



JERSEY CITY FREE PUBLIC LIBRARY RESOURCE SELECTION POLICY

A. PURPOSE

The purpose of the Resource Selection Policy is to define the criteria used by the Jersey City Free Public Library in choosing Library resources and materials.

B. POLICY STATEMENT

The Jersey City Free Public Library offers the community print and non-print resources and materials consistent with the Library's mission.

All resources and materials considered for addition to the collection will be judged on the following criteria, evaluating the work as a whole. Not all criteria must be met and no one criterion will be decisive.

- a. Authority and reputation of the author/producer;
- b. Responsible and timely treatment of the subject;
- c. Clarity, organization, and readability of both design and content;
- d. Significance and/or usefulness in relation to the existing collection;
- e. Evaluation of critical and/or professional reviews;
- f. Content (literary or artistic merit and/or validity of ideas, insights);
- g. Production quality (visual aspects or sound elements);
- h. Cost relative to work's value to the collection;
- i. Durability of format;
- j. Appropriateness of medium to subject portrayed;
- k. Relevance to the interests and needs of the community;
- l. Popular demand considered with the above criteria.



Recommended Internet sites will be subject to these additional criteria:

- a. Currency and frequency of maintenance;
- b. Availability of contact information for responsible parties;
- c. Quality of access through fast-loading files, clearly defined elements, ease of use, and graphics that complement rather than distract;
- d. Stable Uniform Resource Locator;
- e. Complete access without requirements for credit card or personal information;
- f. Absence of known security risks (spyware, virus, etc.)

Electronic resources and digital content will be subject to these additional criteria:

- a. Print versus electronic cost considerations;
- b. Compatibility with library platforms;
- c. Technical quality of the reproduction;
- d. Ease of use;
- e. Demonstrated widespread and enduring adoption of a given technology;
- f. Content output options;
- g. Training requirements for staff and patrons;
- h. Remote access capability;
- i. Legal and licensing terms;
- j. Technical support capability;
- k. Availability to public libraries;



1. Privacy practices of the provider.

Non-Curated Collections: To expand the range of digital content available to library card holders, the library provides access to non-curated collections of digital content. These collections are ones for which the content is solely determined by the content provider. As with Jersey City Free Public Library curated collections, parents and legal guardians are responsible for the selection and use of Library materials and resources by their children. The Library supports the right of individuals to reject for themselves or their children, resources and materials they find unsuitable or objectionable; however, the freedom of others to read, view, listen or inquire will not be restricted.

Patron Suggestions: The Library welcomes suggestions for resources from the public and will consider such suggestions following the criteria outlined in Selection of Resources. Increased consideration will be afforded to suggestions made by Jersey City Free Public Library cardholders.

Curricular Materials: The Library selects educational resources useful to the general reader but does not provide curricular materials for programs of formal instruction.

Resource Sharing: Realizing that no one library collection can be comprehensive, the Library may provide for the needs of its patrons by using the resources of other libraries in compliance with the National Interlibrary Loan Code for the United States.

Collection Maintenance: The Library engages in an ongoing evaluation to keep its collections current, in good condition, responsive, diverse and useful to the needs of the community. Based on this evaluation, materials may be retained, replaced by new copies, preserved to ensure long-term retention, or permanently withdrawn from the collection and discarded according to accepted professional practices. The same judgment exercised in the selection of the collection shall be used in the weeding process. Materials will be evaluated according to professionally recommended criteria such as:

- a. Frequency of circulation;
- b. Format or physical condition;
- c. Currency of information;



- d. Role in the overall collection.

Intellectual Freedom:

- a. Recognizing that ours is a free society, the Jersey City Free Public Library provides access to a collection of materials that is balanced and diverse. Selections are not made on the basis of anticipated approval or disapproval by specific segments of the community but on the merits of the material and the selection criteria described above. The Library subscribes to the Library Bill of Rights set forth by the American Library Association. In addition, the Library endorses the Freedom to Read Statement, and the Freedom to View Statement, also developed by the ALA and adopted by the Jersey City Free Public Library Board of Trustees.
- b. Parents and legal guardians are responsible for the selection and use of Library materials and resources by their children. The Library supports the right of individuals to reject for themselves or their children, resources and materials they find unsuitable or objectionable; however, the freedom of others to read or inquire will not be restricted.

Requests for Reconsideration: The Library recognizes that a diverse collection may result in some requests for reconsideration. To ensure that they are handled in a consistent manner, requests for removal of items from the collection will be made using the following procedure:

1. Patrons wishing to register a formal complaint about the inclusion of any title will receive a copy of the Resource Selection Policy and a "Request for Reconsideration of Library Resources" form from the location manager or manager on duty at that location. The requester must be a Jersey City Free Public Library cardholder in good standing and provide examples of the alleged offensive material, including corresponding page numbers.
2. Requests for Reconsideration will be reviewed by a committee composed of the Assistant Director, the manager of the facility where the complaint took place, the Collection Development Librarian, and other Library staff as appropriate. Library staff and/or Board Trustees may be notified of Requests for Reconsideration, as defined by the relevant procedures.
3. The recommendation of this committee will be communicated to the Library Director.



4. The Library Director will make a final decision and communicate it by letter to the requester within two weeks of the request.
5. To appeal the decision, a requester may request a hearing by the Library Board of Trustees. Such a request must be made in writing to the Library Director, at least one week prior to a scheduled Regular Board Meeting. The appeal will be limited to the title named in the original Request for Reconsideration.

Gifts: Gifts of materials will be evaluated by the Collection Development Librarian according to the criteria in the Library's Resource Selection Policy and the Library's Gift Policy. The Collection Development Librarian is responsible for determining if gifts are appropriate for use within the system. Items that are not accepted into the Library's collection may be returned or disposed of at the Library's discretion.

C. APPLICABILITY

This policy applies to all resources held by the Jersey City Free Public Library.

D. RESPONSIBILITY

It is the responsibility of all Library staff, and the Jersey City Free Public Library Board of Trustees, to understand this policy fully so as to ensure fair and equitable application. It is the responsibility of the Library Director, with the consultation of the Collection Development Librarian, and the approval of the Board of Trustees, to interpret, monitor, and recommend updates to the policy.

E. APPENDICES

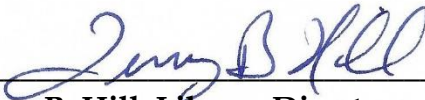
- a. American Library Association, [Library Bill of Rights](#) (attached)
- b. American Library Association, [Freedom to Read Statement](#) (attached)
- c. American Film and Video Association, [Freedom to View Statement](#) (attached)
- d. Jersey City Free Public Library Request for Reconsideration of Library Resources Form (attached)

EFFECTIVE DATE

- Adopted by JCFPL Board of Trustees under the title "Collection Management Policy," November 13, 2001.
- Revised September 12, 2023.



SIGNED:



Terry B. Hill, Library Director



Nur-E Farhana Rahman, President, Board of Trustees