



Collection Development & Maintenance Policy

INTRODUCTION

The purpose of this Collection Development Policy is to guide the selection of library materials and inform the public about the principles upon which selections are made. The “Library Bill of Rights,” as adopted by the American Library Association, and the “Freedom to Read Statement,” issued jointly by the American Library Association and the Association of American Publishers (included in the Appendix) underpin the policy.

OUR MISSION

The New Rochelle Public Library (NRPL) is a community resource that seeks to improve the life of every citizen in our city. It is dedicated to encouraging learning in all stages of life, to protecting intellectual freedom and to providing fair and equal access to information. Our strategic plan (2021-2026) provides a roadmap for strengthening our resources to ensure the vitality of NRPL.

ABOUT THE LIBRARY AND ITS COMMUNITY

NRPL offers a comprehensive collection that includes retrospective and current materials; up-to-date technology by which information can be accessed; and a wide range of community services and programs tailored to a diverse audience. Chartered in 1894, NRPL is a School-District Library with its own operating budget and a Board of Trustees comprised of seven elected members. It has served the 79,000 residents of New Rochelle from its Main Library building in the downtown business district since 1979. A smaller branch, located in the park in front of the New Rochelle High School, was restored through a grassroots effort and reopened as the Huguenot Children’s Library (HCL) in 1997.

NRPL is a member of the Westchester Library System (WLS). WLS collaborates with 38 libraries in Westchester County to provide access to resources and services and to enhance and support library service for the more than 940,000 residents. They are one of New York State’s 23 public library systems which were established in 1958 by State Education Law.



Collection Development & Maintenance Policy

NRPL patrons have access to the print and digital collections of 38 member Westchester libraries. Physical materials borrowed from other libraries are delivered to our locations.

EQUITY, DIVERSITY AND INCLUSION

NRPL embraces the principles of neurodiversity, equity, and racial understanding in its approach to collections, services and programs. We utilize the lenses of EDISJ (equity, diversity, inclusion and social justice) and ADA (American Disabilities Act) when acquiring materials (in all formats) for our collection.

THE COLLECTION

NRPL selects, acquires, and provides free and open access to appropriate materials regardless of format. The responsibility for the collection rests with NRPL's executive leadership, the responsibility for selecting and retaining materials is delegated to qualified and knowledgeable staff who employ the criteria outlined in this policy. NRPL makes every attempt to purchase titles which are popular, in demand and requested by our patrons. However, there are instances where the library cannot due to budget restrictions, esoteric nature of the book or lack of wide appeal. In the event the book is not in our collection, we strive to retrieve it from another library.

Usage statistics are continuously monitored and used to evaluate if materials should be deaccessioned. Condition of materials is also a factor in deselection and replacement.

The deacquisition of materials is scheduled on an ongoing basis. Professional library staff deselect items based on relevance, condition and timeliness. Core and popular materials are replaced with newer editions.

ADULTS

Fiction / Non Fiction

The selection of materials in our collection is a critical and interpretive process. Reviews are the principal tool used in the selection of library materials and electronic resources. Staff members selecting print and digital materials are also influenced by industry publications, authoritative discussions of the subject, publisher and media advertising and demonstrations, popular demand, and requests of library patrons.

In selecting materials for NRPL, the following criteria will be used as they apply:

- Comprehensiveness and depth of treatment; clarity, accuracy, objectivity and logic of presentation; artistic quality and/or literary style as established by reviews in standard selection sources
- Permanence, current relevance, or social significance of the content
- Reputation of author, producer, or publisher
- Contribution to the diversity of viewpoints on controversial issues
- Suitability of the physical format for library use
- Local interest and popularity

Audio/Visual - Audio books, DVDs, Playaway, CDs, etc.

NRPL houses a distinct but limited collection of audio books, playaways and cds. The decreasing interest in physical audio/visual materials and move to digital content is resulting in a reduction in the accumulation of titles in these formats. We continue to maintain a DVD collection of popular films and documentaries.



Collection Development & Maintenance Policy

Digital Content

The digital media collections provide a plethora of content accessible via commonly used Windows, Android and IOS devices, and through a variety of downloadable formats such as ePub, Kindle, PDF, and MP3 and MP4 files.

Selection of digital content can vary among the vendors who supply digital content to the library. NRPL makes every effort to acquire popular and in demand titles in digital formats when possible. However, costs and vendor licensing agreements can hinder acquisition and therefore access.

NRPL also subscribes to streaming services that allow users to stream feature music, films, TV shows, and documentaries and educational content. Materials available through these digital collections are not always curated by NRPL but likely to be selected and maintained by a third party vendor.

Additionally, NRPL receives access to digital content through our relationship with WLS. The content available in these platforms is subject to change due to vendor contracts and licensing agreements. NRPL does not have any control over the content available through the vendors selected by WLS.

Teens

NRPL affirms every teen's right to read, view and listen to content of their choosing. The recreational and informational materials in the Young Adult collection reflect the variety of characters, circumstances, interests and issues familiar to adolescence.

Every title in the young adult collection may not be appropriate or relevant for every young adult. However, parents and guardians have the ultimate responsibility to guide and direct the use of the library by their young adults. The library cannot stand in place of the parent.

NRPL staff responsible for selecting young adult materials refer to professional literature and utilize popular media, awareness and sensitivity when building the collection. We also welcome suggestions from our users and do our best to realize them. The goal of our collection is to aid in the growth and exploration of a teen's inner and outer worlds.

Music Scores

The music scores collection is designed to promote the activities of amateur and student musicians in the New Rochelle community. The collection includes a wide variety of musical genres and styles from classical to contemporary. Areas of focus include piano/vocal/guitar editions of popular music releases, vocal selections from popular Broadway shows, easy piano arrangements of popular songs, operas and large orchestral works in full score, as well as classical piano works from the standard repertoire. NRPL also holds a substantial selection of recorded music on compact disc. This collection is curated to support the general population and includes a wider variety of genres than the scores collection including rap, hip-hop, pop, and world music.

Usage, popularity and condition of the materials are factors considered when deselection and replacement of items.

Additionally, music streaming service is available through Hoopla, in conjunction with WLS.

Job Information Center

The Job Information Center (JIC) serves patrons who are in the process of seeking or changing their employment status. The collection addresses the needs of all those who are skilling and reskilling for positions in a myriad of private and public sectors. Current volumes on test preparation, resumes and cover letters are replaced with newer editions and reflect trends in local and global labor markets.

Spanish Language Materials

Materials in Spanish are acquired for both adults and children. The collection includes popular and specialized content translated from English to Spanish and original texts.

The children's collection supports Spanish language acquisition as well as bilingual reading needs.

The Israel Forum Collection

A collection donated by the Israeli Consulate in New York is in honor of Hebrew Language Day, celebrated every year to mark the birth of Eliezer Ben-Yehuda, who was the driving force behind the revival of the Hebrew language in the modern era.

There are materials for both children and adults in this special collection. Topics pertaining to Israeli culture, history, economics, literature and other subjects are at the heart of the collection.

Museum passes

The museum pass program provides educational and stimulating experiences to various cultural, arts, science institutions in Westchester county and New York City. While some passes offer free admission to multiple members, some may only offer a discount. These restrictions are placed by individual museums.

The museum pass program is evaluated annually. Renewals are based on patron usage and costs. New passes are also considered on an annual basis.

The museum pass collection is funded by the NRPL Foundation.



Collection Development & Maintenance Policy

Technology

The Library purchases various technologies to reduce the digital divide that exists in our community. The collection acquired will be for both in-house usage and home loan. One of our strategic goals is to provide cutting-edge technology. We will accomplish this through thoughtful acquisition based on funding, demographic and educational needs of the community. In addition to providing access, we will also support the community through hands-on training. Our patrons influence our efforts to ensure equity and diverse experiences in the digital/virtual landscape.

Local History

The focus of the local history collection centers on the history and development of New Rochelle. This significant component of the reference collection is composed of multiple formats, traditional books and ephemera. They include: maps, atlases, genealogical, biographical materials, institutional histories, materials written by local authors, directories, and yearbooks.

NRPL culls the local print media and makes copies of materials that are relevant and about New Rochelle and make them accessible to the public through a clippings file. The files are organized by subjects and are given designated headings in print and digital formats to assist in research. Though the collection focuses on New Rochelle, materials about neighboring communities and Westchester County are included to give context to our own history. Selected sources are replicated in the event of theft, mutilation, or deterioration. Government documents are held for 3 years and made accessible to the general public after which the items are transferred to the Archives.

All materials are located in the E. L Doctorow Local History Room, Newspaper Clippings filing cabinets, and Reference Desk

DIGITAL COLLECTIONS

Assorted digital collections are created using materials in the Local History and Archival Collections of the NRPL. This collection is available to researchers and the general public for educational and research purposes. We do not possess intellectual property rights to the content. Individuals are liable for any use of the content they consult.

Collection Development & Maintenance Policy

Karen S. Allen Archive [Local History Archives]

NRPL collects, organizes, preserves and provides access to a non-circulating collection of primary and secondary sources that document the history of the City of New Rochelle, its inhabitants, government, environment, businesses, institutions and organizations.

The collection includes, but is not limited to, published books, photographs, government documents or facsimiles, maps, manuscripts, pamphlets, newspapers, serials, audio-visual materials, institutional or organization records, personal papers, electronic records, scrapbooks and other historical materials that relate to New Rochelle.

The collections are housed in the E. L. Doctorow Local History Room and Karen S. Allen Archive. The Local History Room is accessible to the public. However patrons aged 18 years and younger must be accompanied by an adult when visiting the E. L Doctorow or the archives room.

NRPL follows these criteria to select donations appropriate for local history collections:

- Relevance to New Rochelle
- Authenticity of record
- Suitability of the subject to the local history collection
- Non-duplication of material within the collection, or with other area archives
- Quality and integrity of material
- Cost to preserve, store and process
- Security requirements to store and/or display
- Restrictions by the donor

Collection Development & Maintenance Policy

Donated items may be accepted in any format, including manuscript, printed, or digital. Photographs and documents may be removed from their frames at the discretion of the NRPL if accepted into the collection. Three dimensional objects or artifacts will not be accepted by NRPL unless they can be properly housed and are deemed appropriate to the collection.

NRPL will not accept material that can harm other materials in the collection, such as anything that shows damage or infestation from mold, mildew, water, insects, smoke, or dirt. NRPL reserves the right to decline donations of any kind, for any reason and may also decide not to accept items which it cannot properly store, display, or otherwise care for. While it is under no obligation to do so, when possible and appropriate, NRPL may provide alternate locations or recipients of donations which NRPL cannot accept.

NRPL strives to organize, preserve, and provide access to its archival collections of original documents according to standard archival procedures and best practices. A finding aid (a description of a collection with a container content list) will be prepared for each collection which will be accessible to the public unless restrictions apply. The materials in each named collection are organized according to the original order when possible and are stored placed in acid-free archival containers.

Additions to the Collection

Because history is created daily, materials that meet the selection criteria and add value to the collections of the Local History Room and Karen S. Allen Archive will be reviewed for possible acceptance into NRPL's archival collection.

Collection Development & Maintenance Policy

In order to establish the transfer of ownership, NRPL requires that a Deed of Gift [form](#) be completed by the donor and the Archivist. Once the Deed of Gift form is signed by the donor, the donated item becomes the property of the NRPL.

The NRPL will accept material with access-limiting restrictions only when the restrictions are reasonable and necessary to protect the legitimate rights and interests of the donor. Such restrictions will be recorded on the Deed of Gift form and will be adhered to by NRPL. All restrictions will specify a date when full access will be granted. Materials in the local history collection (especially photographs and negatives) may be scanned and placed on the Internet for viewing, may be moved from the local history collection to other sections of the NRPL, may be sold, or be transferred to another library. NRPL may offer the deaccessioned materials to appropriate institutions or return them to the donor.

For more detailed information, please consult the Local History policy and procedure [document](#).

CHILDREN'S

The Children's Collection is developed and maintained to meet the learning needs and interests of New Rochelle residents from infancy to age eleven. It is also appropriate for parents, caregivers, teachers, students, guardians, and youth workers who seek to create positive and productive environments for children.

The materials found in the Children room are available in a variety of formats including magazines, CDs, DVDs and digital. The collection also maintains materials in varying Lexile levels.

The collection contains the following genres and categories

- Board Books
- Picture Books
- Easy Readers
- Chapter Books
- Graphic Novels
- Nonfiction
- Biographies
- Magazines
- Digital Books/Materials
- Audio/Visual - audiobooks, DVDs, CDs and read-alongs, such as Wonderbooks

The books purchased for the collection are intended to be representative of various development levels and personal identities. The staff rely on industry experts, trends and media sources to inform purchases. We also accept suggestions from our patrons and comply if it meets our criteria.

Some materials in the Children's Collection might not be considered appropriate by all adults for all children. While some books contain topics not thought suitable for one child, another child and their adult caregiver may find the same books with the same content appropriate and of value. Only each child and their parent or caregiver can decide what material is suitable for that child to read.

HUGUENOT CHILDREN'S LIBRARY (HCL)

HCL or the "little brick house" on North Ave had functioned as a branch of NRPL for seventy years before it was closed down. Budget cuts and damage from an arson fire forced its closure. A committed group of people came together to form the Partnership for Huguenot Children's Library. They reimagined the space and fundraised to build HCL which opened in 1997.

HCL is located in the north end of New Rochelle. The first floor has picture books, easy readers, board books, as well as the Gabrielle's Wings corner (books on kindness and diversity), DVDs, and CDs, games computers for the very young, and entertainment such as a puzzle area, a treehouse dollhouse, and a play table. The second floor holds young readers' books. Our programs for babies, toddlers, preschoolers, and older (chess, art club, etc.) are held in the basement and on the patio in the back.

HCL also purchases print materials for children from birth through age eleven. Due to its limited physical space, the collection is restricted to contemporary, popular and award winning children's titles. While CDs and DVDs are available, HCL no longer purchases new, physical A/V titles because of its waning popularity. The nonfiction collection leans toward books that inform and entertain rather than for academic purposes such as school assignments.



Collection Development & Maintenance Policy

COLLECTION MAINTENANCE

NRPL materials in all formats and languages reflect general and contemporary interest, trend and timeliness. Materials are deaccessioned if information is expired or no longer current. The NRPL adheres to the [CREW](#) method for print and [ebooks](#) when weeding materials from our collection. The CREW method provides librarians the guidance necessary to ensure that the collection is current, relevant, vital and useful. This manual was developed by the Texas State Library and Archives

SUGGEST AN ITEM FOR PURCHASE

Patrons looking to add titles to our collection should submit a *suggest an item for purchase* [form](#). We consider each suggestion carefully and will purchase the item if it meets our collection development criteria and fiscal abilities.

REQUESTS FOR CONSIDERATION

NRPL receives gift materials and/or donations by independent writers and creators for inclusion in the library collection. Such materials will have a higher chance of being added if they are reviewed in journals such Foreword, Independent Publisher, and Small Press Review. A review in any of the national, industry sources such as Booklist, Kirkus Reviews, Library Journal, Publisher's Weekly, or School Library Journal would also increase the likelihood of the item being added to the library catalog.

Donations of books and physical audio/visual materials can also be made to the Friends of New Rochelle Public Library.

Patron suggestion(s) for materials can be placed and will be reviewed in a timely fashion. All requests are given thoughtful consideration. If the item has mass appeal and/or is well reviewed in industry publications, the title is added. NRPL makes all attempts to include items suggested by our customers.

REQUEST FOR RECONSIDERATION OF MATERIALS

The development and maintenance of the NRPL's collection is based on the principles of intellectual freedom as embodied by The Library Bill of Rights, The Freedom to Read, and the Freedom to View statements of the American Library Association. Our aim is to have a collection diverse and inclusive in content, authorship and format.

NRPL's selections are made on the merits of industry reviews, relevance, timeliness and budgetary considerations. Our collection reflects the recreational and learning needs and interests of a diverse population. However, the choice of reading, listening and viewing materials is purely an individual matter. Patrons are free to dismiss books and other materials of which they do not approve. However, they may not exercise censorship to restrict the freedom of others.

Should a patron object to an item in the collection, they should begin by submitting the "[*Patron Request for Reconsideration of Library Material*](#)" [*form*](#).

The NRPL team reviews each request in accordance with the collection development policy and informs the patron of their decision in one week. If the individual is not satisfied with the response, the complaint will be escalated to the director. The director reviews the request and responds to the user with the final recommendation within thirty days of receipt of the request. The item remains in the collection during the reconsideration process.

In the event that the patron is dissatisfied by the Director's response, they can petition the board for the final determination regarding the title in question.

The board's decision will be made based on the tenets of this collection development policy.



Collection Development & Maintenance Policy

Appendices -

1. [Freedom to Read](#)
2. [Library Bill of rights](#)
3. [Freedom to view](#)