

## **COLLECTION DEVELOPMENT POLICY**

### **Mission Statement**

The Nanuet Public Library is dedicated to be a civic resource promoting open access to information, materials and services to all residents of the Nanuet School District to advance knowledge, foster creativity, encourage the exchange of ideas, build community and enhance the quality of life.

### **Purpose of Collection Development Policy**

This Collection Development Policy communicates to the public the principles by which the Library makes decisions about the growth and maintenance of the collection in order to fulfill the library's mission. Within that mission is a dedication to providing materials to meet the recreational, educational, and cultural needs of the diverse Nanuet community.

### **Scope of Collection**

The Nanuet Public Library endeavors to acquire and maintain an outstanding collection of library materials in many formats, including but not limited to:

- Print – books, periodicals, newspapers
- Audiovisual media – music CDs, Books on CD, digital audiobooks, DVDs and electronic games
- Electronic Media – the online Catalog, databases, and downloadable books, music, audiobooks and video.
- Internet Service – Access to the Internet via library computers and our in-building wireless network.

### **General Principles Guiding Collection Development**

In selecting all library materials, the Nanuet Public Library subscribes to the First Amendment to the United States Constitution, the Library Bill of Rights and the Freedom to Read and Freedom to View Statements adopted by the American Library Association.

The Library seeks to provide the community with materials reflecting a depth and diversity of viewpoints and interests. Some of these materials may express views that are unpopular or controversial. The purchase of these materials does not constitute the Library's endorsement of their content, but our commitment to education, cultural awareness, and the exchange of ideas.

Adult Library patrons can freely choose which materials they will use. The Nanuet Public Library endorses the rights of families to make decisions about which elements of the Library collection are appropriate for their children. The ultimate responsibility for a minor child's use of library materials lies with the child's parent or guardian.

***Responsibility for Collection Development –***

The Nanuet Public Library Board delegates responsibility for collection development and maintenance to the Director of the Library. The Director assigns materials selection and review to professional staff and support staff who are given specific areas of collection development responsibility, including planning, budgeting, selecting and collection management. Materials selection and review are performed in accordance with the policies adopted by the Board of Trustees.

**Selection Criteria**

When materials are considered for inclusion in the Library's collection, they are evaluated on the basis of one or more of the following criteria.

- Relevance to evolving interests and needs of the Nanuet community
- Appearance in library review media, including but not limited to *Publisher's Weekly, Library Journal/School Library Journal, Kirkus Reviews, Booklist, the New York Times Book Review*
- Appearance of expert reviews in other periodicals, websites, podcasts, television or radio programs
- Date of publication
- Prominence or competence of the author or creator with preference given to titles vetted in the professional publishing industry
- Quality and durability of format
- Local significance of author or subject matter
- Price, availability and library materials budget

**Patron Suggestions**

To ensure that the Library is acquiring materials of interest to the general public, patron suggestions are considered. Specific items suggested for purchase by Nanuet cardholders will be evaluated and included in the collection if they meet the selection criteria listed above. The Library reserves the right to decline to purchase items suggested by Nanuet cardholders if the items fail to meet the selection criteria. Members of other libraries who place requests for purchase will be referred to their "home" libraries.

### **Donated materials**

Donated materials will be evaluated according to the selection criteria listed above. If the condition of the items does not meet standards for initial review as judged by the Library Staff, the Nanuet Library reserves the right to refuse the donation. Any donated materials not added to the collection will be offered to the public for sale or disposed of as the Library deems appropriate. Library Staff is under no obligation to include donations in the library collection.

### **Gifts**

The Library accepts gifts to the collection in honor of or as a memorial to an individual or group of people. In such cases, the purchaser may specify a subject area or genre or leave the selection to the Library. A memorial bookplate will be placed in the material, and the item(s) will be integrated into the Library's collection. The Library reserves the right to decline specific items purchased as memorial gifts if these items fail to meet the selection criteria listed above. The policy "Language Accompanying Donations or Gifts" is attached. Once accepted and processed for the collection, the gifts become subject to the Library's regulations and procedures as specified in the library Gift Policy.

### **Relationship of Library collection to school curricula**

The Library endeavors to provide materials of use to students residing in the Nanuet School District. However, the Nanuet Public Library collection is not a substitute for a school, college, or university library. The Library does not provide textbooks used in local schools or buy materials too highly specialized to be of interest to the general public.

### **Request for review of materials**

Please see the attached policy "Reconsideration of Library Materials."

### **Collection Maintenance**

The collection is continuously maintained and updated by the process of selective removal of materials from the Library. Materials are removed from the collection in accordance with the following criteria:

- Lack of public interest as measured by the failure of the item to have circulated within a specified length of time
- Outdated or incorrect information included in the material
- Condition of the material
- Available shelving space

The Library reserves the right to dispose of discarded material as it deems appropriate. The Library provides up to date, attractive materials selected in accordance with the criteria listed above to replace items removed from the collection.

*Attachments*

ALA Freedom to Read and Freedom to View Statements

Library Bill of Rights

Suggestion for Purchase Form

Reconsideration of Library Materials

Gifts and Donations Policy

**ADOPTED BY THE NANUET PUBLIC LIBRARY BOARD OF TRUSTEES  
MARCH 22, 2011**

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June 4, 2016**