



COLLECTION DEVELOPMENT POLICY

The Newark Public Library supports the intellectual freedom of all library users by supporting their freedom to access materials, seek information, and speak freely as guaranteed by the First Amendment.

The library also supports the American Library Association's Freedom to Read Statement and Library Bill of Rights when acquiring and managing collections.

The library collections are developed and managed to meet the majority of the cultural, informational, educational, and recreational needs of the library service area. The Library's staff builds and maintains a patron-oriented collection by anticipating and responding to needs and expectations.

Responsibility for Selection

The library staff contributes to the development of patron and member library-oriented collections by:

- Interacting with patrons and member libraries with understanding, respect, and responsiveness;
- Handling all requests equitably;
- Working in partnership with one another to understand and respond to community needs;
- Understanding and responding to rapidly changing demographics, as well as societal and technological changes;
- Recognizing that materials of varying complexities and formats are necessary to satisfy diverse needs of library users;
- Balancing individual needs and broader community needs in determining the best allocation of collection budget for acquiring or providing access to materials and information;
- Seeking continuous improvement through ongoing measurement; and
- Reviewing the collection on a regular basis to identify areas of community interest that may need to be strengthened.

Selection Criteria

The following criteria will guide the selection of materials for Library collections:

- Present and potential relevance to community needs;
- Suitability of physical form for library use;
- Suitability of subject and style for the intended audience;
- Cost;
- Importance as a document of the times;



- Relation to the existing collection and to other materials on the subject;
- Attention by critics and reviewers;
- Potential user appeal;
- Requests by library patrons; and
- Requests by member libraries.

Selection of Controversial Topics

A balanced collection attempts to represent all sides of controversial issues as far as availability of materials, space, and budget allow. Selection is based upon the criteria stated in this policy. The race, religion, nationality, or political views of an author or creator; offensive language; depictions or descriptions of violence or sexually explicit activity; controversial content of an item; or endorsement or disapproval by an individual or group in the community does not cause an item automatically to be included or excluded from the library's collection.

Collection Maintenance and Weeding

The Library continually withdraws items from its collections, basing its decisions on a number of factors, including publishing date, frequency of circulation, community interest, and availability of newer or more valid materials. Items dealing with local history are an exception, as are certain classics and award-winning children's books. Fiction that was once popular but no longer in demand and non-fiction books that are no longer useful are withdrawn from the collection.

Acquisition and maintenance of the library collection is the responsibility of the Director and designated staff members.

Reconsideration of Library Materials

Materials made available by the Library present a diversity of viewpoints, enabling citizens to make the informed choices necessary in a democracy. The Library also selects a wide variety of library materials that satisfy the diverse interests of our community. The Library upholds the right of the individual to secure these resources, even though the content may be controversial, unorthodox, or unacceptable to some. The Library's varied collection is available to all; however, it is not expected that all of the collection will appeal to everyone.

Patrons who wish to request the withdrawal or reclassification of materials currently owned by the Library are encouraged to discuss their concerns with the Director. A formal request may be made using the form below. All formal reconsiderations requests will be evaluated based on the criteria in this policy by the Director and the Library Board of Trustees. A final determination will be developed and kept on file for a minimum of two years. A title will not be reviewed more than once in this two-year period.



RE-EVALUATION OF LIBRARY MATERIALS FORM

This Request for Re-Evaluation is governed by the Library's Collection Management Policy and current procedures for Selection and Cataloging. To initiate a Re-Evaluation of a Library Resource, please fill out the form and follow the instructions below:

Name:

Address:

Library Card Number:

Title of Work:

Author or Producer:

Basis of Concern (select all that apply):

- ☐ Does not meet current Selection Criteria
- ☐ Improperly Cataloged (please note specific issue)
- ☐ Does not fall within needs of community

Please include any comments you would like the Library to consider:

Date: _____

Signature: _____



INSTRUCTIONS AND PROCESS

Please only list one work per form. Please submit this form by either emailing it to newarklibrarydirector@owwl.org or mailing it to 121 High Street, Newark, NY 14513.

Your submission will be reviewed by the Library Director within fourteen (14) calendar days of receipt.

You will receive a response in writing that indicates either:

a) your request for Re-Evaluation has been evaluated and no change is required;

OR

b) your request has been evaluated by the Library and the Selection or Cataloging of the item will be changed, which shall be briefly described in the reply.

If the Library determines that no action is needed, and you disagree, you may appeal this determination within fourteen (14) calendar days by submitting a copy of your original Request, and the Director's reply, together with statement saying "I request an appeal" to the Board of Trustees by either email to newarklibrarydirector@owwl.org, or USPS to 121 High Street, Newark, NY 14513

The Board of Trustees meets once a month throughout the year. Therefore, any appeal regarding a Request for Re-Evaluation will be finalized within sixty (60) days. Any material under review will remain in circulation until such time as the Library determines it must be removed.

All Requests for Re-Evaluation will be evaluated per the Library's policies, resolutions, and the following excerpts from the American Library Association's Code of Ethics³ :

- *I. We provide the highest level of service to all library users through appropriate and usefully organized resources; equitable service policies; equitable access; and accurate, unbiased, and courteous responses to all requests.*
- *II. We uphold the principles of intellectual freedom and resist all efforts to censor library resources.*
- *VI. We do not advance private interests at the expense of library users, colleagues, or our employing institutions.*
- *VII. We distinguish between our personal convictions and professional duties and do not allow our personal beliefs to interfere with fair representation of the aims of our institutions or the provision of access to their information resources.*

The Board of Trustees' determination is final.

Adopted by the Newark Public Library Board of Trustees April 9, 2003

Reviewed August 13, 2020, 6/21/2023, 10/16/2024, 9/17/25

Amended & Approved: 7/13/2023, 10/9/25