



<b>COL-1: Collection Development Policy</b>
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<b>Policy Statement:</b> The Collection Development Policy supports the library’s mission, ensures that collections meet community needs, and is aligned with New Jersey’s Freedom to Read Act. The policy provides curation standards, establishes removal criteria, and provides protection against attempts to censor library materials.
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## 1. Freedom to Read Act

New Jersey’s Freedom to Read Act prohibits censorship of library materials and provides protections to library workers in collection development and maintenance. It supports the right of individuals to free inquiry and the right to form their own opinions. It acknowledges the training and education that librarians receive to develop and curate collections.

This policy recognizes and acknowledges that:

- Public libraries serve as centers for voluntary inquiry and the dissemination of information and ideas.
- Prohibiting censorship of library materials promotes free expression and free access to ideas by residents.
- Library materials shall not be removed from a public library because of the origin, background, or views of the library materials or those contributing to its creation.
- Library materials should be provided for the interest, information, and enlightenment of all people and should present diverse points of view in the collection as a whole.
- Librarians are professionally trained to curate and develop collections that provide residents with access to the widest array of library materials available to the public.
- The Library has a procedure for librarians to review library materials on an ongoing basis.

## 2. Scope of the Collection

The library maintains a diverse and inclusive collection that provides information on a wide range of topics and perspectives. The collection reflects the interests and needs of the communities the library serves, emphasizing popular materials and general information on a wide range of subjects and genres. Collections serve all ages and reading levels.

The collection includes a variety of formats, including but not limited to print and digital books and periodicals, physical media, and digital music, movies, and audio books. The collection also includes materials in languages other than English, large print books, and a limited number of local historical materials.

Non-traditional circulating collections include technology-related items and other items

that support community need and interest.

### 3. Excluded Materials

The library does not collect or maintain the following:

- Academic, scholarly, or specialized resources
- Obsolete formats
- Advance copies
- Textbooks
- Self-published materials
- Rare books

### 4. Selection Criteria

The primary goal of collection development is to provide the best possible collection with the financial resources available. Library materials are chosen based on selection criteria. An item's contribution to the diversity or depth of a collection, such as providing differing viewpoints, is also considered.

Materials are selected by trained staff and take into consideration:

- **Relevance:** Materials align with the library's mission, the scope of the collection, and community needs, issues and interests.
- **Quality:** Materials have merit, as established by technical quality, the authority of the author, publisher, or production company, reviews in legitimate, established sources, and honors and awards.
- **Audience Appropriateness:** Materials are appropriate for intended age groups and reading levels, as determined by the publisher, the Motion Picture Association, or other reputable source.
- **Cost:** Materials are acquired within the confines of the library's budget.
- **Availability:** Materials are available for purchase in a desired format
- **Timeliness and Accuracy:** Materials contain information that is current, relevant, and accurate.
- **Demand and Interest:** Materials are purchased to meet demand, as determined by requests, reserves, current interests, and popularity of the title, author, or subject matter.
- **Format:** Materials are purchased in the format/s that are most accessible and cost effective.
- **Space Constraints:** Available space may have an impact on the scope and depth of the collection.

Additional criteria for digital resources:

- **Ease of use**

- **Licensing and System Requirements** (hardware, software, networking, storage).
- **Assessment of content, quality, and cost** as compared to other available formats.
- **Accessibility**

Materials obtained on loan from other libraries may not reflect or represent the mission and selection criteria of the Camden County Library System.

Individual titles or content offered in digital media services may not reflect or represent the mission and selection criteria of the Camden County Library System.

## 5. Withdrawal of Library Materials

To ensure that the library's collections remain current and relevant, librarians review materials on an ongoing basis.

Criteria for ongoing review include but are not limited to:

- Relevance
- Condition
- Availability of duplicates/number of copies available
- Availability of more recent material
- Continued demand for the material
- Accuracy and currency of information
- Enduring value
- Local interest
- Availability in other formats or libraries

Materials will not be withdrawn from the collection because of the personal views or beliefs of library staff or patrons.

The Library does not accept requests to hold withdrawn materials.

## 6. Customer Recommendations

Suggestions for purchase are subject to the same selection criteria as all other materials and are not automatically added to the collection.

## 7. Gifts and Donations

The Library may accept gifts and donations with the explicit understanding that the library, in its sole discretion, reserves the right to display, store, sell, or otherwise dispose of all gifts and contributions of tangible property. Those materials which do not support the Library's mission or meet the materials selection criteria may be refused. Please also see policy MNG-4, Gifts and Donations.

## 8. Definitions

- **Censorship:** Means to block, suppress, or remove library material based on disagreement

with a viewpoint, idea, or concept, or solely because an individual finds content offensive, but does not include limiting or restricting access to any library material deemed developmentally inappropriate for certain age groups.

- **Diverse and Inclusive Material:** 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.
- **Library Material:** Any material, including, but not limited to, nonfiction and fiction books; magazines; reference books; supplementary titles; multimedia and digital material; software and instructional material, belonging to, on loan to, or otherwise in the custody of the public library.

## 9. Responsibilities

- **Library Commission:** Approves policies
- **Library Director:** Recommends policy; ultimate responsibility for Library collections
- **Head of Technical Services:** Oversees all aspects of collection development for the library system, including selection, purchasing, processing, and withdrawal.
- **Librarians:** selects and recommends materials for branch collections using Collection Development policy criteria; withdrawals materials using Collection Development policy criteria.