

COLLECTION DEVELOPMENT POLICY

Purpose

The purpose of the Nyack Library Collection Development Policy is to provide guidelines for selection, acquisition and withdrawal of materials for the Library in accordance with the Library's mission. The Library's Board of Trustees seeks to acquire and maintain materials with both contemporary significance and lasting value to support the Library's role as a community resource and center for education and entertainment. The Library seeks to ennoble, enlighten and inspire the community it serves. The responsibility for selection of library materials is delegated by the Board of Trustees to the Library Director and under the Director's supervision to the professional staff.

Intellectual Freedom

The Library provides free access to all its materials. No item is labeled in any way to indicate the Library's opinion. The Nyack Library adheres to the principles of intellectual freedom as detailed in the *The Library Bill of Rights* and *The Freedom to Read and Freedom to View Principles* as adopted by the American Library Association, available on the ALA website, www.ala.org. The Library's decision to acquire an item does not constitute endorsement of that material's content.

Collection Description

For over 100 years, The Nyack Library has sought to acquire the broadest possible range of items appropriate for its size and for the community it serves. The Library maintains a collection of 280,000 items. The collection serves the needs of the general public and reflects the racial, ethnic and cultural diversity of the community. The Library has access, through the Ramapo Catskill Library System, to the collections of the 46 other libraries in the System, to the academic libraries in the area and ultimately, through inter-library loan, to any library that owns materials our patrons need or want.

Adult

The adult collection contains hardcover and paperback fiction and non-fiction as well as large print fiction and non-fiction as well as separate collections of mysteries, science fiction and fantasy, graphic novels, and books in other languages. There is a separate local author collection, highlighting works by residents of Nyack and other communities in Rockland County. The audio visual items include DVDs, music and books on CD and ebooks. There is also a separate Local History Room, with photos, maps and other primary source material as well as

books. These materials are not available for loan, but for examination in the Library. The reference librarians are responsible for maintaining these collections.

Teens

Our Teen Room collection is for students from grades 6 through 12. It contains fiction and non-fiction in hardcover and paperback as well as audio-visual items, magazines and games. The Teen Librarian is responsible for maintaining this collection.

Children

Our Children's Room serves children from birth through fifth grade and their families with fiction and non-fiction in picture book, easy reader, young reader and chapter book formats. There are also reference and audio-visual resources as well as board books, parenting materials and other separate collections unique to the Children's Room. The Children's Librarians are responsible for maintaining these collections.

Material Selection Procedures

The Director, working with the Adult, Teen and Children's Librarians, determines allocation of resources and assigns responsibility for acquiring new materials for all collections in the Library. The acquisition and maintenance of materials is based on general criteria as listed below. All items, whether purchased or donated, are considered in terms of the standards listed below.

General Criteria

- Relevance to community needs and tastes
- Resources support school curricula
- Complementing the existing collection and other materials on the subject
- Suitability of the subject and style for the intended audience
- Production quality
- Positive published reviews * see below
- Literary and artistic merit
- Representation of a variety of viewpoints on current or historical issues
- Appropriateness of medium for the content
- Suitability of physical format for library use
- Cost and availability
- Local Authorship
- Accuracy and currency of content and information
- Popular Demand

Selection Tools

*Library staff members rely on reviews in the professional library review journals, both print and electronic. Among the above criteria, the presence or absence of literary and artistic merit will enjoy particular weight. In addition, patron requests and/or staff recommendations are considered, along with publishers' catalogs and other promotional materials. Materials in high demand, such as bestsellers or items that receive a high number of hold requests, may be purchased in quantity. Materials are also acquired to replace items that were removed from the collection due to wear and tear or loss.

Challenges

The Nyack Library strives to provide a diverse collection which represents a variety of viewpoints and does not take a position on materials in the collection. Selections are made based solely on the merits of the works using the criteria outlined above. The Library welcomes expressions of opinion from our patrons concerning materials in its collection. If a patron considers that these criteria have not been well applied or that an item has been located in an inappropriate collection, she or he may request that the item be reconsidered by completing a "Request for Reconsideration" form. Once the form is completed and returned to the Library, the request will be considered by the Library Director. Once a decision is reached, a written response will be sent. If the response is unsatisfying, a patron may then request that the Library Board consider the request for reconsideration. Before any item is removed from the collection as a result of a patron objection, the librarian who ordered/selected the item shall be given an opportunity to explain why the item merits retention.

Material Removal

The Nyack Library reviews its collections continuously for condition, accuracy and timeliness of its items. Items are removed based on the following criteria:

- Poor condition or damage to the item
- Inaccurate or outdated content
- Lack of circulation
- Space limitations
- No relevance to community needs
- Beyond the scope of the Library's collection

Gifts and Donations

Patrons may wish to give books to the Library and these donations will be accepted with the understanding that the Library is free to accept the books, discard them, give them to the Friends Group for sale or put them into the collection. If patrons wish to give money with the intention of purchasing a

book to honor a friend or family member, the Librarian will select the book for the collection and will take the wishes of the donor into consideration.

Approved May 12, 2014

THE NYACK LIBRARY
REQUEST FOR RECONSIDERATION OF MATERIAL
PLEASE PRINT

Date _____

Request initiated by (name): _____

Address: _____

Telephone: _____

Complainant represents:

_____ Him/Herself

_____ Organization _____

FORMAT OF THE MATERIAL IN QUESTION:

_____ Book _____ DVD _____ Music CD _____ Book on CD

_____ Other (specify) _____

Author/Artist/Director _____

Title: _____

Publisher/Producer: _____

In what way, in your opinion, does this item not meet the criteria outlined in the Nyack Library Collection Development Policy.

Signature _____

October 7, 1991
Revised June 2014