**Collection Development Policy**

**Purpose**

The purpose of this policy of the Brooklyn Town Library Association is to provide direction for the growth and development of the Library’s collections. 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 that reflects a wide range of views, expressions, opinions, and interests. 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.

**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 for Selection**

The Library Association’s Executive Board delegates the responsibility for selecting materials for purchase and withdrawal to the Library Director and, under his/her supervision, to other staff members who are qualified for this activity by reason of training and/or experience.

**Procedures**

1. **Selection Criteria**
2. Factors that are considered in the selection of new acquisitions are:
* 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.
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. 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.
5. 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
6. **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.

1. **Gifts**

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.

**Request for Reconsideration**

The Brooklyn Town Library Association welcomes expressions of opinion concerning materials in its collection. A Brooklyn Town Library card holder who wishes that a specific item be reconsidered for inclusion in the collection, that is to say removed, will be asked to complete, and submit, the **Statement of Concern about Library Materials** form. It will be forwarded to the Library Director who, along with qualified staff, will review the request, and decide upon the retention or removal of the material in question based upon the guidelines outlined in this policy. A letter explaining the decision will be sent to the party submitting the request for reconsideration. If the Director’s response is not acceptable, the patron should request in writing that the concern be reviewed by the Library Director, and the Brooklyn Town Library Association’s Executive Board. The final authority regarding the removal or retention of library materials ultimately rests with the Brooklyn Town Library Association’s Executive Board.

The Library Director shall summarize the previous decision in response to any new request for reconsideration of that material.

**Location**

A copy of this policy, and the minutes where it was adopted, has been made available on our website: <https://www.brooklyntownlibrary.org> under the heading “Executive Board”.

A physical copy is maintained in the Library’s Administration Area.

This policy has been adopted by the Brooklyn Town Library Association’s Executive Board at the

September 5, 2023 meeting.

**Statement of Concern About Library Materials Form**

Your name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Today’s date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I represent myself:\_\_\_\_\_\_\_\_\_\_\_\_\_ An organization (name):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If an organization, your position within the organization, and the name and address of that organization:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Information about the item for which you have concerns:**

Material’s Title:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Author/Artist:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Format (i.e. Book, Audiobook/CD, DVD, etc.) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What brought your attention to this material? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Did you read, view, or listen to the entire work? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Citing as specifically as possible, please explain your concerns about this work. Please include page numbers, track numbers, etc., when possible. Additional pages, or supplemental materials, may be attached. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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What is your ideal outcome from this complaint? (Please be advised that expressing this desire does NOT imply that this will be the outcome.) \_\_\_\_\_\_\_\_\_\_

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If you wish, please keep a copy of this form as it will not be returned. Completed forms should be given to the Library Director, Brooklyn Town Library Association, 10 Canterbury Road, Brooklyn, CT 06234