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I. INTRODUCTION

This policy was written by Reference/Adult Service, Technical Service and Children's Librarians under the direction of the Library Director. In writing this policy we reviewed and were inspired by many Collection Development policies from other public libraries including Burlington County Library System, Camden County Library System, Cherry Hill Public Library, Mount Laurel Library, Princeton Public Library, and Somerset County Libraries. When applicable we have incorporated many of the ideas and statements from those policies into our own and we gratefully acknowledge the generosity of these libraries in sharing their policies with us.

According to New Jersey Law (N.J.S.A. 40:54-12), the Library's Board of Trustees is ultimately responsible for the selection of library materials. This policy was presented to the Board of Trustees of the Moorestown Library for their approval. Having been approved, the implementation of this policy is the responsibility of the Library Director, who in turn delegates responsibility for its procedural implementation to the library staff.

Libraries operate in a continuously changing environment. To ensure that this policy remains current, appropriate and pertinent to the best operation of the Library, this policy is to be reviewed annually in the anniversary month of its approval.

II. PURPOSE

This policy is intended to provide a framework of overall guidance for the library staff responsible for collection development and to ensure that library resources are well spent in acquiring and maintaining a current, well-rounded and balanced collection that supports the mission of the library and the needs of the community. While a policy cannot replace the judgment of librarians, it can and should assist them in choosing from a vast array of available materials. By providing objective guidelines for selecting and deselecting library materials, a collection development policy ensures continuity and quality control of library collections regardless of staff changes over time.

This policy is also intended to serve as a description to the library staff, administration and to the public of the library's policies in selecting and maintaining its collection.

III. THE MOORESTOWN LIBRARY: ITS HISTORY AND GOVERNANCE

Moorestown Library is an independent municipal library. Established in 1853 as the Moorestown Library Association of Friends, it has been in continuous existence since that time. The Library originated as a subscription library open exclusively to members of the Religious Society of Friends and evolved into an institution serving all the citizens

of Moorestown. When in 1920 a Burlington County Library was established, Moorestown Library was able to benefit from sharing the resources of the County system as an Association library. It still retained a level of independence however and was not governed by the County Library organization. Finally in 1972 the Library became a tax supported municipal library (completely independent from the County Library) moving into its own building in a newly constructed municipal complex in 1975.

The Library is governed by a Board of Trustees of nine members appointed by the Township mayor. Each trustee serves a five year term and may be reappointed. The director reports to the Board of Trustees which has the authority of approving all library policies. The annual budget is prepared by the Library Director, presented to the Board of Trustees for approval and when approved, presented to Town Council which is responsible for funding library operations and maintaining the Library building.

IV. MISSION STATEMENT AND VALUES

Mission

The Moorestown Library provides free and open access to ideas, information and resources to enrich the community.

Values

- Customer satisfaction is our first priority
- We offer equal service to all, respecting the needs of all of our patrons
- We provide a comfortable and welcoming environment
- We are a responsive organization that listens to community concerns, responds quickly and adapts to meet changing needs.
- We encourage independent thinking by offering resources that represent all viewpoints.
- We make sure that every visit to the library is a rewarding experience so residents will continue to return often. *

*Moorestown Library Strategic Plan 2008-2011

V. DESCRIPTION OF THE COMMUNITY SERVED

Moorestown Township is a primarily residential community located in Burlington County, New Jersey. Settled by Quakers in 1682, the Township is currently 15 square miles in area and includes a population of 19,325, (6,971 households), as of the 2000 census. That population is highly educated with more than half of the over 25 age group holding a Bachelor's Degree and more than 23% holding a Graduate degree. The residents are generally affluent with the median family income as of 1999 at \$94,844.

Racially and ethnically Moorestown is relatively homogeneous with a population that is 89.3 % white, 5.6 % African American, 3.2% Asian and 1.7% Latino. 72 % of

the town's population is 18 years of age and older and 20 % of the population is over 60 years old. Almost 30 % of the population is 19 years old and under and Moorestown prides itself on its excellent schools both public and private. Three public elementary schools feed into one upper elementary school, one middle school and one high school. The graduation rate from the public high school is 96.2% and of those graduating seniors 93.6 % are college bound.

*Sources include:

"Profile of General Demographic Characteristics: 2000" for Geographic Area 08057 online at <http://factfinder.census.gov>.

The New Jersey Municipal Data Book 2007, Information Publications, Woodside, CA, p. 326.

Encyclopedia of New Jersey, Rutgers University Press, 2004, p. 534.

Moorestown High School Report Card

VI. MATERIALS EVALUATION

A. General Criteria

Collection development involves the continuous process of selecting new materials to add to the library collection and identifying materials that need to be withdrawn or "weeded" from the collection. While a policy cannot replace the judgment of librarians, it can and should assist them in choosing new materials and reviewing existing collections. Staff involved in collection development will consider the following criteria when evaluating materials:

- Literary, artistic or technical quality of the item as a whole
- Educational, informational or recreational value
- Accuracy, timeliness or permanence
- Local or community relevance
- Favorable reviews from standard sources or inclusion in reliable bibliographic tools
- Actual or potential reader popularity
- Relation to other materials in the collection in order to provide coverage of a wide range of ideas and varying points of view
- Suitability of format and physical condition
- Reputation and importance of the author, editor or artist
- Qualifications and significance of the publisher, director or producer
- Cost relative to need or merit.

B. Guidelines and Tools for Selection

Moorestown Library seeks to provide a balanced collection of titles in a variety of formats. We strive to cover a wide range of subjects and varying points of view at a variety of reading levels. Materials are selected to meet both the recreational and the informational needs of our patrons. Material is selected using standard review sources including (but not exclusive to) *Library Journal*, *Booklist*, *Publisher's Weekly*, *School Library Journal*, *Horn Book*, *the Bulletin of the Center for Children's Books*, *VOYA* and *Video Librarian* as well as H. W. Wilson's *Fiction Catalog*, *Public Library Catalog* .

C. Community Input

Moorestown Library welcomes and encourages input from the community concerning the collection. Suggestions for purchase are used to help the Library's professional staff in developing collections which serve the interests and needs of the community. Requests by patrons for recent materials not held by the Library will be generously considered for purchase. Items requested by several users may be purchased based solely on demand without reviews unless the item is by reputation questionable.

Requests to add or remove materials will be considered within the context of the principles expressed within this policy. Patrons who wish to request the reconsideration of library materials shall complete and sign the Request for Reconsideration form appended to this document. Upon receipt of a written request, the Director will discuss the matter with the appropriate professional staff and the Director will contact the patron in writing with the final decision. The patron, if unsatisfied with the decision, may request a hearing before the Board of Trustees. The Board will then determine whether the request for reconsideration has been handled in accordance with stated policies and procedures of the Moorestown Library. On the basis of this determination, the Board may vote to uphold or override the decision of the Director.

D. Local History and/or Authors

Local history materials as well as titles by local authors are of special interest to the Library and a broad view will be taken in decisions to add such material to the collection. In the case of local history, genealogy and Quaker materials, consideration will be given to purchasing two copies of titles, one for the circulating collection and a second copy for our noncirculating special collections.

See also VII, C. Special Collections

E. Multiple Copies

In response to community demand, the Library strives to maintain a ratio of 1 copy for every 3 requests for a book title. If possible, multiple copies of popular titles will be leased for the duration of the increased demand.

F. Interlibrary Loan (ILL)

Interlibrary loan is not a substitute for collection development but is meant to expand the range of materials available to library users without needlessly duplicating the resources of other libraries. The ILL process interacts with the collection development process in the following ways:

When a user requests a title the library does not own:

- If the title was published within the last six months, it is considered as a "request for purchase" since it is unlikely to be available on loan from another library. In this case, the title will be evaluated using the guidelines set out in our selection policy under VI, C. Community Input.
- If the requested title was published more than six months ago, is out of print and/or does not meet our criteria for addition to the library collection, it will be handled as an interlibrary loan request.

In the interest of providing the best possible service to our patrons, if a title is requested which the library owns but which is currently checked out or "missing*" we will offer to obtain the item via interlibrary loan. This service is especially appreciated by our patrons in the case of book clubs which often select a title which is no longer new or in high demand outside of our immediate area. Therefore, although Moorestown Library may not be able to fulfill the requests for a number of Moorestown patrons for one title, that title may be readily available from other libraries. In our efforts to support and promote reading, we will use our interlibrary loan service to supply local book clubs with the multiple copies they need of older titles.

* An item status of "missing" indicates that the item is not checked out but cannot be located on the shelf or within the library.

G. Binding Considerations

When a choice of bindings are available, materials considered to be of lasting value will be purchased in hard cover while titles considered to be of a shorter term popularity will be considered in paperback.

Materials from the collection that have been damaged (in their bindings) beyond repair and are not available in an economical replacement copy will be rebound if they are still of value. The guidelines for weeding will be used to determine whether an item should be replaced or rebound.

VII. LIBRARY COLLECTIONS

A. Circulating Adult Book Collections

1. FICTION

Our Fiction collection aspires to reflect both contemporary significance and permanent value. The Fiction collection is subdivided into general fiction, mysteries and science fiction which includes fantasy fiction. (Romance and Western genre titles are housed in our paperback collection.)

The Fiction collection is continuously weeded for physical condition and by circulation. Titles which have not circulated in five years are considered for discard. However the Library uses H. W. Wilson's *Fiction Catalog* as a standard and all titles listed in it are retained and replaced as necessary when condition warrants.

2. NONFICTION

Our Nonfiction collection provides informational literature on a wide variety of subjects. We strive to provide a balance of topics and points of view and in addition to reviews of newer titles we use the H. W. Wilson, Public Library Catalog in deciding which older titles should be retained when weeding. We select for the educated layperson rather than scholarly textbooks on specific subjects.

Dewey Decimal Subject Groups

000-099 Generalities

Titles in this area include books on computer science including guides to programs and operating systems, books on library science and reading lists and rare books, general encyclopedias, and journalism. In this subject area, the computer books and encyclopedias need frequent updating.

100-199 Philosophy and Psychology

This section includes titles on Philosophy, metaphysics, logic and ethics which have lasting value and do not require frequent weeding for currency. Also in this section are books on Psychology including self-help titles and books on parapsychology, the occult and dream interpretation.

200-299 Religion

This area includes books on Religion, Bible studies, church history, comparative religion, and mythology. Books in this area do not require frequent weeding for currency but are checked continuously for condition.

300-399 Social Sciences

The Social Science collection includes books on Political Science and government, economics, law, public administration and military science,

criminology, education, commerce, communications and transportation, customs, etiquette and folklore. Many of these titles need frequent updating. The library's circulating law collection consists of self help law books for lay people which are on standing order and replaced regularly as laws change. Also in this area are test preparation books for GED, SAT, GRE as well as specialized tests for graduate programs and civil service jobs. These test books are also on standing order and are regularly replaced.

400-499 Language

This section includes dictionaries and topical books on the English language and linguistics as well as dictionaries and language learning books on languages other than English. Most weeding in this area is for condition.

500-599 Natural Sciences and Mathematics

The titles in this section are selected for interest for the layperson in the subjects of Mathematics, Astronomy, Physics, Chemistry, Earth Sciences, Paleontology, Biology, Plants and Animals. This collection is added to frequently as new science titles become available and weeded regularly while retaining classics in the field.

600-699 Technology

The Technology collection includes medical books, engineering titles, agriculture and gardening books, home economics including cookbooks, home decorating and furnishings, sewing, housekeeping and child raising. Also in this area are Business books including books on how to write resumes and cover letters, starting your own business, business planning, public relations and management. Technology also includes books on woodworking, metallurgy, ceramics and construction. In all these manufacturing titles we select mostly for the home builder and repair person rather than the professional. As technologies change we weed and update this collection to keep it current and inclusive of new developments.

700-799 Fine and Decorative Arts

The Arts collection includes titles on painting and sculpture, landscape art and architecture, graphic arts and photography. The art collection includes art history titles as well as instructional titles for the amateur artist. The 700s also includes music books both on music history and instructional and performance support titles as well as books on acting and stage production. Finally within this section are books on sports and games including information on professional teams and athletes and instructional "how to play" titles. Weeding in this area is based upon circulation and condition.

800-899 Literature and Rhetoric

American and English literature as well as the literature of Europe, ancient Rome and Greece and World Literature is all covered in this section. It includes collections and criticism of poetry, drama, fiction, essays, speeches and letters. This is an area in which new titles are added but older titles generally have lasting value and are weeded primarily for condition.

900-999 Geography and history

Histories and geographies of the countries of the world and the states of the United States as well as the US as a whole are in this collection. While these histories remain useful over time this section also includes travel books for every region of the world and these guides are updated as they are published and weeded very frequently. Many of our travel books are purchased on standing order so that new editions arrive as soon as they become available.

3. PAPERBACKS

The paperback collection consists of current popular fiction in the genres of mystery, romance, westerns, science fiction and fantasy, and general fiction. Titles are selected from bestseller lists, reviews, and patron requests. Titles selected for this collection are original paperback titles (not paperback reprints of hardback titles.) The collection is updated frequently due to heavy wear of the books and changing reading interests of our patrons.

4. ADULT NEW READER

Moorestown Library maintains a small collection of books for use by literacy and "English as a Second Language" students and their tutors. This collection has primarily been funded by the Breakfast Rotary Club of Moorestown. In selecting titles for this collection we rely heavily on the input of the students and their tutors who regularly meet at the Library. Weeding in this area is for currency and condition.

5. LARGE PRINT

The Library includes a collection of Large Print titles selected for visually impaired patrons. We also make this collection available for bulk loan to the Assisted Living facilities in town. The collection includes fiction and non-fiction, generally popular titles. New titles are obtained on a lease basis and can be returned when they are no longer popular.

6. BOOK GROUP IN A BAG

In our efforts to promote reading and with a grant from the Friends of the Library we have developed a portable book club collection. Each Book Club Bag contains 10 copies of the same title, printed discussion questions, author

information and suggestions for similar books – a complete kit for the successful book group meeting. It is our plan to introduce 10 new titles each year.

Book Club in a Bag kits can be checked out by any cardholder in good standing.

B. Adult Reference Collection

The Reference collection is a research collection that does not circulate so that it is on hand at all times for use by both patrons and staff. Reference materials are characterized by their ability to provide information and to summarize, condense or give a comprehensive overview of a topic. Reference materials are consulted for specific items of information rather than to be read consecutively throughout. Moorestown Library's reference collection includes books and electronic databases on a wide variety of topics that are selected using the same general criteria and guidelines described earlier. Dictionaries, encyclopedias (both general and subject specialized), statistical handbooks and atlases are some examples of reference materials.

Reference materials are often more costly than other items and selections are made with special care and heavy reliance on professional reviews. Selection criteria of particular importance for reference sources are accuracy, arrangement, ease of use, uniqueness of information, authority, documentation and indexing or access. A large number of reference titles are on standing order, so that new editions of required titles are obtained in a timely fashion.

In addition to print reference sources, electronic information sources are an increasing part of our reference collection. These databases include indexes to periodicals with full text of periodical articles, encyclopedias, atlases, almanacs and more. The advantages to electronic reference sources are flexibility of searching, ability to be accessed by several users simultaneously and often the ability to be accessed remotely, that is from any computer with Internet capability. A patron's library card number enables this remote access.

Electronic databases are subscribed to annually. Since electronic databases, like print reference sources are often expensive, Moorestown Library takes advantage of discounts through our regional library cooperatives in purchasing these products whenever possible.

C. Special Collections

Moorestown Library's Special Collections are available for in library research and do not circulate. They include books, pamphlets, maps and archival materials.

1. New Jersey Collection

The Library collects material relating to New Jersey, Burlington County and especially Moorestown interest and history. Since our Special collections do not circulate, when funds permit two copies of a title are purchased. One copy is designated for our circulating collection and one for our New Jersey collection. Some of the popular titles in this collection are local directories and histories and high school yearbooks from the 1920s to the present, historic maps and the works of local authors.

2. Genealogy Collection

This is a small collection of books published in the 19th, 20th and 21st centuries including family histories, military records and passenger records. All titles are cataloged.

3. Quaker Collection

This is the oldest collection of books in our library with some titles dating back to the 1700s. It includes religious treatises, histories and biographies. All titles are cataloged.

4. Local history pamphlet file

The pamphlet file contains clippings, photographs, archival materials and ephemera of local interest. The focus of this collection is primarily Moorestown, extending to a lesser degree to Burlington County, New Jersey and the South Jersey/Philadelphia region. Brief records for each pamphlet file are included in our catalog.

5. Archival materials

These include minutes of the Moorestown Library Association from 1953 through 1974 and a number of accession books from the early library, a collection of architectural drawings, sketches and small, unframed illustrations from local architect William Kenderdine and additional primary documents of local significance.

6. Rare books/Books of local significance

The Library has received some rare books as donations. These include a Pagan Bible printed in the late 1500s and a collection of leather bound books handcrafted at the Roycroft campus in East Aurora New York in the 1920s, and several smaller uncataloged collections of local interest including the Eldridge Johnson book collection and the Hannah Severns children's book collection.

D. MULTIMEDIA

Primary formats for the library's multimedia collections are audiocassettes, compact discs, videocassettes, and DVDs . Audiocassettes and videocassettes still comprise a large portion of the AV collections but are no longer purchased as these formats are becoming less available. General selection criteria previously discussed for print materials are augmented by considerations of technical quality and appropriateness of format to subject. This collection is weeded primarily for condition and currency in the case of non-fiction materials. As new technologies emerge, each will be evaluated to determine its place in the library collection.

1. VIDEORECORDINGS

The library acquires and makes available DVDs to serve the general informational, educational, and recreational needs of the community. The collection includes feature films with an emphasis on classics, national/international award nominees and recipients, and book adaptations. It also includes a variety of instructional and documentary films as well as collections of award winning television shows.

The collection is supplemented by the library's participation in a regional video circuit which provides a rotating collection of feature films on VHS and DVD.

2. AUDIO BOOKS

The goal of the audio book collection is to provide recorded alternatives to titles available in our print collections. This includes classic and contemporary fiction, instructional language, and nonfiction materials. Titles are selected in as broad a range as possible to provide access to patrons who, out of preference or necessity, listen rather than read.

The collection is supplemented by the library's participation in a regional audio book circuit which provides a rotating collection of unabridged audio books on cassette and CD.

3. MUSIC

The library maintains a music collection to appeal to a wide range of musical styles and tastes, with an emphasis on show tunes, international music, and current award winning popular artists.

The collection is supplemented by the library's participation in a statewide music circuit which provides a rotating collection of classical and popular music CDs.

E. PERIODICALS

1. Print

The subscriptions to magazines and newspapers require a continued commitment of funds and so are evaluated annually. The emphasis in the collection is on titles most suitable to meet the needs of the general public. Subjects covered include, but are not limited to, news/current events, cooking, decorating, sports, entertainment, computers/technology, parenting, and consumer health.

Decisions to add or delete titles are made in a similar manner as for book selection. In considering titles for addition to the collection and retention of back issues, preference is given to titles which are indexed in EBSCOhost, our online periodical source.

An archive of back issues is kept for all magazines. The length of time specific titles are kept varies. Generally, news magazines are kept the longest as they are frequently used for school assignments. Other titles follow the weeding guidelines for their subject areas.

Daily newspapers are kept for one year. Two exceptions are the New York Times, which is discarded once we receive the microfilm copy, and local newspapers. Local newspapers are kept in perpetuity as a unique source of local history information.

2. Periodicals Online

The Library subscribes to a large collection of periodicals online which are accessible to our patrons from any computer with Internet access. Our online periodicals database indicates which titles the library retains in print. While online periodicals offer ease of searching and remote access unavailable in the print collection, they often do not provide the graphics and illustrations available in the print titles.

3. Periodicals on Microfilm

For many of our titles we keep the back issues on microfilm. The microfilm of our local newspapers is housed here with a master copy of the collection archived at the New Jersey State Archives in Trenton as part of the New Jersey Newspaper Project. The Archives maintains this microfilm in a safe and secure environment kept to preservation standards of 70 degrees temperature and 40-50 % humidity.

F. YOUTH SERVICES COLLECTIONS

1. JUVENILE

The juvenile collection is a resource for the informational, educational, recreational and cultural needs of children from birth through grades 6. Juvenile

collections include picture books, easy readers, fiction, non-fiction, biographies, holiday books, reference, books on cassette and compact disc, book and cassette or compact disc read-along sets, music recordings, videocassettes and DVDs. Items are selected on the basis of accuracy, literary and artistic excellence, suitability of subject matter, format, content, reader demand and contribution to the total collection. Weeding procedures follow the same general guidelines set forth for the adult collections. Responsibility for what children read remains with the parent or legal guardian.

2. TEEN

The Teen collections are designed for young people in grades 6 through 9 and include fiction, nonfiction, and books on cassette and compact disc. As with the children's collection, items are selected on the basis of accuracy, literary and artistic excellence, suitability of subject matter, format, content, reader demand and contribution to the total collection. Weeding procedures follow the same general guidelines set forth for the adult collections. Responsibility for what teens read remains with the parent or legal guardian.

4. YOUNG ADULT

The reading level and content of the Young Adult collection is designed for teens in grades 9 through 12. The majority of the titles in this collection are fiction and are selected based on literary merit, inclusion on middle and high school reading lists, and popular reading interests. Special care is taken to purchase as many patron requests as fit the general grade level and content criteria. A small percentage of the collection is made up of poetry or popular culture nonfiction topics and books on CD. Weeding procedures follow the same general guidelines set forth for the adult collections. Responsibility for what teens read remains with the parent or guardian.

4. JUVENILE REFERENCE

The reference collection in the Children's Department is designed to support the educational needs and interests of students in grades 2 through 9 across all subject areas. Guides to children's books and manuals of children's library services are also included to support the professional needs of library staff and educators. The print reference collection is supplemented with a variety of databases to support the educational needs and interests of children and teens.

5. JUVENILE MULTIMEDIA

Primary formats for the juvenile multimedia collections are audiocassettes, compact discs, book and cassette read-along sets, book and compact disc read-along sets, videocassettes, and DVDs. Primary formats for the Teen multimedia collection are audiocassettes and compact discs. Audiocassettes and videocassettes still comprise a large portion of the juvenile AV collections but are

no longer purchased as these formats are becoming less available. General selection criteria previously discussed for juvenile and teen print materials are augmented by considerations of technical quality and appropriateness of format to subject. As new technologies emerge, each will be evaluated to determine its place in the library collection.

a. VIDEORECORDINGS

The library acquires and makes available DVDs to serve the general informational, educational, and recreational needs of children in the community. The collection includes children's feature films, book adaptations, a variety of educational films, and collections of popular children's television shows.

b. AUDIO BOOKS

The goal of the juvenile and teen audio book collection is to provide recorded alternatives to titles available in our print collections. This includes classic and contemporary fiction, instructional language, and some nonfiction. Titles are selected in as broad a range as possible to provide access to patrons who, out of preference or necessity, listen rather than read.

The audio book collection also includes read-along sets, consisting of a book and a recording on cassette or compact disc. These materials are provided to support early literacy development and primarily consist of picture books, beginning reader materials, and short chapter books.

c. MUSIC

The library maintains a juvenile music collection to appeal to a wide range of musical styles and tastes, with an emphasis on children's movie and television soundtracks, lullaby collections, and current award winning and popular children's artists.

XI. GIFTS

The Library gladly accepts donations of books, music CDs Audiobooks, videocassettes and DVDs and our collection has been greatly enriched by the fine donations we have received. However the Library reserves the right to evaluate and dispose of gifts in accordance with the criteria applied to purchased materials. **Donated material will only be accepted without conditions. All donated materials become the property of the Moorestown Library.** Gifts of materials which do not meet the Library's collection development guidelines and criteria or unneeded duplicates of items already owned by the Library will not be added to the collection. Disposal may include the sale or transfer of donated items.

CELEBRATE THE MOMENTS

The Library welcomes donations of library materials in honor or memory of an individual. Our Celebrate the Moments program is designed to support the addition of materials to the Moorestown Library collection and to provide a unique way to mark special moments in the lives of friends and family. The Library uses donated funds to purchase titles which are then affixed with a special bookplate bearing the name of the person to be honored. We also send an acknowledgement card to the person being honored or the family of the person being remembered. The Library welcomes suggestions of titles based upon the interests of the loved one and is also happy to assist donors in selecting an appropriate title.

The Library regrets that it cannot provide donors with an assessment for tax purposes. However the Library will provide a statement acknowledging the receipt of the gift upon request.

XII. WEEDING

A regular and continuous process of review to weed out materials which are no longer useful is essential to maintaining the quality of the collection. Professional staff members with collection evaluation responsibility will evaluate materials for possible withdrawal using the following guidelines:

- Material containing obsolete or inaccurate information
- Badly worn or damaged materials that cannot be repaired or rebound
- Duplicates for which a high initial demand is passed
- Availability of sufficient other titles on the subject in the library
- Amount of use over time

Materials withdrawn from the collection will be disposed of by being offered in the Library book sale, by donation to other libraries or non-profit institutions if still useful, or by recycling.

Items withdrawn because they are beyond repair will be considered for replacement only if they are still deemed to be in demand or useful and not superseded by newer materials.

APPENDIX A**FREEDOM TO READ**

The freedom to read is essential to our democracy. The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights. We therefore affirm these propositions:

1. It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.
2. Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.
3. It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.
4. There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.
5. It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.
6. It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.
7. It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

--Excerpted from a joint statement by the American Library Association and the Association of American Publishers, adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January, 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.

The complete "Freedom to Read Statement" can be found at <http://www.ala.org/ala/oif/statementspols/ftstatement/freedomreadstatement.cfm>

APPENDIX B**Freedom to View**

The FREEDOM TO VIEW, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore these principles are affirmed:

1. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantees of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989.

APPENDIX C**LIBRARY BILL OF RIGHTS**

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

- I. Books and other library resources should be provided for the interest, information and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 18, 1948, by the ALA Council; amended February 2, 1961; amended June 28, 1967; amended January 23, 1980; inclusion of "age" reaffirmed January 24, 1996.

A history of the Library Bill of Rights is found in the latest edition of the Intellectual Freedom Manual.

APPENDIX D**PEOPLE'S RIGHTS TO LIBRARIES**

The New Jersey Library Association affirms its belief in the public right to library service as stated in the following tenets:

1. All people are entitled to free access to the information and knowledge within a library.
2. All people are entitled to obtain current, accurate information on any topic of interest.
3. All people are entitled to courteous, efficient, and prompt service.
4. All people are entitled to assistance by qualified library personnel.
5. All people are entitled to the right of privacy in the selection or use of materials.
6. All people are entitled to the full service of the library network on a local, regional, state, and national level.
7. All people are entitled to the use of a facility that is accessible, attractive, and comfortable.
8. All people are entitled to access to the policies regarding the use and services of a library,
9. All people are entitled to library service that reflects the interests and needs of the total community.

Reaffirmed by the NJLA Executive Board September 2006

Adopted by NJLA Executive Board, 1978

APPENDIX E

MOORESTOWN LIBRARY – 111 W. SECOND STREET – MOORESTOWN, NJ 08057 – 856-234-0333

REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS

Title _____ [] Book [] Periodical [] Other _____

Author _____

Publisher _____

Request initiated by _____

Address _____

City _____ State _____ Zip _____ Phone _____

DO YOU REPRESENT:

[] Yourself

[] An Organization (Name) _____

1. To what in the work do you object? (Please be specific. Cite pages. Use other sheet.)

2. Did you read the entire work? _____ What parts? _____

3. For what age group would you recommend this work? _____

4. What do you believe is the theme of this work? _____

5. What are the reviews of literary critics concerning this work? _____

6. What would you like your library to do about this work? _____

7. In its place, what work(s) would you recommend that would convey as valuable a picture and perspective of the subject treated? _____

Signature _____ Date _____