



## Collection Development Policy

### Purpose

The Nippersink Public Library District (“Library”) is dedicated to providing materials and resources that reflect the educational, recreational, professional, and informational needs of its diverse community.

The purpose of this policy is to guide the systematic development, maintenance, and evaluation of the Library’s collections in all formats and to affirm the Library’s commitment to intellectual freedom, inclusivity, and equitable access.

### Guiding Principles

Serving an ever-changing community, the Nippersink Public Library District provides materials and services to help our community obtain information for their educational, recreational, professional, personal, and reference needs.

All individuals have the right to choose which Library materials they will use. However, no one may restrict the rights of others. The Library subscribes to the provisions of the following documents as adopted by the American Library Association:

- [Library Bill of Rights](#)
- [Freedom to View Statement](#)
- [Freedom to Read Statement](#)
- [Access to Library Resources and Services for Minors](#)
- [Diverse Collections: An Interpretation](#)

The Library is committed to developing a collection that represents a wide diversity of voices, perspectives, and experiences, including historically underrepresented and marginalized communities.

### The Collection

The Nippersink Public Library District is a popular materials library. While every effort is made to maintain resources covering a wide variety of subjects and to support general information needs, the primary focus is to provide contemporary materials in the areas of fiction, nonfiction, audiovisual offerings, digital collections, and nontraditional collections suitable to community needs.

The collection also includes nontraditional items such as Library of Things materials, technology (e.g., hotspots, laptops), games, and kits. These are selected and maintained using the same principles as traditional collections, with additional considerations for durability, replacement cost, safety, and space.



The Library also strives to provide materials in accessible formats, including large print, audiobooks, captioned video, and digital resources, to ensure equitable access for patrons with diverse needs.

### **Selection Responsibility**

Overall responsibility for collection development rests with the Library Director, operating within the policies set by the Board of Trustees. The Director delegates or shares this responsibility with designated staff members.

Selectors are responsible for maintaining collections that meet the needs of the community, even when materials may present views contrary to personal beliefs of staff members, trustees, or community members.

### **General Selection Criteria**

The following criteria inform material selection decisions:

- Patron interest and/or request
- Currency or timeliness
- Favorable professional reviews
- Media attention or community relevance
- Representation of diverse perspectives and a broad range of human experiences
- Reputation of the author, artist, or production company
- Reputation and standing of the publisher or distributor
- Suitability of subject and style for intended audience
- Quality and durability of format
- Languages read and spoken in the community
- Cost and space constraints
- Availability for purchase through reasonable means
- Availability of materials in other libraries
- Ease of access and use

Materials may not meet all criteria to be included. In selection, the work will be considered as a whole, and no work shall be excluded because of specific passages taken out of context.

Textbooks and scholarly materials may be acquired if they serve the general public by providing information on subjects where little or no material is otherwise available. Highly specialized, academic, or technical works are generally excluded.

Digital resources play an important role in the Library's collection. In addition to the above criteria, staff also consider ease of use, technology requirements, availability of remote access, and vendor licensing agreements. Some digital collections include leased or packaged content that is not individually selected.



## **Deselection & Discards**

To ensure a vital collection of continued value to the community, materials are systematically evaluated and removed if they are worn, outdated, inaccurate, of little historical significance, or no longer in demand. The Library follows professional standards such as the CREW (Continuous Review, Evaluation, and Weeding) method, using principles such as MUSTIE (Misleading, Ugly, Superseded, Trivial, Irrelevant, Elsewhere available).

Essential materials may be retained or replaced as needed. Items removed from the collection may be sold at the Library's book sale or donated to charitable organizations, local schools, or preschools.

## **Parental Responsibility**

Given the diversity of the collection, not all materials are suitable for every patron. Responsibility for minors' selection and use of Library materials rests with their parents or legal guardians. The Library does not restrict items based on the possibility that children or teens may access resources some parents or guardians consider inappropriate. Parents and guardians are encouraged to guide and support their children's use of the collection according to their family's values.

## **Gifts**

The Library welcomes gifts of materials with the understanding that they will be evaluated by the same criteria as purchased items. The Library reserves the right to use or dispose of donated materials at its discretion. Donations will not be returned to donors.

## **Request for Reconsideration Procedures**

The Library welcomes community feedback about the collection. Examination and reconsideration of resources will follow these procedures:

1. A Nippersink Public Library District cardholder in good standing may request a Collection Development Policy and a Request for Reconsideration of Library Resources form.
2. The completed form is submitted to the Library Director.
3. The resource in question and the completed form are reviewed by a staff committee. The Library Director will respond to the patron in writing.
4. If unsatisfied, the patron may request review by the Board of Trustees through the Director. The Board will review the resource, the form, and the committee findings. The Board Secretary will respond to the patron in writing.

The decision of the Board of Trustees is final. No Request for Reconsideration will be considered for 24 months regarding the same resource.

Adopted November 11, 2025



The Library may choose to retain one copy of a reconsidered resource if it continues to meet selection criteria and community needs. Decisions will be based on this policy and professional standards, not on personal preference.