

Comprehensive Collection Development Policy Compliance Checklist

(NJ Freedom to Read Act (FTRA) & Recommended Best Practices)

Library Name: _____

Date of Review: _____

Reviewed By: _____

Section A. Mission & Policy Statement

- ☐ Library mission statement is included and aligned with goals and strategies.
- ☐ Policy statement describes how collection development supports: mission, community needs, and the Freedom to Read Act (Required by FTRA).

Section B. Requirements

- ☐ Policy prohibits censorship of materials (Required by FTRA).
- ☐ Policy states materials cannot be removed due to origin, background, or views of authors/creators (Required by FTRA).
- ☐ Policy acknowledges librarians' professional training and authority in collection development (Required by FTRA).

Section C. Selection Criteria

- ☐ Policy lists overarching collection goal (best possible collection within resources).
- ☐ Selection criteria include but not limited to: relevance, quality, audience appropriateness, format, cost, timeliness, availability elsewhere, anticipated community needs, space/resource constraints.

☐ Digital resource criteria include but not limited to: ease of use, licensing, system requirements, quality vs. alternatives, long-term accessibility.

Section D. Patron Recommendations*

☐ Policy allows patron suggestions but applies the same selection criteria (not automatically purchased).

Section E. Gifts & Donations*

☐ Policy allows acceptance of gifts/donations with conditions: discretion of use, must meet selection criteria.

Section F. Excluded Materials*

☐ Policy lists excluded formats/materials (e.g., textbooks, outdated formats).

Section G. Disposition of Materials (Weeding)

☐ Policy requires librarians to review materials on an ongoing basis (Required by FTRA).

☐ Required review criteria include: relevance, condition, duplication, newer editions, and demand (Required by FTRA).

☐ Policy may include additional criteria such as accuracy, enduring value, local interest, usage, or space constraints.

Section H. Purpose of Policy

☐ Policy states its purpose is to: provide curation standards (Required by FTRA), establish removal criteria (Required by FTRA), and protect against censorship (Required by FTRA).

Section I. Definitions (If used they must use the language in the FTRA)*

☐ Policy defines Censorship.

☐ Policy defines Diverse and Inclusive Material.

☐ Policy defines Governing Body.

☐ Policy defines Individual with a Vested Interest.

☐ Policy defines Library Material.

Section J. Responsibilities*

☐ Responsibilities are assigned clearly to Board, Director, Review Committee, Collection Development Librarian(s), and Acquisitions Librarian.

Section K. Governance & Recordkeeping*

☐ Policy includes adoption and revision dates.

☐ Policy requires periodic review (e.g., every 3 years).

☐ Compliance is documented in board minutes.

Reviewer Notes:

Completed Checklist Sign-off

Reviewed by: _____

Date: _____

Approved by Library Board on: _____

* Items that are suggested for inclusion but not required by the FTRA

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