**Collection Development and Maintenance Policy**

**Adopted by the Executive Board on:** September 26, 2025

**Purpose/Scope of Collection**

The purpose of this policy of the Brooklyn Town Library Association (the “Library”) is to provide direction for the growth and development of the Library’s collections. This policy applies to both the digital and print materials in the Library’s collection. The Brooklyn Town Library Association strives to select, acquire, curate, and provide free and easy access to materials, in all formats, that meet the varied needs and interests of the community. This policy provides guidance, within budgetary and space limitations, for the selection and evaluation of materials that anticipate and meet the needs of the Brooklyn community. It also addresses collection maintenance, and replacement and weeding of materials.

The Library makes every effort to provide the community with a collection of library materials for the interest, information, and enlightenment of all residents. Library materials should represent a wide range of varied and diverging viewpoints in the collection as a whole. The Library recognizes the importance of the public library as a place for voluntary inquiry, the dissemination of information and ideas, and the promotion of free expression and free access to ideas by residents.

Specific acquisitions may include items that may be unorthodox, unpopular, or controversial in nature. The Library’s acquisition of such items does not constitute endorsement of their content but rather allows for their free expression. The Brooklyn Town Library Association adheres to the principles of intellectual freedom adopted by the American Library Association as expressed in its [Library Bill of Rights](https://www.ala.org/advocacy/intfreedom/librarybill), [Freedom to Read](https://www.ala.org/advocacy/intfreedom/freedomreadstatement), and [Freedom to View](https://www.ala.org/advocacy/intfreedom/freedomviewstatement) statements. No library material, display or program shall be removed, or programs cancelled, because of the origin, background or viewpoints expressed in such material, display or program, or because of the origin, background or viewpoints of the creator of such material, display or program. All library materials are evaluated and made accessible in accordance with the protections against discrimination set forth in section 46a-64 of the general statutes.

**Key Definitions**

The Brooklyn Town Library Association’s collection is the assemblage of books and other materials, in a variety of formats (print, electronic media, downloadable audiobooks, digital, etc.), owned or licensed and maintained by the Brooklyn Town Library Association and made available to the public at no cost.

**Scope**

This policy applies to all the materials in the Brooklyn Town Library Association’s collection.

**Responsibility of Selecting Library Materials**

The Library Association’s Executive Board delegates the oversight and management of the collection, within the guidelines of this policy, to the Library Director. Librarians are professionally trained to curate and develop a collection that provides access to the widest array of library and educational materials.

**Procedures**

1. **Selection Criteria**
2. A librarian reviews library and educational materials within a public library using professionally accepted standards: material relevance, physical condition, availability of duplicates, availability of age appropriate or grade-level material, and continued demand of material. The Library applies the following general criteria when considering materials for acquisition:

* Public demand, interest, or need.
* Anticipated potential for long-term public interest.
* Favorable assessments by reputable critics, reviewers, or organizations in professionally recognized publications.
* Prominence and credibility of the author.
* Accuracy and effectiveness of material.
* Timeliness and importance of material as a document of the times; current or historical significance of the author or subject.
* Relation to existing collection and other material on the subject.
* Suitability of subject or style for intended audience.
* Compatibility of format for Library use.
* Value as a resource material.
* Local origination or relevance to the Town of Brooklyn and surrounding areas.
* Public’s ability to procure an item from alternative sources.
* Budgetary and space considerations.
* Quality of presentation

1. Selection of materials is based upon the professional knowledge and judgment of Library staff whose expertise includes familiarity with all types of materials, knowledge of the strengths and weaknesses of the existing collection, and awareness of the needs and interests of the community. Suggestions from patrons are always welcome and are given serious consideration. Staff will determine which will be acted upon. Library materials, displays and programs shall only be excluded for legitimate professionally accepted standards of collection maintenance practices as adopted in the collection development and maintenance policy, or the display and program policies. Any librarian or staff member of a public library who, in good faith, implements the policies described in this policy shall be immune from any liability, civil or criminal, that might otherwise be incurred or imposed and shall have the same immunity with respect to any judicial proceeding that results from such implementation.
2. Textbooks will generally not be considered for the collection unless they are the best, or only, available source of information in their subject area and will also serve the general public. **The Library does not purchase multiple copies of textbooks for use by students as this is a responsibility of the Board of Education.**
3. Self-published books, especially by local authors, will be considered for the Library collection if they are donated, meet the Library’s standards of quality, and are determined to be of suitable interest to the public.
4. **Digital Collections/Databases**
5. Wherever possible, the Brooklyn Town Library Association makes electronic information available in the Library and remotely. In choosing to purchase or license electronic databases, the Library applies the same standards for selection as for print materials. However, the Library recognizes that it does not have the same control over electronic databases as it has over its in-house print materials. The Library will make every effort to aid and ensure that the public learns how to use its electronic databases.
6. Born digital items are those materials created in digital format. They are distinct from analog items that are subsequently digitized, such as paper manuscripts or photographs. In order to accept born digital items, the Brooklyn Town Library Association addresses:
   1. Copyright and licensing
   2. Redaction of personally identifiable information
   3. Any restrictions on use or circulation
   4. Maintenance and evolution of accepted formats
7. **Collection Maintenance**

Maintenance of the collection includes discarding, replacement, rebinding, and repair. If an item is lost or damaged, it may not necessarily be replaced depending upon the number of duplicate copies or similar materials in the collection, existence of adequate coverage of the subject field, and demand for the specific author, title, or subject. The Library Director, and qualified staff, serve as arbiters in such instances.

1. **Weeding**

Weeding is a term used by libraries to describe the removal of materials from their collections. Such items may contain outdated or inaccurate information, have multiple duplicate copies, no longer be of interest as evidenced by lack of circulation, or be in poor condition. In order to provide the best service to our community, the collection is regularly evaluated in accordance with state and national best practices as outlined by the CT State Library’s Division of Library Development including, but not limited to, the CREW Weeding Manual. Weeded materials in good condition may be sold, donated, or disposed of however the Library deems appropriate. Generally, standard titles of permanent value and materials of local significance are spared weeding even if they meet the criteria for so doing.

1. **Gifts/Donations**

When space permits, the Brooklyn Town Library Association welcomes gifts of books and other materials for the collection. The same standards of selection apply to these gifts as govern new purchases. Gift materials are accepted with the understanding that those that meet the Library’s selection criteria may be retained and those that do not may be redistributed to other non-profit organizations. Due to space limitations, the Brooklyn Town Library Association reserves the right to refuse donations of books and other materials at any time without change in written policy.

1. **Controversial Materials**
2. The Library recognizes that some materials may not be considered appropriate by all patrons. Selections will not be made based upon anticipated approval or disapproval, but solely on the merits of the work in relation to the building of the collection and to serving the interests of the overall library patron community.
3. Responsibility for the reading, listening, and viewing habits of children rests with their parents or legal guardians. The Library maintains age-appropriate collections for children and teens. Materials may be reassigned among these sub-collections based on the age appropriateness of the content. Selection of adult material will not be inhibited by the possibility that books may inadvertently come into the possession of children.
4. Library materials will not be marked or identified to show approval or disapproval of contents, and no catalogued book or other item will be removed from the open shelves except for the express purpose of protecting it from damage or theft.

**Intellectual Freedom and Censorship**

The Library recognizes not all users will greet all materials with the same degree of enthusiasm and regard. Therefore, some materials selected for the collections may seem controversial and even distasteful to some Library users. It is the right of the individual not to read, view or hear materials that the individual considers objectionable. It is never the right of any Library user or users to deny access to Library materials to others. The freedom to choose from a broad range of informational and artistic materials will not be abridged. When evaluating library materials, the [Library Bill of Rights](https://www.ala.org/advocacy/intfreedom/librarybill), [Freedom to Read](https://www.ala.org/advocacy/intfreedom/freedomreadstatement), and [Freedom to View](https://www.ala.org/advocacy/intfreedom/freedomviewstatement) statements from the American Library Association are used as guiding documents.

**Library Material Review and Reconsideration Policy**

The Library Association’s Executive Board recognizes the importance of hearing from the public regarding material selection. The Library Administration and Staff seriously consider suggestions made by the Town of Brooklyn residents and taxpayers. The completion of our Request for Reconsideration of Library Materials form does not guarantee either accession to the collection or removal from the collection, but it does ensure the Library Staff’s attention to user opinion, interests, and concerns. The Library limits consideration of requests to reconsider materials, displays or programs to individual residents of Brooklyn, Connecticut.

Please see our Library Material Review and Reconsideration Policy and Review and Reconsideration for Library Materials form for further information on this process.

**Location**

This policy is housed on the Brooklyn Town Library Association’s website: <https://www.brooklyntownlibrary.org/>

A hard copy of this policy is also available at the Library.

This policy is in accordance with Public Act 25-168 Sec. 322, 323.

The Library neither approves nor disapproves of the views expressed in materials included in the collection.