OBJECTIVES:
The Dixon Homestead Library seeks to select, organize, and make freely available those materials in print, non-print, and electronic formats to serve a wide range of ages. Materials selected will satisfy the informational, recreational, social and educational needs of the community which it serves. Parents and legal guardians are responsible for the use of the library’s collection by children. Library Staff will not restrict minors from borrowing any item.

DEFINITION:
Collection development refers to the decision that must be made either to add material to the collection, to retain items already in the collection, or to withdraw materials that fall into one or more of the following categories:

- **M** = Misleading--factually inaccurate
- **U** = Ugly--worn beyond mending or rebinding
- **S** = Superseded--by a new edition
- **T** = Trivial--of no discernible literary or scientific merit
- **I** = Irrelevant to the needs and interests of the library’s community
- **E** = Elsewhere--the material is easily obtainable from another library

RESPONSIBILITY FOR SELECTION:
The authority and responsibility for the selection of library materials is delegated to the Library Director by the Board of Trustees, and, under his/her direction, to the professional staff who are qualified for this responsibility by reason of education, training, and experience. Suggestions from staff members and library users are encouraged and will receive serious consideration.

CRITERIA FOR SELECTION:
The following criteria will be used in the selection of library materials:

a) Relevance to community needs
b) Potential and/or known demand for materials
c) Update of existing materials in the collection on the same subject

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d) The quality of writing, popularity, accuracy, appealing design, timeliness, and suitability of the format for public lending will be considered.

e) Reputation of the publisher or producer; authority and significance of the author, composer, filmmaker, etc.

f) Favorable reviews from (but not limited to) the following sources:

1) *Library Journal*
2) *Publisher’s Weekly*
3) *Kirkus Reviews*
4) *Booklist*
5) *New York Times*
6) *School Library Journal*
7) *Horn Book*
8) *VOYA*
9) Other popular review sources i.e. *People, Entertainment Weekly, Billboard*

**DONATIONS:**
The library is grateful for donations which may be added to the collection. However, the decision to add donated items to the permanent collection will be based on the same criteria used as those for purchased materials. Donations not added to the collection may be placed for sale, discarded, or recycled. The ultimate responsibility rests with the Director.

**MEMORIAL BOOKS:**
The Library gratefully accepts monetary donations to purchase books given in honor or memory of a friend or loved one. A book plate commemorating the gift will be placed inside the front cover. The Library Director will send a letter to the person or family being honored or memorialized as notification and an acknowledgement to the donor will be sent. A form is available at the Reference Desk to collect the pertinent information.

**WITHDRAWING MATERIALS:**
The criteria for withdrawal of materials from the collection will follow the MUSTIE guidelines listed above. Materials no longer useful shall be systematically discarded in order to maintain the quality of the collection. Materials removed shall be chosen by the

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professional staff to be disposed of in the most practical manner at the Director’s discretion.

**RECONSIDERATION OF MATERIALS:**
A singular obligation of the public library is to reflect within its collection differing points of view on controversial or debatable subjects. The Dixon Homestead Library does not promulgate particular beliefs or views, nor does the selection of an item express or imply endorsement of the author’s viewpoint. Library materials will not be marked or identified to show approval or disapproval of the contents, nor will items be sequestered, except for the purpose of protecting them from damage or theft.

Patrons requesting that material(s) be withdrawn must be eligible for a Dixon Homestead Library borrower’s card and will complete a *Request for Reconsideration of Library Materials* form for submission to the Library Director. The patron should be assured that the matter will be given serious attention by the Director and professional staff and a written response will be given within a reasonable time.

The request will be considered in light of the library’s Collection Development Policy, the principles of the American Library Association’s Library Bill of Rights, the opinions of various reviewing sources and any other appropriate source.

Should the person initiating the request remain unsatisfied with the Director’s decision, an appeal may be made for a hearing before the Board of Trustees to be discussed at the next regularly scheduled meeting. The Board’s decision is final.

**PROVISION FOR REVIEW OF POLICY:**
This Collection Development Policy will be available to the public and may be revised.

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Request for Reconsideration of Library Materials

Date: ___________________

If you have found materials or library resources about which you have concerns, please complete this form. Your request will receive prompt and complete consideration by Library Staff.

MATERIAL FOR CONSIDERATION

Author/Producer: ________________________  Publisher: ______________________

Title: __________________________________________________________________

Dewey number (if any): ___________________ Date/Edition: ____________________

Type of material:

___Book    ___ Magazine/Newspaper   ___ CD     ___ Videogame  ___ Audiobook

___other: ______________________________________________________________

Did you read, view or listen to the entire work or a portion of the work? ___All    ___Part  ___None

Please describe your concerns regarding this material:

____________________________________________________________________________________

What specific pages/selection illustrate your concerns:

____________________________________________________________________________________

What would you like the library to do about this work?

____________________________________________________________________________________

CONTACT INFORMATION

Your name: ___________________________________________________________________________________

Address: _____________________________________________________________________________________

City: _________________________________________________________________________________________

Telephone: __________

__________________________________________________________________________________

Please return this completed form to: Catherine Dodwell, Director
Dixon Homestead Library 180 Washington Avenue  Dumont, NJ 07628

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