KENILWORTH FREE PUBLIC LIBRARY MATERIALS SELECTION POLICY

The intent of this policy is to guide the Director and staff in the selection, maintenance and withdrawal of materials and to inform the public/community about the principles upon which selection judgments are made. Since both the collection and the community are constantly changing, the policy will be reviewed for possible revision every five (5) years. The limitations caused by budgets, changes in population, commercial activities, technological innovations, collections of other institutions, crucial needs in certain areas at times, and other unforeseeable situations are definite factors to be considered and monitored.

OBJECTIVES

The goal of the Library is to provide a well-balanced and broad collection of materials for all age groups, diverse types of material based on demand of patrons, and materials for the education and recreation of the community. This goal is augmented by the Library's membership in the Libraries of Middlesex Automation Consortium (LMxAC) which provides access to the collections of its member libraries via reciprocal borrowing and lending. Other requests for unique materials are gotten from JerseyCat, New Jersey's statewide interlibrary loan system.

RESPONSIBILITY

The responsibility for selection and withdrawal rests with the Library Director, and other designated employees, who operate within the framework of policies determined by the Library Board of Trustees.

GENERAL PRINCIPLES

Basic to this policy is the Library Bill of Rights as adopted by the American Library Association The Library Bill of Rights affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services:

1. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

2. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

5. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

6. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

7. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Responsibility of the reading habits of children rests with the child's parent(s) or legal guardians. Selection should not be inhibited by the possibility that books may inadvertently come into the possession of children.

Selection of material of a sexual nature should be made on the basis of whether a book presents life in its true proportions, whether characters and situations are realistically presented, and whether the book has literary value.

SPECIFIC PRINCIPLES

In selecting materials for purchase, adding gift materials or when items are being evaluated for retention or replacement, the following criteria is taken into consideration:

- Accuracy and impartiality
- Attention of critics, reviews, and the public
- Suitability of subject and style for intended audience
- Cost
- Currency of information
- Local importance and/or historical value
- Reputation of the author or publisher
- Quality of organization, readability, and style
- Uniqueness or special features
- Advance notices and pre-publication announcements supplied by publishers and

professional reviewing services

- Physical condition of the item and space limitations
- Duplication of material already in the Library
- Availability of material in nearby libraries, if local interest is limited to small or specialized groups
- Potential user appeal
- Relation to the existing collection and to other materials on the subject
- Representation of diverse points of view
- Sustained interest
- Authenticity of history or social setting

Suggestions for purchase from the general public are always given serious consideration using the above criteria. Non-book materials will be governed by the same principles and criteria applied to book purchases, including all media, realia, and electronic sources.

The Library will not acquire textbooks or other curriculum-related materials unless such materials also serve the general public.

SPECIAL CONSIDERATION FOR ELECTRONIC INFORMATION SOURCES

- Ease of use of the product
- Availability of the information to multiple simultaneous users
- Equipment needed to provide access to the information
- Technical support and training
- Availability of the physical space needed to house and store the information and equipment
- Available in full text

TOP FIVE RECOMMENDED LIBRARY REVIEW SOURCES

- Booklist
- Library Journal
- New York Times Book Review

- Publisher's Weekly
- School Library Journal

COLLECTION MAINTENANCE AND WITHDRAWAL OF MATERIAL

Weeding is selection in reverse and enhances the reputation and reliability of the collection. Discarding or weeding of materials is the best and most economical utilization of space. Materials may be withdrawn on the basis of the following:

- Condition - worn or damaged
- Currency - materials containing obsolete or inaccurate information
- Demand - items no longer used based on circulation statistics or community interest
- Items dealing with local history are an exception

DISPOSAL OF LIBRARY MATERIALS

This policy safeguards that withdrawn Library materials are disposed of in an orderly and legal manner, and identifies disposal methods. The Board of Trustees of the Kenilworth Free Public Library authorizes the Library Director, or designee(s), to withdraw and dispose of Library materials. In order to maintain a collection of materials that best serves the community, the Library must periodically withdraw Library materials (books, magazines, DVDs, CDs, etc.) from the collection for a variety of reasons according to Library's best practices. Withdrawn Library materials will be disposed of accordingly:

1. Withdrawn materials will be made available to the Friends of the Kenilworth Free Public Library at their request.
2. Withdrawn materials will be made available to the public in a variety of ways.
    1. Provided to local teachers and schools at their request
    2. Distributed to other book distribution sites
    3. Other methods as available, approved by the Library Director
3. If the withdrawn materials cannot be used or donated, they will be recycled or discarded.

GIFTS AND DONATIONS

Accepting gifts and donations is an important way for the public library to benefit from the generosity of the community it serves. Gifts and donation of materials are reviewed using the same criteria as purchases. The Library reserves the right to dispose of any gifts that are given to the Library. Due to limited space, we are NOT accepting book donations at this time. Please do not leave donations outside the library during our closed hours, as our library staff is not responsible for donation disposal.

Funds may be given for the purpose of acquiring materials recommended by library staff as prescribed in this policy, or for the purchase of specific items suggested by the donor. When the library receives a cash gift for the purchase of materials, the library staff must make the selection with the general selection principles set forth in this policy.

OBJECTION TO MATERIALS

In all instances the Library defends the principles of the ALA Freedom to Read Statement and the use of Library materials. No materials are judged on the basis of the author's race, nationality, or political, social, or religious beliefs. Materials are judged as entire works, not on isolated passages or selections.

Kenilworth residents with a valid, current (non-expired) and good standing Kenilworth Free Public Library card may request reconsideration of a book previously selected by use of the Request for Evaluation of Library Materials form.

REQUEST FOR EVALUATION OF LIBRARY MATERIALS

Kenilworth residents with a valid, current (non-expired) and good standing Kenilworth Free Public Library card who want to file a complaint regarding Library materials will be asked to fill out the Request for Evaluation of Library Materials form (see below). Requests for Evaluation may be placed only by individual Kenilworth residents with a valid, current and good standing Kenilworth Free Public Library card. Organizations or groups are not eligible to file a Request for Evaluation of Library Materials forms on behalf of their members. Anonymous submissions are not eligible to file a Request for Evaluation of Library Materials.

The Director, or a member of the staff designated by the Director, will review the Request for Evaluation of Library Materials form(s) taking into consideration the Library Materials Selection Policy and review sources. The Director will respond to the patron in writing within thirty days of the date of receipt of the completed Request for Evaluation of Library Materials form(s). Accompanying the decision will be copies of relevant reviews, the Library Materials Selection Policy, the Library Bill of Rights, and/or the Freedom to Read and Freedom to View statements. The Director will provide the Library Board with a copy of the completed Request for Evaluation of Library Materials form(s) and the written response(s).

The decision of the Director may be appealed by the person submitting the Request for Evaluation of Library Materials form(s) in writing to the Library Board within thirty (30) days after initial receipt of the Director's decision. The Board will evaluate in an open meeting the work according to criteria in the Library Materials Selection Policy within three Board meetings from the date the appeal is received. After the evaluation, the Library Board will notify the patron by mail of its decision. All decisions by the Board are final.

Until such review takes place and a decision is made, no removal or restriction of the questioned item(s) shall take place. Additional challenges to a title the Board of Trustees has made an appeal decision on will not be accepted for thirty-six months from the date of initial Board review.

Approved by the Kenilworth Free Public Library Board of Trustees on 3/9/23.

Request for Evaluation of Library Materials Form

The Library trustees of the Kenilworth Free Public Library have established a materials selection policy and a procedure for gathering input about particular items. Completion of this form is the first step in that procedure. If you wish to request reconsideration of a resource, please return the completed form to the library director.

Kenilworth Free Public Library

548 Boulevard

Kenilworth, New Jersey 07033

Date _____

Name _____

Address _____

City _____ State/Zip _____

Phone _____ Email _____

Do you represent:

Yourself? _____

An organization? ____ Name of Organization _____

1. Resource on which you are commenting:

___ Book (e-book) ___ Movie ___ Magazine ___ Audio Recording

___ Digital Resource ___ Newspaper ___ Other

Title _____

Author/Producer _____

2. What brought this resource to your attention, and to what in the work do you object? Please be as specific as possible. Cite examples.

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3. Have you read/viewed/listened to the entire item? Yes_____ No_____

4. What concerns you about the resource?

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5. Are there review(s) you suggest to provide additional information and/or other viewpoints on this topic? If yes, please include a citation for each review?

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6. What action are you requesting the committee consider?

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