

Collection Development Policy
Bernardsville Public Library

Adopted January 20, 2004

Bernardsville Public Library provides materials to meet the informational, educational, cultural, and recreational needs of the residents of Bernardsville. A fundamental part of this service is the selection, acquisition, organization, circulation and promotion of appropriate materials.

Selection of materials for the library collection is based on four factors:

A. Mission of the Library

Bernardsville Public Library staff will select, acquire and organize materials in all media in order to:

1. Provide diverse current, popular and reference reading, viewing and listening material for community residents.
2. Provide for the personal, educational and professional needs of all ages.
3. Place special emphasis upon supporting young children, students and their parents in an appreciation of reading and learning.
4. Make resources available for group interaction and community participation.

B. Consideration of community as a factor in selection, including:

1. Local libraries, library system members and the State Library to provide the best library service while minimizing duplication of services and resources.
2. Local agencies, groups and organizations whose purposes and activities are related to library objectives.
3. The educational community to supplement and enrich the information, research and recreational needs of students of all ages.

C. Selection based on clientele to be served with the following guidelines:

1. Materials should be of immediate or anticipated interest to individuals or groups in the community.
2. Subject coverage should be as broad in scope as the interests of the community and, within the constraints of budgetary considerations, provide such variety and depth as demand may indicate.
3. Materials should meet acceptable standards with respect to content, expression and manufacture.
4. Requests by the public will be given serious consideration.

D. Selection Criteria

1. Each type of material placed in the Library must be considered in terms of its own kind of excellence and the audience for whom it is intended. The addition of any item to the library collection in no way represents an endorsement by the library of any theory, idea or policy contained in it.

2. There is no single standard that can be applied in all cases when making a selection decision. Some materials may be judged primarily in terms of artistic merit, scholarship, and/or their value as human expression; others are selected to satisfy the recreational and entertainment needs of the community. A well-rounded collection of materials that serves a broad spectrum of users must provide the widest possible selection of print and non-print formats.

3. Criteria for the selection of materials will be based on:

- i. Suitability of physical form for library use
- ii. Suitability of subject and style for intended audience
- iii. Present and potential relevance to community needs
- iv. Appropriateness and effectiveness of medium to content
- v. Insight into human and social conditions
- vi. Importance as a document of the times
- vii. Relation to existing collection and other material on subject
- viii. Skill, competence, and purpose of the author
- ix. Reputation and significance of the author

x. Cost

xi. Demand