



## **Newmarket Public Library**

### **Collection Development Policy**

**Goal:** To guide the selection and maintenance of a diverse and relevant library collection that meets the needs of the entire Newmarket community while remaining consistent with budgetary and space requirements

**Audience:** Patrons and visitors to the Newmarket Public Library [NPL]

**Measurement:** Ensuring proper availability of general provisions of this policy for public reference [via NPL website] Confirming consistency with policy in practice.

#### **General Provisions:**

1. The Newmarket Public Library [NPL] recognizes its responsibility in providing open access to the widest possible range of ideas and information for its users. To that end:
  - a. The Library Board of Trustees endorses the Library Bill of Rights, Freedom to Read Statement and the various interpretations of these as established by the American Library Association.
  - b. The Library Board of Trustees pledges to maintain the confidentiality of all who use the library, and to refuse any attempts by individuals or institutions to break that confidentiality.
  - c. The Library Board of Trustees believe that reading, listening and viewing are individual, private matters. To ensure that all are free to select or reject materials of their choice, the freedom of others to read or inquire cannot be restricted. Parents and guardians have the responsibility to guide and direct reading, listening and viewing choices of their own minor children. The library does not stand "in loco parentis" (in place of the parent).
  - d. As implied by the First Amendment to the Constitution of the United States of America, free and equal access to ideas is a prerequisite for a thriving democratic society. Only by representing a broad diversity of views and expressions can equality of access be obtained.

#### **A. Selection Authority Policy for library materials:**

Selection of books and non-book materials remains under the final authority of the Library Board of Trustees. That authority is delegated to the Library Director who may authorize members of the staff who are qualified by reason of education and training to select materials. Materials will be selected on a regular basis. Such library acquisitions are deemed to have been selected by the Board, who will have final decision authority.

**B. Selection Policy for library materials :**

1. The library collection will be selected and maintained to provide materials to fulfill the interest, information and enlightenment needs of all people of Newmarket and the NPL service area. Materials should not be excluded because of origin, background or views of those contributing to their creation. Due regard should be given for library use differences in reading ability, education and interest. Materials to satisfy highly specialized interests may be purchased within the restrictions of the budget. The library should actively seek to supplement its collection with materials from Interlibrary Loan when practical.
2. Factors to be considered in adding materials to the library collection shall include:
  - a. Collection development objectives
  - b. Present collection composition
  - c. Interest in material(s)
  - d. Demand for material(s)
  - e. Timeliness of material(s)
  - f. Audience of material(s)
  - g. Diversity of viewpoint of material(s)
3. Reliable evaluation media will be consulted in selecting materials for purchase. Recognized national, local and international awards will be given weight in selection as a means of objectively determining the import of materials.
4. No materials will be excluded because of the race, nationality, religion, gender, sexual orientation, political or social view of the author. The library will favor no viewpoint.
5. The library encourages public suggestion of items and subjects to be considered for inclusion in the collection. Books and other materials will be accepted as gifts, subject to the approval of the Library Director with the condition that the library is free to make any disposition of such materials as the library chooses.
6. Forms of expression that are unprotected by the First Amendment will not be included in the collection.
7. Use of NPL borrowing resources may include materials accessed via third -party electronic providers. Materials offered via these resources are not selected per

provisions of this policy. In recognition of this reality, we have made every attempt to acquire collection development statements from the content providers. These statements, as available, have been appended to the NPL Collection Development Policy and posted at the website interface portals for the corresponding electronic resources.

### **C. Book Withdrawal [De-Acquisition] Policy**

Regular reconsideration of the continued value of retention of library collection materials is vital to the effectiveness of the collection and the best use of available collection space. Withdrawal of materials will be conducted in concert with the following guidelines:

1. The withdrawal of items from the library collection should be enacted for any or all of these objectives:
  - a. To remove physically damaged items
  - b. To eliminate items containing obsolete information
  - c. To remove duplicate copies of items which are no longer in demand.
  - d. To consider for withdrawal items which have not circulated for a decided time range.

Retention of materials despite their being subject to low circulation will be considered based on their relevance to the collection.

### **D. Disposition of Withdrawn Items**

1. The Library Director with assistance of the staff will make final decisions regarding disposition of items withdrawn from the collection. All withdrawn items will be stamped, "Discard", over ownership marks. Processed withdrawals may be sold at book sale held by the library, donated to other libraries or non-profit organizations, or disposed of by other appropriate means.

### **E. Reconsideration of Materials**

Despite the materials selection criteria ensured by this policy, occasionally reconsideration of collection items is requested. The NPL Board of Trustees recognizes the right of individuals in the community to question materials in the library collection, and has determined the following process to facilitate those questions:

1. Newmarket Public Library members wishing to express concerns about the library collection to the Board will be heard as follows:
  - a. A library staff member will listen to the concern of the patron.
  - b. Should a formal reconsideration be desired, the patron will be provided the NPL *Request for Reconsideration of Library Materials* form along with a copy of this policy. Reconsideration form(s) to address each questioned

item should be filled out in full by the patron and returned to the Library Director.

- c. So that the nature of the question is fully understood, no collection concerns will be considered by the Library until this procedure is followed.
2. Within five [5] working days of receiving a completed reconsideration request, the Library Director will review the work in question and submit its form with his/her opinion on the item(s) to the Library Board of Trustees.
3. At their next normally scheduled public meeting, the NPL Board of Trustees will begin the review process of the item(s) to determine if the questioned material(s) meet(s) the criteria of this policy.
  - a. The NPL Board of Trustees may appoint an ad hoc committee to review the challenged material within ten [10] working days of the Board's first regularly scheduled meeting following the Director's recommendation to the Board.
  - b. The Board, or review committee, will take the following steps in consideration of the reconsideration request:
    - i. Read, view, or listen to the challenged material in its entirety
    - ii. Check general acceptance of the materials by reading reviews and consulting selection materials.
    - iii. Determine the value of the material[s] to the collection per the NPL Collection Development Policy based on the work in its entirety and not in part.
    - iv. The Board and /or their ad hoc review committee will develop a written recommendation within ten [10] working days of completion of their review.
    - v. The Board will act on that recommendation at its next regularly scheduled meeting. Public notification of the request discussion will be made on the NPL Board meeting agenda within legal posting requirements.
    - vi. The requestor will be notified in writing of the Board's decision
    - vii. The requestor may appeal within thirty [30] days of notification, which appeal will be heard at the next regularly scheduled public meeting of the NPL Board of Trustees. Announcement of such appeal will be made on the NPL Board meeting agenda within legal posting requirements.
    - viii. The Board of Trustees will announce its decision concerning the appeal at its next regularly scheduled meeting. The requestor will be notified of the Board's decision in writing, via certified mail.
4. THE MATERIAL[S] IN QUESTION WILL REMAIN ON THE LIBRARY SHELVES AND IN CIRCULATION DURING THE RECONSIDERATION PROCESS

#### **F. Access**

1. All materials except for library staff reference tools and those items in closed cases will be shelved in their proper order on open shelves or within displays freely and easily accessible to all library users. All library users are free to decide for themselves whether to access any item in the collection. Individual or group prejudice about a particular item in the collection may not preclude its use by others.
2. Although juvenile materials are collocated to facilitate use, children are not limited to using the juvenile collections. It is the responsibility of a parent or guardian to determine what their children, and only their children, may read. Again, [see General Provisions] the Library does not stand “in loco parentis” (in place of the parent).

#### **G. Related Documents**

1. Library Bill of Rights (on ALA site)
2. Freedom to Read Statement (on ALA site)
3. Request for Reconsideration of Library Materials Form (see attached)

Adopted: February 2024, Revised: December 22,2025

Newmarket Public Library

Board of Trustees