

COLLECTION DEVELOPMENT POLICY

PURPOSE

This policy is intended to provide guidelines for the selection, acquisition, and withdrawal of Nyack Library materials and inform users, funders, and other libraries of the principles on which collection decisions are based. The collection is developed under the guidance set out in the Library's mission [link] and long-range plans [link]. Authority of the collection rests with the Director, who operates within the framework of policies set by the Board of Trustees. The selection of materials is the responsibility of the Library staff under the supervision of the Library Director and Department Heads.

INTELLECTUAL FREEDOM

Nyack Library is committed to intellectual freedom and will resist all efforts to censor Library materials or resources. We are committed to equitable access, and every effort is made by Library staff to provide inclusive materials representative of the diverse interests of the Nyack community. The Library respects the right of people to choose for themselves what to read, watch, or listen to. Our materials, resources, and services are free and equally available to everyone regardless of their origin, age, background, or views. We defend the right of people to exercise these freedoms and will cooperate with persons or groups that are also resisting the abridgment of free expression and free access to ideas. The Library stands with the American Library Association and adheres to the [Library's Bill of Rights](#) and [Freedom to Read](#) statement.

COLLECTION DESCRIPTION

For over 100 years, Nyack Library has selected materials to meet the informational, educational, and recreational needs and interests of our community. Therefore, the collection shall reflect our multicultural and heterogeneous community. The Library recognizes the gaps in publishing and collection development that have resulted in distorted collections. We will seek to promote the voices of historically marginalized groups in the selection of new materials. The collection is organized by format, theme, and by age-appropriate materials to make browsing easier. Each section has guidelines that are used to develop the collection. The Library is a member of the Ramapo Catskill Library System and Nyack Library patrons have access to borrow the materials at 46 other member libraries. The Library also participates in interlibrary loan networks, sharing materials around the world.

ADULTS

The Library collects books for adult users in a variety of formats including hardcover and paperback books, large print books, and eBooks. Also included in the adult collection are audio-visual materials, museum passes, video games, eAudiobooks, databases, and special

collections. World language titles are added to the collection as a reflection of the Library's commitment to providing materials for all readers in our community. The Library currently collects books in French, Haitian-Creole, Russian, Italian, and Spanish. The collection is constantly evolving and is not archival with the exception of [the Library's local history room](#), which collects original documents and materials related to the history of the Nyacks and the immediate surroundings.

TEENS

Our Teen Room collection is intended for students in grades 6 through 12. It contains fiction and nonfiction books in hardcover and paperback, graphic novels, and manga. The Youth Services Department Head and the Teen Services Coordinator are responsible for selection. Staff use professional journals to select materials and are committed to selecting items that reflect our diverse community and provide a wide variety of quality materials. Staff will consider all recommendations. Nyack Library supports the intellectual freedom and rights of all teens to access information without restriction.

CHILDREN

Our Children's Room serves children from birth through fifth grade and their families with fiction and nonfiction in hardcover and paperback, board books, picture books, easy readers, graphic novels, and chapter books. The Library also collects video games, DVDs, and formats and items unique to the Children's Room. The Youth Services Department Head and delegated staff are responsible for selection. Staff will consider all recommendations. The Children's Room staff use professional journals to select materials and are committed to selecting items that reflect our diverse community. Some materials in the Children's collection might not be considered appropriate by all adults for all children. Only parents or caregivers can decide what material is suitable for their child to read.

MATERIAL SELECTION

Materials are selected by delegated staff and carefully evaluated based on the informational, educational, and recreational needs and interests of the Nyack community. All or some of the following criteria will be used when designated selectors are adding items to the collection:

- Accuracy, currency, accessibility, durability, and ease of use
- Cultural significance
- Reputation and significance of author
- Literary merit and artistic quality, including positive published reviews in professional library journals
- Price, format, and availability
- Popular appeal
- Local significance, including local authors
- Contribution to the diversity and scope of the collection
- Emphasis on items from historically marginalized and ignored voices

- Suitability of physical format for intended users, available space, and shelving
- Resources to support local school curricula
- Impact on budget

Additional factors are considered for electronic products:

- Ease of use
- Remote access
- Technical support and training
- Availability of usage statistics
- Compliance with industry standards and specifications
- Impact on budget

The library readily accepts suggestions for purchasing items in the formats and languages we currently collect. A [form](#) is provided on the library's website and at the Adult Services desk. Items that are overly specialized or costly, unavailable through reputable vendors, or falling short of our selection standards may not be purchased.

COLLECTION MAINTENANCE

The Nyack Library works to provide resources that are current, accurate, accessible, and in good condition. Weeding is a systematic and ongoing process of removing items from our collection and is essential to this end. This task is carried out under the supervision of the Department Heads.

The library uses all or some of the following criteria to determine if an item should be removed from the collection:

- Poor condition
- Dated or no longer accurate
- Superseded by a new edition or better source
- Multiple copies of once-popular materials
- Infrequently used

NOTE ON ARTIFICIAL INTELLIGENCE

The Nyack Library is committed to collecting and presenting high-quality books and other media. The amount of content being created with generative artificial intelligence is increasing and, at this point, the quality of the material reviewed does not meet the standards we have set. Additionally, there are some unsettled questions regarding the creation of content using unsourced copyrighted materials. The ethical and legal implications are still being debated. At this time, we will not knowingly collect any materials created using generative artificial intelligence.

GIFTS AND DONATIONS

All material presented to the Library as gifts are subject to the same scrutiny and review as purchased materials. The Library reserves the right to dispose of gifts as it deems appropriate. Material received as gifts may be included in collections, used in book sales, or discarded.

REQUEST FOR RECONSIDERATION OF LIBRARY MATERIAL

Requests for reconsideration are submitted to the library director through the Request for Reconsideration of Library Material form. Once a decision is reached, a written response will be sent. If the response is unsatisfying, a patron may write a letter requesting that the Library Board President reconsider the request. Before any item is removed from the collection due to a patron objection, the librarian who ordered/selected the item shall be allowed to explain why the item merits retention.

Requests for reconsideration of materials shall only be accepted by residents of the Nyack School District or their representatives. No anonymous Requests for reconsideration will be entertained.

*Approved May 12, 2014
Revised May 2025*

Nyack Library Request for Reconsideration of Material Form

The director and library staff have established a materials selection policy and a procedure for gathering input about particular items. Completion of this form is the first step in that procedure. If you wish to request reconsideration of a resource, please return the completed form to the library director.

Nyack Library 59 S Broadway Nyack, NY 10960

Date _____

Name _____

Address _____

City _____ State/Zip _____

Phone _____ Email _____

1. Did you read the intellectual freedom section of the Collection Development Policy?

Yes No

2. Do you represent yourself? Or an organization? Name of Organization _____

3. Resource on which you are commenting:

Book (e-book)

Movie

Magazine

Audio Recording

Digital Resource

Game

Newspaper

Other

Title _____

_____ Author/Producer _____

2. What brought this resource to your attention?

3. Have you examined the entire resource? If not, what sections did you review?

4. What concerns you about the resource?

5. Are there resource(s) you suggest to provide additional information and/or other viewpoints on this topic?

6. What action are you requesting the committee consider?

*October 7, 1991
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