

# ***MOUNT OLIVE PUBLIC LIBRARY***

202 Flanders-Drakestown Road; Flanders, New Jersey 07836 | P: 973-691-8686 | www.mopl.org

## **The Mount Olive Public Library's Selection of Materials Policy**

The Mount Olive Public Library provides materials and services to support the informational, educational, and cultural needs of the citizens of Mount Olive Township. These needs will be considered in the development of the collection and will receive priority in the allocation of resources and funds.

Selection and purchase of library materials rests with the Library Director who may delegate some responsibilities to other staff members. Staff will adhere to accepted professional practices when making selection decisions. The recreational, educational, informational, and cultural needs of the community will be considered in selection materials.

To build a collection of merit and significance, materials must be measured by objective guidelines. All acquisitions, whether purchased or donated are considered in terms of criteria listed below. An item need not meet all criteria to be acceptable.

Materials selection is a discerning and deliberative process, involving general knowledge of the subject and its important literature, familiarity with the library's collection, awareness of bibliographies on the subject, and an understanding of the community's needs and interests. There is no single standard that can be used to evaluate the numerous and varied types of material in the library's collection; however, the following are general areas of consideration:

- The authority, reputation, or significance of the author and/or publisher of the work.
- Attention of critics, reviewers, media, and the public.
- Literary, artistic, or technical quality of the item as a whole.
- Social significance.
- Community needs, both those expressed, and those inferred from user demographics or other evidence indicating areas of interest.
- Importance as a document of the times.
- Suitability of the subject format and style for the intended audience.
- Scarcity of resources on a particular subject, the importance of the subject to the overall collection, and availability elsewhere.
- Cost relative to need or merit.
- Resident authors or materials with local emphasis. Local authors, illustrators, musicians, and filmmakers are encouraged to donate one copy of their work to the Mount Olive Public Library. Materials will be reviewed to assess which collection is the best fit for the work. If possible, the item will be added to our catalog using a local interest statement in the bibliographic record.
- Reviews from professional journals and other review sources.
- The extent to which the item supplements, expands on, or supports the existing collection, rather than duplicating it.

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- Contribution to the MOPL collection as a whole.
- Representation of diverse points of view on controversial issues.
- Representation of an important movement, genre, trend, or national culture.
- Artistic presentation and experimentation.
- Collection use and circulation trends.
- Varied formats (print, audio, digital) based on anticipated public demand and vendor availability.

The library does not purchase textbooks or technical manuals for the benefit of a single individual. The collection is not developed to support academic study, but rather to serve as a supplementary resource for educational curricula.

New formats will be added to the library's collection when industry reports, public library practice, and evidence of community demand make it clear that the proposed new format will be broadly accepted and utilized. The library will keep abreast of new formats and, when possible, will acquire and facilitate new ways of accessing content.

The Library Director determines how limited funds will be allocated among the major collection subdivisions (e.g., adult non-fiction, fiction, youth collection, reference, periodicals, non-print). Circulation will be maintained to assist in decision making.

Materials will be selected based on positive reviews in professional journals or actual examination and evaluation of materials. Along with reviews and popular demand (bestsellers, school bibliographies, local interest) may be used as the criterion for selection of materials. Items that must be updated every year may be placed on a standing order list to ensure timely delivery. Suggestions from the community for items to be considered for purchase are strongly encouraged, but material must meet selection criteria.

Multiple copies of popular books (e.g., bestsellers, resume guides, tax preparation) may be purchased to meet short-term demand. The Library will attempt to have information available in a variety of formats (book, non-book, pamphlet, magazines, etc.) when available and practical. Generally, only one copy of materials in other formats will be purchased unless long-term high demand is anticipated.

Objections to items in collections must be made in writing and must adhere to the procedure stated in Library's ***Citizen's Request for Reconsideration of Library Materials Policy***. Materials that no longer meet the needs of the community and no longer support the Library's collection will be withdrawn and disposed of in accordance with the Library's ***De-Selection of Materials' Policy***.