

Policy Statement

The Library selects material in accordance with guidelines stated by the American Library Association in its Library Bill of Rights, Freedom to Read, and Freedom to View statements.

Regulations

1. Authority for selection of materials is delegated by the Library Board to the Library Director and the Director's designated staff, including (but not limited to) these staff positions: the Information Services Librarian, Children's Services Librarian, the Public Services Librarian, and Reference Librarians.
2. Any library materials so selected shall be considered selected by the Library Board.
3. The selection of materials is characterized by flexibility, open-mindedness, and responsiveness to the changing needs of the citizens of Comstock. Materials are evaluated as complete works and not on the basis of a particular passage or passages. A work will not be excluded from the library's collection solely because it represents a particular aspect of life, because of frankness of expression, or because it is viewed as controversial.
4. All acquisitions, whether purchased or donated, are evaluated by the following standards. Clearly, however, an item need not meet all of the criteria to be acceptable, nor will any single criterion be decisive. Neither the order of the general criteria nor the order of items in a list of specific criteria indicated relative importance.
 - A. The following general criteria are used:
 - i. Present and potential relevance to community needs.
 - ii. Suitability of subject, style, and reading level for the intended audience.
 - iii. Importance as a document of the times.
 - iv. Appropriateness and effectiveness of medium to content.
 - v. Reputation and/or significance of author, publisher, or producer.
 - vi. Positive review in one or more appropriated professional journals.
 - vii. Positive critics' and staff members' reviews.
 - viii. Relationships to existing materials in the collection.
 - ix. Within limits of budgets for materials.
 - x. Not available, or with limited accessibility, from other lending sources.
 - xi. Insufficient materials available on the same subject.
 - xii. Author or illustrator is local.
 - xiii. Format is appropriate to Library use and is not easily damaged.
 - xiv. Enhances a specific collection within the Library.
 - xv. Author or producer is already represented in the collection.

- xvi. Literacy and artistic merit.
 - xvii. Accuracy of content.
 - xviii. Popularity with library patrons.
5. The library shall have up-to-date library materials of all kinds including dictionaries, encyclopedias, reference materials, and online resources to furnish information most frequently requested on a wide range of topics. Library staff will assist patrons in locating materials and help patrons to use library resources in order to be able to find information independently.
6. Audiovisual materials available at the Comstock Township Library include but are not limited to DVDs, audiobooks, audiocassettes, compact discs, computer games, video games, and videos.
7. Library collections include:

A. Reference Collection

Purpose: To select and maintain a reference collation that meets the needs of Comstock Township Library users, and, at the same time, to keep the collection at a size that can be efficiently managed and used by the reference staff.

Specific Criteria:

- i. Materials that provide facts and information in demand or of potential use by those to be served by the Library or by staff.
- ii. Materials which can be updated must be current. ***purchase of updates determined by level of use, document decisions in standing order file; can be recorded in notes section of catalog record.
- iii. Materials should not duplicate items already held unless the new item is more timely, easier to use and/or more comprehensive.
- iv. Materials should complement existing materials.
- v. Academic and/or technical level materials should be within the range of patrons and staff.

B. Periodicals Collection

Purpose: To supplement and complement the materials in the adult collection. This collection is intended to be more timely and more frequently updated than the adult collection. Most materials circulate; exceptions are current issues of the newspapers.

Specific Criteria:

- i. Offers ease of information retrieval, such as, but not limited to, inclusion in a standard periodical index or abstracting journal.
- ii. Contributes to a balance and range of information.
- iii. Provides lasting value.

- iv. Has high quality of writing and/or design.
- v. Is within both budget and space constraints for the collection

C. Adult Collection

Purpose: To provide the community with current information on subjects of topical as well as continuing interest; different points of view on contemporary and controversial issues; historically significant points of view; materials for instruction in areas of interest; and materials for entertainment and recreation.

D. Media Collection

Purpose: To help meet information needs of Comstock citizens by providing access to, and assistance in locating, information and materials in non-print formats such as DVDs, audiotapes, and compact discs, and other information and technologies that may emerge.

Prime Time Hits is a collection of the latest DVD releases. DVDs are kept in this collection for a period of time (usually 3 months). Prime Time Hits are available for circulation only to Comstock Residents, with a check out limit of two (2). After items are moved to the regular DVD collection, they are available under the regular DVD guidelines.

E. Juvenile and Young Adult Collection

Purpose: To provide materials in various formats to meet the needs of children for recreational, information, and self-educational use, as well as to supplement their formal education.

Programs will be offered to supplement and to enhance use of the collection. This collection is primarily a circulating collection, except for the newest editions of encyclopedias, some dictionaries, and other general reference works. Earlier editions of such materials do circulate whenever updates become available.

F. Juvenile and Young Adult Reference Collection

Purpose: To facilitate adult study of, and to promote expertise in, children's literature.

This collection also supports programming for both adults and children in the Young People's Department. Items in this collection circulate only with special permission from the Young People's Librarian.

Specific Criteria: To qualify for inclusion in the Juvenile and Young Adult Reference Collection, a work will fall into one or more of these categories:

- i. Adult-level reference and other materials about children's authors, illustrator, editors, and publishers.
- ii. Professional journals relating to children's literature and reading.
- iii. Examples of unusual or notable materials for children.
- iv. Information about children's reading and the reading process.
- v. Toy books and other realia relating to children's books.

- vi. Materials about the development, planning, and presentation of programs for children and adults.

Local History Collection

Additional copies of some, but not all, materials in this collection may also be available in the Library's circulating collections. Rare books and some realia may be stored in locked cabinets. Staff will make these available on request or by appointment for in-Library use (but not for circulation).

8. As materials become worn, dated, damaged, or lost, replacement will be determined by the appropriate librarians, who will determine whether or not:

- A. The items are still available and can be replaced
- B. Another item or format might better serve the same purpose.
- C. There remains sufficient need to replace that item.
- D. Updated, newer, or revised materials better replace a given item.
- E. The item has historical value.
- F. Another networking agency could better provide that or a comparable item.

9. Book withdrawal is an important aspect of collection development. When library books lose the value for which they were originally selected, they should be withdrawn. The purpose of a withdrawal policy is to insure that the collection remains vital and useful by:

- A. Discarding and/or replacing items in poor physical condition.
- B. Eliminating items with obsolete, misleading, or superseded information.
- C. Reducing the number of copies of titles whose relevance to the community has lessened.

The professional staff will evaluate the materials collection for replacement and/or discard on an ongoing basis, using the "C.R.E.W." method of evaluation developed by Joseph P. Segal. This process (Continuous Revision, Evaluation, and Weeding), uses the following criteria to evaluate a title's current usefulness to the materials collection:

- **M** = Misleading (and/or factually inaccurate)
- **U** = Ugly (worn and beyond mending or rebinding)
- **S** = Superseded by a truly new edition or by a much better book on the subject
- **T** = Trivial (of no discernible literary or scientific merit)
- **Y** = Your collection has no use for this book (i.e. irrelevant to the needs and interests of the community)

Date of publication, last date circulated and average number of circulations per year are useful indicators of the above factors.