

Cranbury Public Library

Collection Development and Maintenance Policy

Library Mission Statement

The Cranbury Public Library actively supports bringing people, information, and ideas together.

Policy Statement

The Cranbury Public Library (the Library) has a broad collection of print and digital materials designed to meet the Library's mission and the educational, informational, and recreational needs of the Library's users.

The Cranbury Public Library strives to address the needs of all segments of Cranbury's heterogeneous community for timely information that will prepare library users to address the issues that impact them and the community. The Library's collection houses diverse and inclusive materials both to reflect the community and to support the free exchange of contrasting views and ideas that are critical to a democracy. The presence of material in the library does not constitute endorsement of their content by the Cranbury Public Library, Library Board of Trustees, or the community.

The Cranbury Public Library and Library Board of Trustees supports the American Library Association's Intellectual Freedom documents including the Library Bill of Rights and Freedom to Read Statement, which are available online at www.ala.org/advocacy/intfreedom. The Library's Collection Development and Maintenance Policy adheres to the New Jersey Freedom to Read Act signed into law by New Jersey Governor Phil Murphy on December 9, 2024.

The purpose of this Collection Development and Maintenance Policy is to provide curation standards, establish removal criteria, and protect against censorship in accordance with the New Jersey Freedom To Read Act.

Definitions

The following terms are defined using the language established in the New Jersey Freedom to Read Act, P.L. 2024, CHAPTER 96 C.18A:73-33a

Diverse and inclusive material- means material that reflects any protected class as enumerated in the "Law Against Discrimination," P.L.1945, c.169 (C.10:5-1 et seq.); material produced by an author who is a member of a protected class as enumerated in the "Law Against Discrimination," P.L.1945, c.169 (C.10:5-1 et seq.); and material that contains the author's points of view concerning contemporary problems and issues, whether international, national, or local; but excludes content that is inappropriate for grades served by the school library.

Censorship- means to block, suppress, or remove library material based on disagreement with a viewpoint, idea, or concept or solely because an individual finds certain content offensive, but does not include limiting or restricting access to any library material deemed developmentally inappropriate for certain age groups.

Library material- means any material including, but not limited to, nonfiction and fiction books, magazines, reference books, supplementary titles, multimedia and digital material, and software and instructional material belonging to, on loan to, or otherwise in the custody of a public library.

Governing body- Means a board of trustees, director or other chief administrative officer, a county library commission, or board of county commissioners of a public library

Responsibilities

Library Board – Establishes, reviews and updates policy. May serve as governing body.

Library Director – Coordinates implementation of policy, trains staff, approves purchases, serves as first responder for patron complaints. May serve as governing body.

Request for Reconsideration Review Committee – Reviews challenged materials, deliberates, and makes recommendation(s) to the governing body.

Acquisitions Staff– Selects materials for the library collection that help to achieve the library's mission and follows the collection development policy. Manages the withdrawal of materials from the collection according to library's criteria (see Selection Criteria). Acquires materials for the library and is the primary contact with booksellers and content vendors.

Selection Process

The Library Director and the Library's acquisitions staff are responsible for making all collection development decisions based on input from the community and based on the selection criteria defined in this policy. The Library Director and acquisitions staff engage in ongoing professional training and maintain a high standard of professional authority in library collection development.

Selection Criteria

The following considerations are weighed in making acquisition decisions:

- Level and anticipated duration of community interest and contemporary significance.
- Quality, artistic merit, accuracy, objectivity, usability and timeliness of the material as assessed by the Library Director, by published professional reviewers, and by library associations making small library core collection holdings recommendations.
- Professional standing of the author/editor/director/artist.
- Contribution to the breadth, depth, balance and diversity of the collection or completeness of a series.
- Local historical significance or local authorship.
- Suitability for intended audience (i.e. appropriate reading level, format, ease of use, durability etc.).
- Scarcity or availability of the material elsewhere.
- Cost relative to value contributed to collection.
- Budgetary constraints.
- Space constraints.
- Special handling, hardware, technical support or training requirements.
- Additional criteria deemed relevant to a specific work by the Library Director, acquisitions staff, or Library Board of Trustees.

Excluded Materials

The Library will not acquire new materials in outdated formats and technologies.

Space constraints may prohibit the purchase of duplicate/multiple copies of material unless they are required for Library programs.

Acquisition Requests

The Library encourages comments on the collection and suggestions for additional acquisitions which will be considered in accordance with the Library's selection criteria.

Acquisition requests should be made to the Library Director or the relevant acquisitions staff member, who will evaluate the request using the selection criteria and notify the requestor of the status of the request.

Gift and Memorial Policy

The library accepts donations of money and materials that meet the selection criteria but reserves the right to reject donations in any form that require special handling or have restrictions placed on their use by the donors. Gifts of artwork, furniture and other non-library materials are reviewed by the Policy and Planning Committee using the following criteria:

- Matches the Collection Development Policy
- Serves the Community
- Fulfills a demonstrated need

After review the Board of Trustees will vote on accepting the gift. Once accepted the gift becomes the property of the Cranbury Public Library. The library reserves the right to keep or dispose of gifts when they no longer meet community needs.

The Library is unable to assess the value of materials donations but will provide a receipt or acknowledgement of the donation. The donor is responsible for addressing all IRS considerations and requirements that pertain to their donation.

If requested by the donor, the Library, at its discretion, may place an appropriately sized/designed/worded memorial on the donation.

Special Collections

The Library maintains a collection of historical materials documenting the history of New Jersey and Cranbury. It also has electronic back issues of the Cranbury Press from 1886 to the present time. The Library will continue to work to preserve materials of historical interest to the community.

Replacement of Lost/Damaged/Stolen Materials

Materials that are lost/damaged/stolen will be replaced only if they meet the present selection criteria and are available.

Weeding/Withdrawal of Materials

The library must regularly inventory and re-evaluate materials in its collection. The following criteria are weighed when making decisions to weed or withdraw materials from the collection:

- Condition
- Duplicate material
- Newer edition available
- Content no longer accurate
- Space constraints
- Limited usage
- Item no longer meets the current selection criteria
- Outdated format or technology

Weeded/Withdrawn materials may be:

- Sold at nominal cost to the public at book sales.
- Donated to other libraries that request specific materials.
- Donated to non-profit organizations that request specific materials.
- Sold to interested booksellers.
- Recycled in the event that there is no interest in the material or there are storage constraints.

Digital Resources

The Cranbury Public Library offers ever-evolving access to digital platforms and services. The Library uses the following criteria when choosing digital platforms and services:

- Ease of use
- Licensing
- System requirements
- Quality vs. alternatives
- Long-term accessibility
- Cost relative to value contributed to physical and digital collections.
- Budgetary constraints.
- Technical support or training requirements.
- Suitability for intended audience (i.e. accessibility, format, ease of use, etc.).
- Level and anticipated duration of community interest in the digital platform or service.
- Anticipated level and duration of community interest, quality, artistic merit, accuracy, objectivity, breadth, usability and timeliness of the content offered on the digital platform or service.

Not all digital platforms or services offer the ability for Library staff to curate content or add and drop specific materials. The Cranbury Public Library cannot be held liable for materials and information accessed on its digital platforms and services. The Library's Internet Use Policy and Public Internet Communications Policy apply to the Library's digital platforms and services described here.

Cranbury Public Library digital platform and service users should be aware that:

- Some information on digital platforms and services may be inaccurate, incomplete,

dated, offensive or even illegal and all information must be carefully evaluated by the user for validity and appropriateness before use.

- Digital platforms and services, like the Internet, are not a completely secure medium. Information about Internet users' activities may sometimes be obtained by third parties. Users should evaluate the security of their digital communications before divulging information that they would like kept private.
- The Cranbury Public Library does not monitor or control the content of material accessed through its digital platforms and services and assumes no responsibility for any direct or indirect damages resulting from these services. The Library makes no expressed or implied guarantee with respect to the quality or content of information accessed through its digital platforms or services. The provision of access does not mean or imply endorsement of any information or point of view accessed on these digital platforms or services.
- Information about the use of these digital platforms or services by specific users will not be released by the Library unless mandated by law or required for the efficient and effective operation of the Library when and if made possible by the digital platform or service or its parent company.

However, when the ability to acquire or withdraw individual digital materials is made available to Library acquisitions staff by the contract and tools of the hosting digital platform or service, acquisitions staff will adhere to the selection and weeding criteria defined in this policy.

Request for Reconsideration of Library Materials

The Cranbury Public Library prohibits censorship. However, Cranbury Public Library cardholders who disagree with a decision to add or eliminate items to or from the collection or want their request for an acquisition re-evaluated may appeal by completing the Cranbury Public Library Request for Reconsideration of Materials form. Per the New Jersey Freedom to Read Act, materials will not be removed due to reasons related to the origin, background, or views of authors/creators.

The Cranbury Public Library Board of Trustees will periodically review and update this policy. Policy adopted by the Cranbury Public Library Board of Trustees June 9, 2022. Policy updated and approved by the Cranbury Public Library Board of Trustees 11.13.25.

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Request for Reconsideration of Library Materials Procedure

Procedures

Requests for reconsideration of library materials follow a step-by-step process that concludes with a formal request for reconsideration.

First, the concerned Cranbury Public Library cardholder should have a conversation with a librarian or senior staff on duty.

If the conversation fails to resolve the cardholder's concern, the cardholder may informally bring it to the Library Director.

If the patron's concern is still not addressed, the cardholder may choose to complete the Cranbury Public Library's Request for Reconsideration of Library Materials form.

A challenged library material will remain within the Library and available for a library cardholder to reserve, check out, or access until there is a final decision by the review committee.

The Cranbury Public Library cardholder must specify which sections of the library material the individual objects to and an explanation of the reasons for the objection.

The Request for Reconsideration of Library Materials will be reviewed by a review committee composed of the Library Director and select members of the Cranbury Public Library Board of Trustees.

Response

The Request for Reconsideration of Library Materials Form goes to the review committee, which will:

- Review the challenged materials.
- Report, in writing, its recommendations to the Cranbury Public Library Board of Trustees on whether to remove, limit or retain the library material within 30 business days from the date of receiving the form.
- Make their recommendations in compliance with the NJ Freedom to Read Act, the American Library Association's Intellectual Freedom documents including the Library Bill of Rights and Freedom to Read Statement, and the Cranbury Public Library's Collection Development and Maintenance Policy.
- Provide a copy of the report to the cardholder who filed the form.

The Cranbury Public Library Board of Trustees will review the report and issue a response in which it will discuss reasons for:

- Removal, limitation or non-removal of a library material.
- Any final determination that is contrary to the recommendations of the review committee;
- Provide that the library material that has been reconsidered shall not be subject to a subsequent challenge for at least one year.

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Request for Reconsideration of Library Material Form

Requests submitted by individuals other than Cranbury Public Library cardholders will not be considered. Forms submitted without a complete address or contact information will not be considered. If a Cranbury Public Library cardholder requests multiple materials to be reconsidered, a separate form must be used for each item; multiple items cannot be included on the same form.

The Cranbury Public Library adheres to the New Jersey Freedom to Read Act.

Date: _____ Name: _____
Address: _____ Preferred Phone Number: _____
Preferred Email Address: _____
Cranbury Public Library Card Number: _____

What is the author, title, and format of the material you would like reconsidered?

Author: _____
Title: _____
Format: _____
Publication Date: _____

Have you read, viewed, or listened to the entire work? YES _____ or NO _____
If you have not completely read, listened to, or viewed the entirety of the material, please do so before completing this form.

What is this material about?

What do you find objectionable about the material?

Time Stamp(s) or Page number(s): _____

What action are you requesting that the library take?

_____ Remove the material from the collection
_____ Move the material to a different section of the library

Are there resources you would suggest the library acquire to provide additional information and/or other viewpoints on this topic?

Once completed, please submit this form as a Microsoft Word or PDF attachment to the Library Director at director@cranburypubliclibrary.org

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