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March 16, 2010

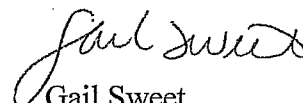
Ms. Beverly Marinelli
28 Flemish Way
Lumberton, NJ 08048

Dear Ms. Marinelli:

Library Commissioner Patrick Delany indicated at our meeting this morning that you have contacted him with concerns about several books we have in the library system. I have enclosed information about our selection process along with our Request for Reconsideration of Library Materials forms. Would you please return the forms to my attention and we will start the process for review of the materials in question.

We appreciate your interest in the library and look forward to working with you.

Sincerely,


Gail Sweet
Library Director

cc: Library Commission

<p style="text-align: center;">BURLINGTON COUNTY LIBRARY SYSTEM COLLECTION DEVELOPMENT POLICY</p>

MATERIALS EVALUATION

General Criteria

Management of the library's resources involves the continuous process of identifying the materials that will be added to or withdrawn from the collection. Staff involved with the selection and retention process will consider the following criteria when evaluating materials:

- Literary, artistic or technical quality of the item as a whole
- Educational, informational or recreational value
- Accuracy, timeliness or permanence
- Favorable reviews from standard sources or inclusion in reliable bibliographic tools
- Actual or potential reader popularity
- Relation to other materials in the collection in order to provide coverage of a wide range of ideas and varying points of view
- Suitability of format and physical condition
- Reputation and importance of author, editor or artist
- Qualifications and significance of publisher, director or producer
- Cost relative to need or merit

Guidelines For Selection

The Burlington County Library will provide a balanced collection covering a wide range of subjects and varying points of view at a variety of reading levels. Members of the various selection committees will routinely use standard review sources and the previously listed selection criteria to determine the suitability of adding items to the collection. The primary selection tools include *Library Journal* and *Booklist*. In addition, sources not including critical reviews will also be used to ensure the selection of editions and materials of obvious reader appeal based on author or subject significance. These sources will include notices from distributors such as Quality Small Press Services, Ingram Advance, Baker & Taylor Advance and Midwest Tape. Other review sources and publisher's catalogs for standard works may also be used.

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- **Popular, Standard or Classic Works** will be added to the collection to meet public demand and to maintain the intellectual standard that the public expects of the library.
- **Ephemeral Materials** will be added to meet the documented needs of the recreational reader.
- **Multiple Copies of Book Titles** will be provided to fill anticipated or documented need. When possible, the library will provide books in the approximate ratio of one copy per four requests. (For audiovisual materials, one copy per ten requests; for sight-savers, one copy per six requests.)
- **Requests** for recent materials not held by the library and deemed of value to the collection will come to the selection committee members from the Interlibrary Loan Department and from online customer purchase suggestions. Consideration for purchase will be given to materials that have good reviews, will enhance the collection and have popular appeal. Items requested by several users may be purchased solely based on demand. To reduce interlibrary loan costs, paperbacks and other low cost items with potential popular appeal will be purchased without reviews unless the item is by reputation questionable.

At times, the cost of an item or its format may make it unsuitable for the collection even though it has been requested. In such cases, the library will attempt to satisfy the request via the interlibrary loan process.

- **Textbooks** will be included in the collection when they fill a special need or are the best source of information on a subject.
- **Local and State History** materials as well as works by **Local Authors** are of special interest to the library, and a broad view will be taken in decisions to add such material to the collection.
- **Binding Considerations:** When presented with a choice, the selection committee members will select paper binding for titles that are not expected to be in great demand or of lasting value. The hard cover binding will be considered the best investment for materials that have long term value, are lengthy or are heavily illustrated.

Materials from the collection that have been damaged beyond repair will be re-bound if still of value. The guidelines for weeding shall be applied when considering whether an item should be re-bound.

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Controversial Materials

The Burlington County Library has a responsibility to provide a comprehensive collection representing the widest range of ideas and viewpoints, and has a commitment to the right of free access to information for all individuals. Therefore, the library has a responsibility to consider the addition of materials that some may find controversial or disagreeable because they are a reflection of our free and pluralistic society.

Selection is based on the criteria outlined in the "General Criteria" and "Guidelines for Selection" part of this section and is intended to provide a collection that serves the entire community of readers with various tastes and needs. Works are not normally excluded because of language or explicit text or illustrations if they meet previously stated criteria.

The ultimate decision of what is read is made by the reader. The library can merely provide the alternatives. When a reader deems something controversial or disagreeable, he/she should realize that the selection has been made with a different audience in mind.

Responsibility for the reading, listening or viewing choices of children or adolescents rests entirely with their parents or legal guardians. Selection of adult material will not be inhibited by the possibility that the material may be used by children or adolescents.

Library material will not be marked or identified to show library approval or disapproval of content. No cataloged item will be sequestered except for the purpose of protecting it from damage or theft. Rare books will be controlled as necessary to protect them from harm.

Acquisition of material does not imply approval or endorsement, and does not necessarily reflect the opinions or values of the individual selectors or the Library Commissioners.

Any patron may request that the library review a decision to select or withdraw an item. Those who wish reconsideration of such a decision should complete the Request for Reconsideration Form (Appendix E). A committee of staff selectors as designated by the Library Director will review the material in question. Committee members will make their recommendations to the Director who will make the final decision concerning the material. The Director will notify the person requesting the reconsideration of the decision. If that person is not satisfied with the action taken, an appeal may be made to the Library Commission.

BURLINGTON COUNTY LIBRARY SYSTEM
HEADQUARTERS LOCATION 5 PIONEER BOULEVARD
MT. HOLLY, NJ 08060

REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS

Title _____ [] Book [] Periodical [] Other _____

Author _____

Publisher _____

Request initiated by _____

Address _____

City _____ State _____ Zip _____ Telephone _____

DO YOU REPRESENT:

- Yourself
- An Organization (Name) _____
- Other Group (Name) _____

1. To what in the work do you object? (Please be specific. Cite pages. Use other sheet.)

2. Did you read the entire work? _____ What parts? _____

3. What do you feel might be the result of reading this work? _____

4. For what age group would you recommend this work? _____

5. What do you believe is the theme of this work? _____

6. What are the reviews of literary critics concerning this work? _____

7. What would you like your library to do about this work?
- Do not lend it to my child
 - Return it to the staff selection committee for reevaluation
 - Other, Explain _____

8. In its place, what work(s) would you recommend that would convey as valuable a picture and perspective of the subject treated?

Signature _____

Date _____