

Collection Development Policy

A. Policy Overview

In accordance with the overall mission and goals of the Newfoundland Area Public Library (NAPL), the purpose of the NAPL's collection is to make freely available materials that will assist the community in their pursuit of information, education, and recreation.

The primary goal of collection development is to provide the best possible resources to the library's service area. The NAPL does its best to encompass humanity's broad range of experiences, opinions, and knowledge within the scope of the needs and interests of NAPL's community and the constraints of the library's financial allocations.

B. Support of Intellectual Freedom Statement

The NAPL affirms that diversity of information, experiences, and opinions are conducive to lifelong learning and personal betterment. The NAPL board affirms the American Library Association's [Library Bill of Rights](#), [Freedom to View](#), and [Freedom to Read](#) policy statements in support of acquiring and managing collections. Inclusion or omission of materials does not translate to an endorsement of a belief or viewpoint by the Newfoundland Area Public Library; rather, it supports the right to access and explore myriad opinions and experiences.

C. Responsibility for Selection

The ultimate responsibility for selection of library materials rests with the Library Director who operates within the framework of the policies determined by the Newfoundland Area Public Library Board of Trustees. Selection responsibility may be shared with other members of NAPL staff; however, the Library Director makes the final selection decisions.

D. Criteria for Selection

Due to budget and space constraints, the NAPL must be selective when acquiring materials rather than comprehensive. One or several of these points may be considered during selection, and no one point is decisive over another. The main points considered in the selection of materials are:

- Community needs and interests (including patron suggestions)
- Subject timeliness
- Up-to-date, factual accuracy of content
- Historical significance
- Sustained interest
- Cost
- Diversity of viewpoints, experiences, and cultures

- Relation to the existing collection and to other materials on the subject
- Availability of the item within the Wayne/Pike consortium and Northeast District
- Literary merit or professional reviews
- Skill, authority, and competence of the author, producer, publisher or creator
- Space constraints
- Physical quality of the material
- Consideration of the work as a whole

E. Wayne Library Alliance, Wayne/Pike Consortium, and Northeast Library District

The NAPL is one of seven libraries associated with the Wayne Library Alliance (WLA). The other libraries are Bethany Public Library, Hawley Public Library, Northern Wayne Community Library, Pleasant Mount Public Library, Hamlin Community Library, and Wayne County Public Library.

In addition, the NAPL is part of the Wayne/Pike Consortium. The Consortium connects the NAPL to the Pike County Public Library, including its Dingman Township Branch Library.

Lastly, the NAPL is part of the Northeast Library District, which in addition to Wayne and Pike Counties, includes Lackawanna, Wyoming, and Susquehanna county libraries. By resource sharing with the above listed libraries, the NAPL can provide access to hundreds of thousands of materials to its patrons that it could not provide on its own. Individuals who obtain a free library card through the NAPL may use their card at any of these libraries to access their materials, or have materials from these libraries sent to the NAPL location for pickup.

Each individual library of the WLA, Wayne/Pike Consortium, and Northeast Library District have their own policies, with a few shared policies. Particularly, collection development policies differ from library to library; thus, the NAPL is not responsible for materials selection at any library but the NAPL.

F. Electronic/Online Materials

Through its resource sharing agreements with the WLA and the Northeast Library District, the NAPL provides access to eBooks, e-Audiobooks, movies, magazines, music, and curated online information sources. The selection of these materials and resources is not the sole responsibility of the NAPL; the responsibility is shared with member libraries who each have their own material selection policies.

For the selection policy of materials on Libby from OverDrive, please see the attached document *NEPA Digital Library Consortium Material Selection Policy*.

G. Interlibrary Loan

Because of limited financial resources and space, the NAPL's collection cannot provide all materials that are requested. Therefore, interlibrary loans are used to obtain from other

libraries those materials that are beyond the scope of the NAPL's collection. Interlibrary loan service is free to all library card holders in good standing.

H. Gifts and Material Donations

Gifts of books and other collection materials are accepted by the NAPL with the understanding that items may not necessarily be added to the collection. Gifts and donations are evaluated for the collection with the NAPL's *Criteria for Selection* (section D of this document). Once donated, materials are the property of the NAPL for any of the following uses: placement in the collection; added to the NAPL book sale room; used to fill Little Free Libraries; used as prizes or given away freely in library programs or events; donated to other community programs, events, organizations, businesses, or groups; or recycled / thrown away as appropriate.

The NAPL does not appraise books or other materials for income tax purposes. Upon request, the NAPL will provide the donor with a written acknowledgment of the number and type of items received.

I. Age Guidance of Materials

The NAPL uses its best judgment and the classification expertise of its staff, library colleagues, professional reviewers, and education professionals to properly catalog library materials by subject, scope, and intended audience. If a library user believes an item to be improperly classified for a specific age group, they are encouraged to fill out a *Request for Reconsideration* form, discussed in Section J of this document.

In addition, the NAPL strongly encourages and supports every parent or guardian's right to be actively involved in their child's literacy journey. Ultimately, a child's parent or guardian is responsible for what their child reads; not the NAPL. The NAPL is responsible only for providing access to reading, listening, and viewing materials per its *Criteria for Selection* (Section D of this document).

J. Reconsideration of Library Materials

As per the NAPL's *Criteria for Selection* (Section D of this document), materials are judged for inclusion or omission in the collection based on the work in its entirety. If a patron finds material in the NAPL's collection objectionable, the patron is encouraged to fill out a *Request for Reconsideration* form, which can be found at the end of this document or on NAPL's website: <https://www.waynelibraries.org/newfoundland>.

The reconsideration process typically takes 2-4 weeks. During review, the material in question will remain in the collection. Once a decision has been made by NAPL's Board of Trustees, the Library Director will send a letter to the concerned party notifying them of the decision. Decisions made by the NAPL's Board of Trustees are final.

K. Weeding

An up-to-date, attractive and useful collection is maintained through a continual withdrawal and replacement process. Replacement of worn volumes is dependent upon current demand, usefulness, more recent acquisitions, and availability of newer editions. This ongoing process of weeding is the responsibility of the Library Director and is authorized by the Board of Trustees. Withdrawn materials will be handled in a similar manner as donated materials.

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NEPA Digital Library Consortium Material Selection Policy

The NEPA Digital Library Consortium (NDLC) is a consortium of libraries that subscribe to a service for downloadable books, including both audio and e-books. The consortium service is provided through the vendor OverDrive and overseen by The Northeast Library District. The goal of the NDLC is to develop a collection that is useful to a broad range of patron interests. Material selection is done by the staff at the Northeast Library District, as well as by member library staff.

Materials will be selected on the basis of their value in meeting the informational and recreational interests of the people in communities served by NDLC libraries. Criteria in selection will include, but not be limited to:

- Interest and demand
- Timeliness
- Audience
- Diversity of viewpoints and cultures
- Relevance and use of the information
- Skill, competence, and purpose of the author
- Information obtained from professional and user reviews
- Consideration of the work as a whole
- Cost

NDLC seeks to develop an outstanding collection for a large and diverse population, within the constraints of budget allocations. NDLC strives to provide materials reflecting a variety of perspectives, with emphasis on new and popular materials. Not all criteria must be met, and no one criterion will be decisive. Additional criteria may be used to select materials for specific collections. Materials purchased for the collection are not an endorsement by NDLC of either the content or viewpoint presented in them.

NDLC subscribes to the American Library Association (ALA) guidelines on public access to information:

- [Library Bill of Rights](#)
- [Interpretations of the Library Bill of Rights](#)
- [Freedom to Read](#)

Staff selecting materials will be responsive to patron requests for materials, taking into account the breadth of the collection and the materials budget.

No material that meets the consortium's selection criteria shall be excluded because of the origin, background, or views of the author or those contributing to its creation. Not all materials may be suitable for all members of the community. Not all materials may be suitable for all audiences.

All selection criteria will be evaluated annually in an effort to provide the best possible downloadable collection to the community.

Gifts or donations of ebooks and eaudiobooks are not accepted.

Reconsiderations:

Once an item has been selected, it will not be removed from the collection at the request of persons or groups who disagree with its contents unless it is in violation of the principles set forth in the collection development policy. Patrons who wish to object to materials in the NDLC collection may do so by requesting and completing a "Request for Reconsideration of Materials" form (available from a participating consortium library or from the Northeast Library District website). Completed "Request for Reconsideration" forms will be evaluated by a Review Committee consisting of representatives from a cross section of member libraries.

The Review Committee will examine the request for reconsideration, along with the challenged material. The Review Committee will make a recommendation to the District Advisory Committee which includes the District Consultant, District Administrator, and representatives of member libraries. The District Advisory Committee will then review the committee's recommendation and will respond in writing to the complainant and the complainant's home library within six weeks of receipt of the reconsideration form. Challenged materials will not be removed from public access while awaiting resolution of a request for reconsideration.

An appeal can be submitted to the District Administrator who will present it to the Northeast Library District Board of Directors for consideration. The decision of the District Board is final.