

MOUNT OLIVE PUBLIC LIBRARY

202 Flanders-Drakestown Road; Flanders, New Jersey 07836 | P: 973-691-8686 | www.mopl.org

The Mount Olive Public Library's Selection of Materials Policy

The Mount Olive Public Library endeavors to provide materials and services to support the informational, educational, and cultural needs of the citizens of Mount Olive Township. These needs will be considered in the development of the collection and will receive priority in the allocation of resources and funds.

Selection and purchase of library materials rests with the Library Director who may delegate some responsibilities to other staff members. Staff will adhere to accepted professional practices when making selection decisions. First, the recreational, educational, informational, and cultural needs of the community will be considered in selection materials.

Before the beginning of each budget year, the Library Director will determine how limited funds will be allocated among the major collection subdivisions (e.g., adult non-fiction, fiction, youth collection, reference, periodicals, non-print). Circulation statistics and counts of in-house use of materials will be maintained to assist in decision making. Average cost per item, as determined by the previous year's purchases and reports in library and publishing journals, will also be considered in allocating funds.

Materials will be selected based on positive reviews in professional journals or actual examination and evaluation of materials. Instead of reviews, popular demand (bestsellers, school bibliographies, local interest) may be used as the criterion for selection of materials. Items that must be updated every year may be placed on a standing order list to ensure timely delivery. Suggestions from the community for items to be considered for purchase are strongly encouraged, but material must meet selection criteria.

The Mount Olive Public Library does not attempt to purchase textbooks that support local curricula, but may acquire textbooks for general use by the public. Multiple copies of popular books (e.g. bestsellers, resume guides, tax preparation) may be purchased to meet short-term demand. The Library will attempt to have information available in a variety of formats (book, non-book, pamphlet, magazines, etc.) when available and practical. Generally, only one copy of materials in other formats will be purchased unless long-term high demand is anticipated. Video and audio recordings will be selected for potential long-term use to meet general interest.

Objections to items in the collections should be made in writing to the Library Director. Materials that no longer meet the needs of the community and no longer support the Library's collection will be withdrawn and disposed of in accordance with the Library's *De-Selection of Materials' Policy*.