

Collection Development Policy
Brentwood Public Library
(Replaces Materials Selection Policy)

The Brentwood Public Library provides service to all individuals and groups in the community regardless of age, race, color, gender, cultural, religious 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, non-print material, electronic and all other library resources.

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:

Materials are selected with the aid of standard professional reviewing periodicals and online resources. The Library will always be guided by a sense of responsibility to the present and future community in adding materials which will enrich the collection and maintain an overall balance in the treatment of subject material.

The Library recognizes an obligation to make available current materials that address social, economic and environmental issues of international, national and local relevance. Materials are intended to be informational, recreational, and a source of enlightenment for all people in the community.

The Library will provide a representative sampling of all types of material; in order to limit wasted energy and natural resources in the library collection, the Library will work to ensure against unnecessary duplication resulting from acquiring all material on any given subject, and additionally make as many resources available electronically as possible.

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 to serve all segments of the public.

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 passages "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 conditions 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 District to select those materials they wish from the library's collection.

The Library respects the right of a person to express his or her opinions 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.

The Library continually evaluates the Library's collections. From time to time, it is necessary or advisable to discard materials in the Library's collections. In general, materials which are out of date, for which there is unlikely to be future interest, for which multiple copies are no longer needed, which are in formats or editions which have been superseded, or which are in poor condition, should not be kept in the collection. The Library works to assure that the collection is evaluated on an ongoing basis, and when necessary, weeded to provide space for new and more popular materials, keeping the collection current and relevant. It is the Director's responsibility to establish criteria for discarding items. In accordance with the Library's Environmental Policy, items that are discarded that can be re-homed to other agencies, recycled, or re-purposed will be implemented in the most productive manner possible.

Adopted by Board of Trustees: