LIVINGSTON PUBLIC LIBRARY
COLLECTION DEVELOPMENT POLICY

I. Mission: Statement of Purpose and Philosophy
A. The Mission of the Livingston Public Library
The mission of the Livingston Public Library is to meet the needs of the residents of Livingston in all aspects of library service and to ensure every citizen’s freedom to access all library information resources. As a center of education, information, recreation and culture, the Library shall serve Livingston’s diverse and changing community with a welcoming atmosphere, a qualified staff, and a wide variety of materials, programs and current technology.

B. The Statement of Purpose of the Collection Development Policy
The Collection Development Policy supports the Library in its mission. The purpose of this policy is to ensure intellectual freedom for all users, and to expand and enhance library collections in appropriate formats to provide information of high quality and to meet the varied needs of the community. In support of this mission and these values, the library acquires, organizes and provides access to a wide variety of information, materials and services which help to fulfill the intellectual, educational, social, cultural, community information, and recreational needs of all residents.
The library shall be proactive in seeking and establishing new technologies, and in exploring relevant opportunities.
This policy provides guidance and direction to the library staff for the development and maintenance of the Library’s collection in consonance with the mission, purpose, roles and goals of the Library.

C. Collection Development Philosophy and Goals
The Livingston Public Library affirms support of the First Amendment to the Constitution of the United States of America. The Library also endorses the following American Library Association statements:

- ALA Library Bill of Rights
- ALA Freedom to Read Statement
- ALA Freedom to View Statement
- ALA Access to Information, Services and Networks
- ALA Privacy
- ALA Libraries: An American Value
- ALA Code of Ethics

Copies of these statements are attached in the Appendix.
Also included in the Appendix are the, Library’s Procedures for Challenged Materials and a Request for Reconsideration of Specific Library Material.

II. Community Profile and Needs Assessment
Livingston is a township occupying 13.75 square miles located in western Essex County, New Jersey. It is a community with a diverse population who value education, libraries and the arts. Its residents enjoy a comfortable suburban lifestyle with easy access to New York City and other nearby metropolitan, suburban and rural areas due to the proximity of many major highways.
Population Characteristics and Trends
The most current census should be consulted for population make up and characteristics.

As of the US 2000 Census, the township had a total population of 27,391. The town population was at its highest in the 1970 US Census. Having dipped somewhat from 1970 to 1990, the population rose again from 1990 to 2000. The township’s Master Plan calls for a future population of 30,000, with recent predictions calling for increases as high as 10% by 2010 and another 5% by 2020.

The township is currently witnessing the completion of a new Town Center, a $77 million retail, office and housing complex. The Center features a mix of specialty stores and restaurants, professional space and 114 homes and is expected to bring many new people into the town.

Diversity
The diversity of the Livingston population in race, religion, age and economic status has been growing gradually over several decades, so that it now enjoys a reputation as a community with significant diversity among its residents.

The diversity of the community is reflected in the township’s schools and houses of worship.

According to the 2004-2005 Livingston School District’s Ethnicity Report, 75% of the students are white, 21% are Asian, 3% are Hispanic and 2% are African-American. The 22 houses of worship include 6 synagogues, 2 Korean churches, a Taiwanese church and many other Catholic and Protestant churches.

Diversity in Age: Active Youth Through Activist Seniors - Many of the original homeowners, who settled in Livingston during the late 1950s and 1960s purchased their homes as young marries, stayed to raise their children and have remained in town. A significant number of these original residents now form the core of the town’s senior community, most of whom live independently in their homes, participate in community activities, serve as volunteers and continue an active lifestyle. There are many senior groups and organizations, and the town employs a Senior Coordinator who fosters senior activities and advocacy. As the active senior population gradually moves out of town, younger families typically purchase their homes with children.

Diversity in Economic Status - In Livingston, household income ranges from modest to higher levels. Median household income in the year 2000 was $98,869 (the national average for median household income at that time was $41,994). CNN Money.com listed the Livingston 2005 median household income at $107,467, although many members of the large Livingston senior population live on modest or fixed incomes.

Education - Livingston boasts a highly educated adult population, and parents are very concerned and involved in their children’s education. Many families report that they settle in Livingston because of the excellent schools.

In addition to several excellent private schools, the town has a highly rated public school system. The system is made up of six elementary schools, two middle schools and a comprehensive high school. Gifted and talented programs start in second grade, and a broad range of courses are available in the high school. There are 63 athletic teams in the high school, with about 70% of students participating in sports. The school system is successful in large part because of very involved parents, intelligent and motivated students and talented and dedicated teachers.

Education for population 25 years old and higher according the 2000 US Census:
High school or higher 94%
Bachelor's Degree or higher 58%
Graduate Degree or higher 26.7%

III. Selection Process

A. Responsibility for Collection Development
The ultimate responsibility for the selection of materials resides with the Library Director, who operates within the framework of policies and guidelines determined by the Livingston Public Library Board of Trustees.

The Director accepts recommendations from the Principal Librarians/Department Heads as well as other staff members according to individual areas of expertise, specialization, interest and demand. New formats and technologies should be brought to the attention of the Director.

A Collection Management Committee will be established to meet at least once a month. An appropriate individual will be appointed to head the Collection Management Committee. As part of collection management responsibility, the Head of Collection Management will be responsible for tracking purchases for budgetary purposes. This responsibility may be delegated.

B. Community Participation
Library staff may make use of purchase suggestions submitted by library users as well as analysis of pending reserve requests. User suggestions for purchase will be evaluated in accordance with the Collection Development Policy.

C. Selection Tools
The following professional journals may be consulted as part of the selection process: Book Links, Kirkus, Booklist, Publisher’s Weekly, Library Journal, School Library Journal, Choice, Video Librarian, Hornbook and VOYA:Voice of Youth Advocates. Materials may be selected from standard collection guides including Public Library Catalog, Fiction Catalog, Middle and Junior High School Catalog, Books in Print, Children’s Catalog, and Magazines for Libraries. Selections may also be from annual selected bibliographies of recent publications; publishers’ and booksellers’ catalogs and flyers; and inspection of materials during sellers’ visits to the library or at professional conferences, trade shows and retail stores. Many additional collection development resources are available, such as national newspapers and general-interest magazines, local publications, the broadcast media and reputable sources on the Internet.

D. Selection Criteria
The Livingston Public Library selects materials for its collection in accordance with professionally accepted guidelines. The Library makes every attempt to represent a variety of points of view on current and historical issues. The Library does not sanction particular beliefs or views, nor is the selection of any given item equivalent to an endorsement of the author’s viewpoint. In selecting materials for the Library’s collection, Library staff use the following general criteria.

General Criteria - The criteria listed below may be applied globally to all aspects of selection, and may also be applied to the areas of the collection listed herein. Specific criteria may also be utilized for each of the formats collected throughout the scope of the collection. New fiction and non-fiction shall be defined as such for a period of not more than one year unless a book continues on the best-seller list for a longer period of time.

Criteria:
Appropriateness
   Appropriateness to library’s mission
   The extent to which the item supplements, expands on, or supports the existing
   collection, rather than duplicates it

Work’s Excellence
   Comprehensiveness of treatment, including breadth and depth
   Physical quality of material
   Authority, accuracy and accessibility of presentation
   Currency of information
   Reputation and significance of author, publisher or issuing body

Significance
   Local or national significance
   Subject matter and scope
   Long-term or historical significance or interest
   Popular interest and anticipated use
   Scarcity of material on the subject

Diversity
   Relevance to the cultural experiences and contributions of diverse populations
   Need for materials reflecting all sides of issues
   Representation of diverse points of view

Community
   Community interests and needs
   Relevance to observed and anticipated community needs and desires
   Importance of the subject matter to the community
   Local significance of the author or creator of the work
   Relevance of the information to immediate local requirements

Cost and Space
   Budget and space considerations
   Levels of funding and cost of item
   Value of resource in relation to its cost

Reviews
   Attention and response of critics, reviewers and general public
   Inclusion of work in bibliographies, recommendation lists and indexes
   Critical reviews, accuracy, literary merit

Availability
   Whether the work is available elsewhere.
   Specifically, whether the book is available elsewhere in BCCLS.
   Important consideration should be given to last copy protection.

Formats Collected:
Print and Audiovisual Media - Books, large print material, Braille, audio books, music compact discs, DVD’s, videocassettes, photographs, music scores, U. S. government documents, magazines, newspapers and pamphlets.

**Electronic Media** - The library provides customers with access to the Internet and other electronic resources. Because library staff cannot control access points that often change rapidly and unpredictably, customers are responsible for the choice of sites accessed. (The Library’s Internet Use Policy is included in the Appendix.)

**Scope of Collection:**

**Fiction** - Classic literature, popular bestsellers, and genre fiction from all time periods and parts of the world are included in the collection.

**Non-Fiction** - The non-fiction collection should be balanced and encompass any subject in the range of human knowledge. In order to achieve such balance the collection should include diverse points of view, in print and non-print format, and at various reading levels. Adult selections are based on the needs of the users and are not influenced by the possibility that children may have access to the material. Textbooks are collected only when they meet the selection criteria and when they assist the library in fulfilling its roles. No attempt is made to purchase textbooks for curriculum support.

The library strives to collect materials that reflect the diversity of the users served. This includes materials:

- Of various reading levels
- With diverse point of view
- In a variety of formats
- Print and non-print

Covering any subject in the range of human knowledge.

**Reference** - Reference material includes dictionaries, encyclopedias, or other works that contain brief articles that cover a broad scope of knowledge in one book, or a set of books. Materials are typically used daily by the public and library staff to answer specific questions. Subject value, accuracy and currency are stressed in the selection of reference materials. Practical works, as well as scholarly, are included in the collection. Highly specialized and professional works are outside the scope of the library’s service and are usually not included. Electronic formats may be utilized for reference information, and consideration is given to whether print or electronic format is most suitable for specific subject matter; an important goal in this regard is to avoid duplication.

**Electronic** - The general collection includes materials housed in the library building as well as electronic information such as databases, website documents, and links to websites on the library website and in the library catalog. Selection criteria for electronic resources includes ease of access, hardware requirements, comparison of content with other available formats, licensing requirements, networking capabilities, and staff training and customer assistance requirements.

**Children** - The children’s collection serves children from birth through fifth grade, as well as their parents, teachers, caregivers and other professionals working with children, by providing books and other media of the best available quality for recreational use, general information and elementary school level curriculum support. Literary excellence, accuracy and timeliness of
factual material, and high quality art and illustrations are the standards met in materials selected for the library children’s collection. Children are recognized as creative, inquiring individuals with unique capacities for intellectual and emotional growth. The resources of the entire library are available to them. The criteria for selection of children’s material are essentially the same as those of the entire library. Professional librarians who are expert in their field and knowledgeable about child development select materials for children. In upholding the Library Bill of Rights, the library believes that it is the responsibility of parents and guardians to determine what is appropriate for their children’s viewing and reading. The collection includes juvenile fiction, juvenile non-fiction, picture books, board books, easy readers, pop-up books, professional collection, recorded books, recorded music, video and DVD’s, parenting collection and periodicals, but is not necessarily limited to these. (For a complete statement regarding children’s materials, see the Appendix.)

**Young Adult** - The young adult collections serves youth in grades six to twelve and is designed to address their informational, recreational and developmental needs and interests. Materials in this collection span a wide range of reading levels, interests, and academic needs. The collection is intended to stimulate the interests of young people in reading and in the world around them, and to help preserve their interest in lifelong reading and library usage. The resources of the entire library are available to young adults. Professional librarians who are expert in their field and knowledgeable about the development of young adults select materials for young adults. The criteria for the selection of young adult materials are essentially the same as those for the entire library. In upholding the Library Bill of Rights, the library believes that it is the responsibility of parents and guardians to determine what is appropriate for their young adults’ reading and viewing. The young adult collection includes popular fiction, graphic novels, non-fiction, reference, audio books, music and periodicals. (For a complete statement regarding young adult materials, see the Appendix.)

**Special Collections** - The library maintains the following specialized collections. **Business**: A collection encompassing all aspects of the topic of business is shelved near the reference collection. **ESL**. Materials are included both for the use of students learning English, and also for the use of tutors in training students in the learning of English. **Local History**. This collection exists to preserve, organize, and manage the use of materials, which deal with the natural, cultural, social, economic and political history of Livingston. **Music**. The library maintains a collection of sheet music and librettos. **New Jersey**. An extensive collection of books, pamphlets, clippings and other materials about New Jersey are shelved in the reference collection. **World Languages**. The library collects materials primarily in the English Language. In order to address the ethno-linguistic needs of its diverse population, the Library collects print and non-print materials in the languages other than English that reflect local community needs.

**IV. Evaluation, Weeding and Replacement of Library Materials: Guidelines**

**Evaluation** - The library maintains an ongoing collection evaluation program to measure the present information and recreational needs of the community and to anticipate future needs for materials. Measurement tools may include reports on circulation and shelf availability, statistical reports, computer generated reports, user suggestions and comments, staff reports, and surveys. Surveys and/or focus groups may be done on a regular basis to identify and respond to the expressed needs and interests of users.
Weeding - Criteria for withdrawal of items should be similar to those used for selection, on the understanding that selection and withdrawal are different facets of the same continuous process. An active and on-going weeding program is essential in maintaining a visually inviting, accessible, and up-to-date collection that reflects collection development policies and guidelines. The professional staff will evaluate the collection using these guidelines. They are not a substitute for professional judgment and common sense. The collection is recommended to be weeded at a rate of 5-10% a year until optimum size is achieved. Thereafter, the optimum collection size will be maintained. The number of books purchased should equal the number of books weeded. At this point, the optimum collection should consist of 185000 volumes.

Replacement - Lost or withdrawn material is not automatically replaced. Each item must meet selection criteria anew, taking into consideration patron interest, existing coverage, and the availability of newer or better materials. Withdrawal consideration should be given to the following:

Usage/age
- Materials with obsolete content
- Materials which are infrequently used; BCCLS Dusty Book Report should be consulted
- Materials that have no anticipated use
- Older editions
- Works containing information which has been superseded or presented in newer, more comprehensive or more accessible formats
- Materials on the “hot topics” of several years ago

Physical condition
- Broken bindings
- Marked pages
- Yellowed pages
- Format (small print, poor quality pictures, poor binding, etc.)
- Mold
- Unpleasant odor
- Rebound books

Value/quality
- Biased or sexist terminology or views
- Incorrect or outdated information
- Dated subject matter
- Materials which are incomplete sets in which items missing seriously impair their usefulness
- Materials that are not indexed
- Availability of other materials on the subject
- Cost of replacement
- Historical importance

Additional criteria to consider when weeding fiction:
- Keep only one or two copies of duplicates
- Consider discarding items that have not circulated
Discard series books when titles are missing  
Discard older single title authors  
Discard short story collections by lesser known authors  
Discard obscure foreign authors  
Discard lesser books by classical authors  

Availability  
Take into consideration whether the book is available elsewhere in BCCLS.  
Last copy protection in BCCLS or a wider area.  

When weeding Nonfiction consideration should be given to guidelines such as the CREW (continuous review, evaluation and weeding) method, or MCPL procedures, which are included in the Appendix.)  

CREW method guidelines: the MUSTIE acronym  
M - Misleading; factually inaccurate  
U - Ugly; book is worn and torn, in disrepair  
S - Superseded by a newer edition (think of almanacs, etc.)  
T - Trivial; of no real discernible value (cartoon compilations, etc.)  
I - Irrelevant to the needs and interests of your community  
E - Elsewhere available; turn to interlibrary loan for the subject  

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