

New Woodstock Free Library Collection Development & Management Policy

Adopted: 5/19/26

Last Reviewed: N/A

Next Review Date: 5/19/31

I. Purpose

The purpose of this policy is to articulate the principles and procedures governing the selection, acquisition, maintenance, and removal of materials in the New Woodstock Free Library collection.

It guides staff in building a balanced, relevant, and responsive collection that meets the informational, educational, cultural, and recreational needs of the community.

This policy also informs the public about how and why materials are selected and maintained.

II. Authority & Responsibility

Final responsibility for collection development rests with the Library Director/General Manager, operating within policies established by the Board of Trustees.

The Director/General Manager may delegate selection and related activities to qualified staff.

III. Objectives

The library strives to:

- Provide a diverse and accessible collection in multiple formats.
- Respond to community interests and needs.
- Support lifelong learning and literacy.
- Balance popular demand with long-term informational value.
- Uphold principles of intellectual freedom.

IV. Selection Criteria

Materials are selected based on, but not limited to:

- Community relevance and demand
- Accuracy and credibility
- Professional reviews
- Format and accessibility
- Authority, reputation, or qualifications of the author, artist, publisher, or producer
- Cost and budget considerations
- Contribution to diversity of perspectives
- Space limitations

V. Acquisition

Materials may be acquired through purchase or donation.

Donated materials are evaluated using the same criteria as purchased materials.

Acceptance of a donation does not guarantee inclusion in the collection.

VI. Maintenance & Withdrawal

The collection is regularly evaluated to ensure accuracy, relevance, and condition.

Materials may be withdrawn if they are:

- Outdated or inaccurate
- Damaged or worn beyond repair
- No longer relevant to community needs
- Superseded by newer editions

Withdrawn materials may be donated, sold, recycled, or discarded responsibly.

VII. Intellectual Freedom

The library endorses the American Library Association's Library Bill of Rights and Freedom to Read Statement.

Materials will not be excluded because of the origin, background, or views of contributors.

Parents and guardians are responsible for monitoring their own children's use of library materials.

VIII. Reconsideration of Materials

Patrons who wish to request reconsideration of an item must complete a written Reconsideration Request Form.

The Director/General Manager will review the request in accordance with this policy. The material remains in circulation during review.

Appeals may be made to the Board of Trustees.

IX. Policy Review

This policy will be reviewed at least every five (5) years or sooner if required by law or community need.

Board Approval

Approved by the Board of Trustees on: 5/19/26

Appendix A

Reconsideration of Library Materials Procedure

Purpose

The New Woodstock Free Library supports intellectual freedom and the right of individuals to access a broad range of viewpoints. When a patron has concerns about specific material, this procedure provides a structured and fair process for review.

Step 1: Informal Resolution

Patrons are encouraged to speak with library staff or the Library Director/General Manager.

Staff will listen respectfully, explain the Collection Development Policy, and offer assistance in locating alternative materials.

Step 2: Formal Request

If the patron wishes to proceed, they must complete a Reconsideration Request Form in full.

Only residents of the library's service area may submit a request.

A separate form must be completed for each item.

Step 3: Administrative Review

The Library Director/General Manager will acknowledge receipt in writing, review the material in its entirety, consult professional reviews and policy criteria, and issue a written decision within 14 business days. The material remains in circulation during review.

Step 4: Appeal to the Board

If dissatisfied, the requester may appeal in writing to the Board of Trustees within 7 days. The Board will review documentation and issue a final decision at the next Board of Trustees Meeting. The Board's role is to ensure that the established reconsideration procedures were properly followed; it does not reevaluate the merits of the material or the decision itself.

Appendix B

Reconsideration of Library Materials Request Form

Name: _____

Address: _____

City/State/Zip: _____

Phone: _____

Email: _____

Are you a resident of the library's service area? Yes No

Do you have a Mid York Library card? Yes No

Title of Item: _____

Author/Creator: _____

Format: _____

1. Did you read/view/listen to the entire work? Yes No

If not, what portion did you review? _____

2. What concerns you about this material?

3. What action are you requesting?

Removal Reclassification Other: _____

4. What material would you recommend instead?

Signature: _____

Date: _____