the subject?

6. What would you like to have the library do?

7. Please give any additional comments about the work here:
Request initiated by_____________________________________________

Address_______________________________________________________

Organization represented (if applicable) __________________________

Signature____________________________________   Date____________