



SECTION	POLICY #	SUBJECT
300 – Collection		Collection Development

Collection Development Policy

Goals and Objectives of the Collection

The Collection Development Policy (Policy) sets guidelines for the selection and deselection of library materials that correspond with the Newport News Public Library (Library) mission.

In order to fulfill its obligation to all members of its community, the Library believes that it must have in its collection material of varied viewpoints, including those points of view which may be regarded by some as controversial. Materials available in the Library present a diversity of viewpoints, enabling citizens to make the informed choices necessary in a democracy.

The Newport News Public Library (NNPL) supports and endorses the American Library Association's [Library Bill of Rights](#).

Selection

The authority and responsibility of Library materials selection is ultimately the responsibility of the Library Director. Under the general direction of the Director, responsibility is delegated to members of the NNPL professional staff. Designated selectors choose individual items based on a variety of criteria (see guidelines below) and their own subject expertise. No single set of selection criteria can be applied to all cases.

Selection Guidelines*

- Contemporary significance or permanent value
- Accuracy and currency of information
- Local emphasis
- Literary merit and/or reputation of the creator
- Patron request
- Format and ease of use
- Availability or budgetary limitations
- Alignment with Library strategic goals and/or City of Newport News strategic initiatives

{*Items need not meet all of the above the criteria to be added to the collection.}

A Collection Development Team meets quarterly to review major collection purchases and subscriptions and make recommendations to Library leadership for long-term collection planning.

The Law Library collection selection is determined by the Law Library Advisory Committee.

Collection Maintenance

An up-to-date, attractive, and reliable collection is only maintained by removing items that are damaged, outdated, inaccurate, duplicated, and otherwise no longer useful. Materials may also be withdrawn if they are rarely or never checked out or superseded by a new edition or better work on the same subject. The collection is evaluated by authorized and qualified staff on a continuous basis to identify materials that should be withdrawn.

Withdrawn items are generally given to the Friends of the Newport News Public Library (Friends) organization for fundraising purposes. If the Friends determine they have reached their capacity for accepting withdrawn items, the Library may make withdrawn items freely available or discard them. Damaged or unusable items may be directly discarded at Library staff discretion.

Gifts

The Library gladly accepts donated books and audiovisual material with the understanding that these items will be added to the Library collection only when needed and in accordance with the Policy. The Library assumes unconditional ownership of all items donated and retains the right to use or dispose of them as it sees fit.

The Library does not accept donations in the following formats:

- Publisher review copies, galleys, proofs, or similar material
- VHS tapes, Audiobooks on CD, Music CDs or Cassettes
- Textbooks

Local Authors

The Library maintains Local Authors Collections to allow authors and illustrators from the Hampton Roads area to share their work with the community. A local author is a person who currently resides within one of the following localities: Williamsburg, Hampton, Poquoson, James City Co., Newport News, York Co., Suffolk, Isle of Wight Co., Chesapeake, Portsmouth, Norfolk, and Virginia Beach.

While the Library encourages and supports local authors, not every work can be added to the collection. The work of local authors is subject to the same guidelines and policies as any other published work. Donations are gladly accepted but do not guarantee a place in the collection.

Unpublished materials, such as manuscripts or other unbound materials will not be accepted into the collection (with the exception of some items in the Virginia local history collection).

Black Authors Collections

NNPL branches have the option of maintaining a separately shelved Black Authors collection within their Adult stacks. The collection will represent authors of African descent and will house all genres. Black author collections serve to highlight titles that might otherwise be marginalized in the general Adult collections and respond to the needs of the NNPL readership by facilitating in-person browsing. These collections are created and maintained with continuous feedback from NNPL patrons and staff and are in no way meant to segregate or denigrate any part of the overall NNPL adult collection.

Virginiana Local History Collection

The Martha Woodroof Hiden Virginiana Room houses the Library's special local history and genealogy collections. The primary purpose of the Martha Woodroof Hiden Memorial Collection is to serve as the main repository of information for family and local history of the City of Newport News, including the extinct County and City of Warwick. Additionally, the collection preserves and provides access to materials of local and regional historic significance. The materials within the collection are held in perpetuity per City Ordinance (Sec. 22-7) and this policy.

Re-Consideration

Those requesting removal of a particular item, display, or exhibit in the Library collection may submit a *Request for Review of Library Materials* form available at the service desk of each branch library or contact NNPL via the Contact Us form on the Library's website. Requests are considered by Library staff in good faith, but requests for removal are not granted if the request conflicts with any of the guidelines and/or Library mission outlined elsewhere in this Collection Development Policy. Please allow up to two weeks for NNPL staff to research material in question and prepare a response.

APPROVAL
