

## MATERIAL SELECTION and ACCESS POLICY

1. The West Orange Public Library endorses the [Library Bill of Rights](#) and its interpretations, the [Freedom to Read](#) the [People's Rights to Libraries](#), and the [Freedom to View](#). These are included as part of this policy.
2. This policy refers to all books (rental or free), pamphlets, audio and video, electronic resources and other materials that are part of the Library's collection.
3. The criteria used for selection of materials apply equally to both purchased and gift items.
4. The final authority for the determination of policy in the acquisition of materials is vested in the Library Board of Trustees.
5. Responsibility for the selection of materials within this policy and the control of expenditures rests with the Library Director and qualified staff delegated by the Library Director, within the constraints of the budget.
6. Criteria for selection of materials include:
  - A. Quality of the materials as a whole.
  - B. Permanent or timely value of the subject matter.
  - C. Educational, informational, or recreational value of the subject matter.
  - D. Authority and accuracy of the matter presented.
  - E. Author's reputation and significance as a writer.
  - F. Relation of item to the rest of the collection.
  - G. Significant needs of the Library's patrons and of the community.
  - H. Reputation of the publisher or producer.
  - I. Format.
  - J. Price.
  - K. Opinions of others as expressed in such professionally approved sources as the [Fiction Catalog](#), the [Public Library Catalog](#), and the [Children's Catalog](#); reviewing media such as [Kirkus' Service](#), [Publishers' Weekly](#), [Library Journal](#), [Booklist](#), etc.; and various lists published by the American Library Association, educational associations, and other libraries.
7. Textbooks shall not be considered for purchase unless they fill a special need in the collection or are the best work available on a given subject.
8. Electronic Media:

The Library provides customers with access to the Internet and other electronic resources and supports the American Library Association's doctrine on [Access to Electronic Information, Services, and Networks](#). The Internet is a global electronic network that provides dynamic resources and facilitates communication. Because Library staff cannot control access points that often change rapidly and unpredictably, customers are responsible for the choice of sites accessed. (See [West Orange Public Library Policy on Internet Use](#))
9. The Library will strive to provide a representative selection of materials on all subjects of interest to its public. The Library will not purchase materials produced solely to trade on a taste for sensationalism or which are purely pornographic in

intent. However, serious, well-written or produced works which present an honest aspect of life shall not be excluded because of their frankness of language or because the situation may be offensive to some readers or viewers, or because they may not be suitable for all age levels.

10. A patron's request for purchase of a specific item will be given consideration. If an item meets the criteria for purchase, an effort will be made to purchase it and the patron will be notified of its purchase. If purchase is not possible, the Library will try to get the item for the patron from another library.
11. The same criteria will be applied to the purchase of children's materials.
12. Accessing Physical materials outside of West Orange Public Library:

**BCCLS:** The library is a member of BCCLS, a library consortium in four counties with 77 members and a shared catalog of over six million items all freely available to West Orange Public Library cardholders.

**REBL:** The library participates in REBL which is an agreement to provide reciprocal borrowing between most of the public and academic libraries in Essex County. A REBL sticker on your library card provides access to participating libraries. The REBL sticker will be provided at the circulation desk for West Orange cardholders in good standing.

**Inter-library loan (ILL):** The library is able to access materials from other institutions across New Jersey, the United States and around the World. Most materials available in New Jersey are found in [JerseyCat](#) and delivered free of charge throughout the state. [WorldCat](#) provides access to materials across the United States and the World. These materials typically require a cost, which is the responsibility of the patron.

13. Library materials which have been chosen according to the criteria of selection will not be removed from the Library's collection solely at the request of any individual or group. The Library recognizes that censorship is a purely personal matter and declares that while all individuals are free to reject materials of which they do not approve, they cannot exercise the right of censorship to restrict the freedom of others to read or view. The Library does not accept responsibility to oversee or monitor the reading or viewing of materials by any age group.
14. If a patron wishes materials to be reconsidered for removal from the Library's collection, a form is available for the patrons to complete. No reconsideration of materials will be considered without this completed form. When a request for removal of Library materials is received, the materials involved shall remain available for circulation while the matter is being resolved. Matters of removal of Library materials will be decided by the Director. The Director will only consider requests for reconsideration from West Orange residents. Anyone disputing the decision may then bring the matter before the Library Board of Trustees.
15. The Library will oppose coercion on the part of any individual or group seeking to add materials to the collection which are not acceptable according to the Library's selection criteria. A form is available and must be completed by the patron for reconsideration for purchase or acceptance as a gift any material previously considered unacceptable for purchase. This matter will be decided by the Director

and anyone disputing this decision may then bring the matter before the Library Board of Trustees.

Approved, 05/26/2022, by the Library Board of Trustees.