

# TFPL Collection Development Policy

- **The Collection Development Policy** is intended to provide guidance, within budgetary and space limitations, for the selection and evaluation of materials which anticipate and meet the needs of the Trenton community. It directly relates the collection to the library's mission statement, and defines the scope and standards of the various collections.
- **The Collection Development Committee** is responsible for monitoring the strengths and weaknesses of TFPL's collection and setting the guidelines in order to responsibly carry out this duty.
- This committee sets the guidelines for all selection of materials as well as guidelines for weeding of the collection.
- **The Collection Development Lead** will monitor the development and maintenance of the collection in consultation with the members of this committee. The Lead has full access to all ordering systems and will manage them accordingly.
- **Collection Maintenance**
  - Location of Materials-Information resources purchased with library funds and gifts to the library become part of the library collection and the shelving location of these resources is determined by the librarians. Access to electronic information is in compliance with licensing agreements.
  - De-selection/Weeding-De-selection/Weeding of library materials, the process of removing items from the collection is essential for the maintenance of an active, and useful library collection. De-selection/Weeding provides quality control for the collection by elimination of outdated, inaccurate, and worn-out materials. Librarians are responsible for conducting an ongoing de-selection effort for maintaining the quality of the collection. (The same guidelines used for selection of library materials provide the underlying principles for de-selection/weeding.)
- **Conservation, Preservation, and Replacement**-Library materials are expensive to purchase, process, and house. TFPL acknowledges the necessity of preserving library materials and supports the American Library Association's "Preservation Policy."

**The Collection Development Lead**, in consultation with subject librarians and other library personnel determines what action should be taken with damaged and worn materials. The library maintains a disaster plan that designates procedures for the initiation of action should an emergency arise involving the library's collection.

**LIBRARIAN RESOURCE CENTER**-The Librarian's Resource Center houses reference materials to aid staff in the development of story times, class visits and other programs for the entire Library system.

## **Materials Budget**

- TFPL's material budget is used to purchase materials for circulation and use within the library.
- Trusts that have been set up for the purchase of Library items will be used according to the implications of the Trusts.

## **Guidelines**

- TFPL purchases materials that represent a wide variety of viewpoints
- TFPL does not add or withdraw at the request of any individual or group
- Material has been selected or not selected on the basis of the guidelines of the selection criteria
- Individuals or groups questioning the appropriateness of materials within the collection may do so in writing to Library Director and/or the Library Board of Trustees

## **Guidelines for Selection of All Materials:**

- a) Relevance to the mission and usefulness to the public we serve
- b) Timeliness and lasting value of content and format
- c) Reputation of the author, issuing body, and/or publisher
- d) Presentation and usability (style, clarity, intuitiveness, and organization)
- e) Creative considerations: (1) literary, artistic, or social value; (2) appeal to the imagination, senses, or intellect
- f) Special features: (1) accurate, usable index; (2) bibliography; (3) footnotes; (4) pictorial representations
- g) Physical and technical quality: (1) paper, typography, and binding; (2) stability; (3) compatibility with other library systems
- h) Suitability of content to format: (1) strength of present holdings on the same or similar subject
- i) Frequency of document requests for material on the same or similar subject

- j) Price/relative cost of material in relation to the budget and other available or needed material
- k) Inclusion in subject specific and standard library reviewing sources
- l) Holdings of other libraries in appropriate resource-sharing networks
- m) Where materials have a geographical focus, materials relating to Trenton, Mercer County, and New Jersey
- n) Current publications have priority over retrospective buying

### **Considerations for Selection of Specific Types and Formats of Materials:**

- Works of fiction are selected based on choosing established literary works and new works of promise in the literary field, especially those works that support literature course offerings.
- Foreign-language materials are selected to support the mission of the library in literature and language studies. Basic language tools such as foreign language dictionaries and phrase books are collected for general reference needs.
- Electronic resources are the preferred format for many library resources. These products include but not limited to databases, abstracts and indexes, data files, journals, reference sources, image collections, and e-books.
- Maps are selected from the U.S. government through its depository library program with priority given to maps of Trenton and the local area
- Duplicates are not selected unless warranted by heavy usage of copies already held by the library.
- Gifts are added to the collection based on the same selection criteria used for purchased materials.
- Textbooks and manuals are not purchased or added to the collection unless they have earned a reputation as classics in their fields or are the only or best sources of information on a particular topic.

- The library does not select materials in proprietary, nonstandard or obsolete formats.

## **Specialized Collections**

- **Trentoniana**

The purpose of the TFPL's Trentoniana Local History & Genealogy Department is to collect, organize, and preserve the history of the City of Trenton, its residents, and to an extent, surrounding areas. The library has maintained a selective archive since 1906 and for some time was a government publications depository. Trentoniana does not include active personnel or City records, and rules of confidentiality are observed for sensitive materials.

Printed, as well as non-printed material, such as film, audio and videotape, digital files, artwork, and artifacts are collected. All subjects relating to Trenton are considered within its realm of collecting – it may be about the City or by or about someone who lives or lived here. Trentoniana also collects material on subjects that have relevance to Trenton history, such as the history of industry in New Jersey or the history of state government in North America.

- **Children's/Young Adult Literature**

**Children's Collection** - All books, fiction and nonfiction, with an intended audience of preschool through young adult are housed in a separate location and designated as the Children's Literature Collection. The purpose of the collection is to provide a sample of books written for children for use by students in education and other careers working with children. Special emphasis is placed on acquiring award-winning and special-merit books. Caldecott and Newbery award and honor winners are collected along with other notable children's books.

**Young Adult Collection** - A young adult collection has been established at the library focusing on the needs of patrons from the approximate age of 13 to 18 years. It is a transitional collection for the reader moving from the children's collection to the adult collection. The type of materials selected differs significantly from the junior high level because of the social, emotional, and intellectual maturity required to read them. As

this is primarily a browsing collection, fiction and paperbacks are emphasized with a selection of topical non-fiction and hardback books. While materials of overall "good literary quality" are included in this collection, popular titles and themes of contemporary interest to the target age groups are stressed.

- **Reference**

The reference collection supports the research needs of TFPL patrons. It contains such materials encyclopedias, dictionaries, atlases, directories, bibliographies, statistical compilations, and handbooks viewed as non-circulating items.

- The library maintains a reference collection which is used to answer questions and to serve the informational needs of library users. Reference sources are characterized by their ability to provide information and to summarize, condense, or give a comprehensive overview of a topic. They remain in the library to be readily available to all patrons. Selection criteria of particular importance for reference sources are: accuracy, arrangement, ease-of-use, uniqueness of information, authority, documentation, and indexing.

Reference sources are consulted for specific items of information rather than to be read consecutively and include: bibliographies, indexes, directories, dictionaries, catalogs, yearbooks and annuals, statistical compendia, atlases and gazetteers, biographical dictionaries, and almanacs. Reference sources which describe, condense, and summarize information include encyclopedias, histories, handbooks, abstracts, and special reports with difficult-to-find information.

- **Electronic Databases** - Online computerized databases extend the collection by providing timely and versatile access to information in electronic format. Databases are used by the library staff to enhance and supplement reference service. Many of the databases contain specialized information beyond the scope of the library's print collections; others have information that does not exist in print format. Some databases duplicate print sources which are carefully evaluated for retention with consideration to cost, frequency of use, and ease of access to library users. Databases supplied by

commercial vendors are accessed by the library staff at their discretion. Customized searches for patrons with specialized needs, such as mailing lists and literature searches, are provided through the library's fee-based service.

- **Foreign Language Materials** - The library maintains a collection of foreign language materials aimed at meeting the recreational and many of the informational needs of the Trenton community. Resources include books, magazines, and newspapers, videos and sound recordings, in the languages used by individuals in the community, for example Spanish, Armenian, Vietnamese, Chinese, etc. These materials are primarily circulating. The library's collection also includes materials which aid in learning a second language. These resources include books such as grammars and dictionaries, audio cassettes, and videos for learning the languages most frequently studied in the community. Most of these materials circulate. The library is committed to developing and maintaining foreign language collections which meet the needs of a changing Trenton population. Foreign language needs are assessed through such tools as patron registration data, language needs assessments, patron requests, circulation statistics, and community awareness. The information gathered is used to determine the size and scope of the collection at each site. Availability of materials may impact the development of the collections.
- **Genealogy Collection** - The genealogy collection is a self-service reference collection, aimed at users in the initial stages of researching family history. The collection, consisting of books, periodicals, and some census microfilm, has primarily been developed through donations, with ongoing contributions by the Trenton Genealogy Society. Other materials, such as family histories and regional guides, are acquired as gifts. These items are housed in the Trentoniana department and are at the discretion of the Archivist.
- **Periodical Collection** - The library's newspaper and magazine collection provides current and retrospective information aimed at meeting the research and recreational reading needs of the community. The collection also contains periodicals that serve the professional reading needs of the library staff. Periodicals supplement the book collection by providing up-to-date information, covering current topics not yet available in books, and presenting a less in-depth treatment of a subject than is usually found in books.

The periodical collection consists of a diversity of publications in fields which are of interest to the community. It includes basic and popular reading magazines, foreign language publications, and a wide selection of business, trade, and local Trenton and some New Jersey publications. To provide optimal access to information for those conducting research, an emphasis is placed on selecting titles that are included in standard periodical indexes. Journals which are highly technical or scholarly are generally not included in the collection. In addition to magazines, the collection includes newspapers published locally as well as from major geographical areas of interest to the community.

- **Sound Recordings** - Current purchases are only in compact disc (CD) formats because of their availability and popularity. The adult music collection consists of works by major classical and contemporary composers, as well as popular music. The collection contains a number of 33 rpm recordings, which are not being circulated and will be housed in the Trentoniana Department under the discretion of the Archivist.

The spoken recording collection contains sound recordings of fiction and nonfiction books (both complete and abridged), poetry and drama, language instruction, and other instructional subjects.

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