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COLLECTION DEVELOPMENT POLICY

MISSION STATEMENT:

The mission of the New Milford Public Library is to provide Library resources and services to meet the evolving educational, recreational and informational needs of the community. The Library provides free, open, and equal access to ideas and information to all members of the community.

To support this mission, Library materials are selected, organized, and made accessible in order to anticipate and meet the diverse needs of the New Milford community.

PURPOSE:

The purpose of this policy is to provide direction for the building and maintenance of the Library's resources. The term resources includes:

- a) Print and non-print materials available in the New Milford Public Library.
- b) Material in other libraries or locations to which the Library may achieve access through reciprocal borrowing, interlibrary loan, or a similar resource-sharing process.
- c) Electronic data base retrieval sources.

RESPONSIBILITY FOR SELECTION:

The professional staff of the Library is responsible for the selection of books and non-book materials under the supervision of the Director who operates within the framework of policies determined by the Library Board of Trustees.

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) Relative importance in comparison with existing materials in the collection on the same subject.
- d) Quality of writing, design, illustrations or production.
- e) Current popularity and/or permanence of material.

- f) Suitability of subject, style, format and reading and/or interest level for the intended audience.
- g) Reputation of the publisher or producer; authority and significance of the author, composer, film-maker, etc.
- h) Favorable reviews in (but not limited to) the following sources:
 - 1. Library Journal
 - 2. Publisher's Weekly
 - 3. Kirkus
 - 4. School Library Journal
 - 5. New York Times
 - 6. Booklist
- i) Availability and accessibility of the same material in libraries who are members of the Bergen County Cooperative Library System.

GIFTS:

The Library does not accept used books and other materials due to labor and space constraints. However, the Friends of the New Milford Public Library will accept book donations during the month of their annual book sale Library benefit—typically held in September. Please contact the Library before dropping off donations.

The Borough of New Milford accepts book donations throughout the year in the green Legacy Bin located at the Department of Public Works.

A resident may donate a new or self-published title to be added to the collection only upon the approval of the Circulation and Collection Management Librarian. All titles are subject to the standards of selection.

COLLECTION MAINTENANCE:

Systematic withdrawal of materials no longer useful is necessary in order to maintain relevant resources and to maximize utilization of the space. The decision to withdraw Library materials shall be based on the physical condition, use of the material as determined by the last date of loan or number of loans in the last five years, the age of the material--especially in certain subject areas--and available shelving space. The literary, historic, and local interest of the material will be considered before withdrawing an item. Withdrawn items may be sold, offered to other libraries, discarded, or disposed of according to local practice.

RECONSIDERATION OF MATERIALS:

The New Milford Public Library recognizes that many materials are controversial and that any given item may offend some patrons. Selection of materials will not be made on the basis of anticipated approval or disapproval, but solely on the basis of the principles stated in this collection development policy.

Responsibility for monitoring children's reading rests with the parents or legal guardians. Selection of Library material will not be inhibited by the possibility that works may come into a child's possession.

Patrons requesting that material be withdrawn must be eligible for a New Milford Public Library borrower's card, must submit it to the New Milford Public Library Director. The patron should be assured that the matter will be given serious attention and that a response will be forthcoming in a reasonable time.

The request will be considered in light of the Library's Collection Development Policy, the principles of the ALA Library Bill of Rights, New Jersey's Freedom to Read Act, the opinions of various reviewing sources and any other appropriate source.

The patrons will be notified of the results of the reconsideration. The method of notification will be determined by the Board of Trustees.

PROVISION FOR REVIEW OF POLICY:

This collection development policy should be available to the public and will be evaluated by the Library Director and Board of Trustees every five (5) years.

Approved 5/2025