POLICY
COLLECTION MANAGEMENT
NEWFIELD PUBLIC LIBRARY

I. Mission

Newfield Public Library supports the educational, recreational, cultural and information needs of the Newfield community.

In selecting materials, the library will adhere to the American Library Association's Library Bill of Rights which is appended to this document.

II. Responsibility for Selection

Material selection is the responsibility of the Library Director in accordance with the policies adopted by the Board of Trustees. Suggestions from staff and patrons are welcome and taken into consideration. In all cases, final authority rests with the Board of Trustees.

III. Criteria for Materials Selection

Selection of all materials shall be influenced by one or more of the following considerations.

1. Relevance to patron interests, needs and demand.
2. Relation to existing collection
3. Reviews in media and opinions of experts in the field
4. Timeliness and popularity of the subject
5. Budgetary considerations
6. Physical limitations of building
7. Quality of content
8. Broadness of appeal
9. Community standards and common sense

IV. Gifts.

Gifts of books and other materials are appreciated and will be evaluated as to need and to the material selection policy.

When the library receives a cash gift for the purchase of memorials, the selection will be made by the Library Director in consultation with the donor.

V. Deaccessioning of Materials

The determination of deaccessioned materials is the responsibility of the Library Director. Input from staff and patrons is welcome and taken into consideration. In all cases, final authority rests with the Board of Trustees.

1. If an item has not circulated for a determined period of time, it may be removed from the collection. Exceptions include items that are considered "classics," are relevant and necessary to the community, or have had a reasonable total circulation during the time the items were in the collection.
2. If an item provides inaccurate or out-of-date information, it may be removed from the collection.
3. If an item is damaged beyond repair, it may be removed from the collection.
4. If a donated item has been removed from the collection, a notation is made in the Donated Items records.

VI. Procedure for Handling Objections

In the event that the selection of any library material is challenged, the following procedures should be followed:

1. The complainant shall fill out the Library Materials Reconsideration Request in its entirety and present it to the Board of Trustees.
2. The material shall then be reviewed objectively and in its entirety by the Library Director and the Board of Trustees to determine whether its selection meets the criteria listed in this policy.
3. No material shall be removed from the collection until a final decision has been made by the Board of Trustees.

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