

# **Materials Selection Policy**

## **Brentwood Public Library**

The Brentwood Public Library provides service to all individuals and groups in the community regardless of age, race, color, sex, religion or political belief. The Library's primary function is to collect, classify and disseminate information. Our objective is to provide and service a collection of expertly selected materials that promote the informational, cultural, educational, and recreational needs of all the residents of Brentwood. The word "materials" has the widest possible meaning including but not limited to books, periodicals, microforms, audiocassettes, compact discs, videos, DVD's and computer software.

Responsibility for materials selection rests with the Library Director who administers this procedure within the framework of the policies established by the Library's Board of Trustees. Basic to its principles in the selection of library materials, and fully endorsed by the Brentwood Public Library Board of Trustees and adopted by the American Library Association, is the Library Bill of Rights, the Freedom to Read and the Freedom to View statements, copies of which are attached to this Policy.

Within this scope, the guidelines for selection of library materials are as follows:

1. The Library will always be guided by a sense of responsibility to the present and future in adding materials which will enrich the collection and maintain an overall balance in the treatment of subject material.
2. The Library recognizes an obligation to make available current materials for enlightenment and recreation, even though such materials may not have enduring interest or value.
3. The Library will provide a representative sampling of all types of material, including experimental and ephemeral, but will not attempt to be exhaustive. It is not necessary nor is it desirable to acquire all material on any given subject if those materials tend to duplicate each other.
4. The Library does not attempt to acquire textbooks or other curriculum related materials except as such materials also serve the general public.
5. Legal, medical and technical materials will be acquired only to the extent that they are useful to the layman.
6. Because the Library serves a culturally diverse public embracing a wide range of ages, educational backgrounds and reading skills, it will always seek to select materials of varying complexity.

## Materials Selection Policy pg. 2

The Library recognizes that some materials are controversial and that any given item may offend some patrons. Selections will be made solely on the merits of the work in relation to building a collection and serving the diverse interests of the Brentwood community and not on the basis of any anticipated approval or disapproval of the entire item or isolated words or passage "out of context". It is in the community's interest that the Library provide the widest diversity of views and opinions, including those which may seem unorthodox to some or be unpopular. Furthermore, the Library does not necessarily advocate the ideas in its collection, nor does the presence of an item indicate any endorsement of its contents.

Responsibility for the reading, listening and viewing of Library materials by children rests with their parents or legal guardians. Selection of materials for the collection shall not be inhibited by the possibility that some material may inadvertently come into the possession of children.

Gifts of books and other material are accepted by the Library with the understanding that the Library may either add the gifts to the collection in accordance with the criteria applied to purchased materials or dispose of these items in appropriate ways. No condition may be imposed to any gifted material before or after its' acceptance by the Library.

The Library recognizes the right and privilege of every resident/taxpayer of the Brentwood Union Free School District to select those materials he or she wishes from the library's collection. The Board further recognizes that no one is obliged to read or to view what he or she does not like.

The Library respects the right of a person to express his or her opinions, negative or positive, regarding materials purchased by the Brentwood Library. The Library will review any materials in its collections upon written request by a user. This must be done in writing by requesting, completing and returning to the Library Director a Request for Reconsideration of Library Materials form.

Adopted by Board of Trustees: June 26, 2003