

## **Sea Girt Public Library Collection Development Policy**

The goal of Sea Girt Library is to provide a balanced collection that meets the needs of our community. Materials are selected on a wide range of subjects and points of view for library patrons of all ages.

The authority and responsibility for the selection of library materials is delegated to the Library Director by the Board of Trustees.

### ***Selection Criteria:***

Selection criteria for all materials, whether purchased or donated, include:

- Relevance to community needs
- Level of current or potential demand for material at our library
- Relative importance in comparison with existing materials in the collection on the same subject
- Quality of writing, design, illustrations, or production
- Timeliness and permanence of material
- Suitability of subject, format, and reading interest level for the intended audience
- Reputation of publisher, and or authority and significance of the author
- Reviews by professional organizations and other readers

There is no single standard that can be applied in all cases. Materials are evaluated as a whole, and not solely on any particular criteria, based on their relevance to the Sea Girt community.

### ***Maintenance of collection:***

Library staff review items in the Library collection on a regular basis to ensure that our materials continue to meet patron needs. Items that are worn, obsolete, superseded by newer material or unnecessarily duplicated may be removed. Due to the small size of the Library building, items must be removed on a regular basis to make room for the new publications.

### ***Donations:***

Due to limited space in the Library, we can rarely accept donated items. Gifts of books and other materials are accepted with the understanding that they may be sold at the Friends of Sea Girt Library annual used book sale.

The Library does not provide monetary evaluations of donated items, but at the donor's request, the Library will provide a written statement acknowledging the date and quantity of donated items.

***Discarded Books:***

Materials will be reviewed by Librarians for discard from the collection as needed based on the following criteria:

- The need for shelf space
- Obsolescence
- Condition
- Poor circulation records

Materials will be disposed of by the following methods:

- Damaged materials will be recycled or trashed.
- Materials that no longer circulate but are in good condition will be sold at the Friends of Sea Girt Library Used Book Sale. Proceeds will be used for library purposes.

***Request for Reconsideration:***

Library patrons who request a review of an item that is available at the Library will be referred to the Library Director. After discussion with the Library Director the patron will be offered the Request for Reconsideration of Material form.

**Sea Girt Public Library**  
**Request for Reconsideration of Material**

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Are you a Sea Girt resident?     Yes     No

Do you have a Sea Girt Library Card?     Yes     No

Have you read, viewed, or listened to this item in its entirety?    Yes     No

Please cite specific passage(s) or pages to which you object:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What brought this work/material to your attention?

\_\_\_\_\_  
\_\_\_\_\_

Please explain why you object to the above cited passage(s) or pages:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*For library use: Request received by:*

*Date:* \_\_\_\_\_