



Collection Development Policy

Policy Objectives

The collection development policy is used by the library staff in the selection of materials. It serves to acquaint the public with the principles of selection and to support the library's mission of providing access to life-long learning, resources, engaging activities, and an inclusive community space for all. In accordance with that mission, the library's goal is to provide the community with materials that reflect a wide range of views, expressions, opinions and interests.

Intellectual Freedom

In the development of its collection, the library attempts to purchase materials and provide access to information which represent differing views. The library recognizes that censorship is an individual matter and while anyone is free to reject for themselves any material of which they do not approve, no one can exercise this personal right of censorship to restrict the freedom of others to read, view, or listen. The merits of any material within the context of the established selection criteria will be the primary consideration.

Responsibility for Selection

The ultimate responsibility for selection of library materials and/or library programming rests with the library director who operates within the framework of the policies determined by the Brunswick Community Library Board of Trustees.

Criteria for Selection

Materials are purchased in the most appropriate, and available, format for library and customer use. The main points considered in the selection of materials are:

- individual merit of each item
- popular appeal/demand

- relevance to community needs
- existing library holdings
- budget
- statement of challenging, original or alternative point of view
- contemporary significance, popular interest or permanent value
- attention of critics and reviewers

The Library upholds the right of the individual to access information. No materials are excluded from selection solely because of race, ethnic group, nationality, immigration status, socioeconomic status, sex, gender identity, gender expression, sexual orientation, ability, language, religious affiliation, beliefs, age or viewpoint of the creator, content of the work or any other invidious characteristics of the materials. A work will not be excluded from the Library's collection because it presents an aspect of life honestly or because of frankness of expression.

Materials for children and teenagers are intended to broaden their vision, support recreational reading, supplement their educational needs, lead to an appreciation of literature and reflect the diversity of the community and our world. Responsibility for a child's use of library materials lies with the child's parent or guardian. Selection and/or shelving of materials will not be influenced by the possibility that materials might inadvertently come into the possession of minors.

Deselection or Weeding

De-selection or weeding and replacement are important aspects of collection maintenance and evaluation. This ongoing process is the responsibility of the library director.

The following criteria are used in selecting materials for withdrawal:

- Damage or poor condition
- No longer relevant to the needs and interest of the community
- Infrequent use and lack of demand
- Availability elsewhere including other libraries and online

Library materials will not be marked or identified to show approval or disapproval of their contents, and no library material will be sequestered except to protect it from damage or theft.

Recommendations

Patrons may request items the Library does not own. Each request is reviewed for inclusion in the collection using the Selection Criteria. If the requested material meets the library's needs and criteria, the item will be purchased as funding allows.

Gifts

The library accepts donations of books and other materials. The library director retains the authority to accept or reject gifts.

Request for Reconsideration of Library Materials and/or Programs

The library provides a wide variety of materials and programs to meet the needs and interests of as many of our residents as possible. If a patron feels that an item or program is not in accordance with the Collections Development Policy, they may request reconsideration.

Patrons requesting reconsideration of an item and/or library programming must have a valid Brunswick Community Library card and must complete a Reconsideration Form and submit it to the Library Director. The library will consider five items per year per patron, and each must be listed using a separate reconsideration form. In order to be considered, the patron must have read, viewed, or listened to the entire material.

Materials will remain in the collection and available to patrons during the reconsideration process.

Requests for the reconsideration of materials and/or programming will be guided by the principles of this Collection Development Policy and the Library's

mission. Once a decision has been made regarding the request for reconsideration, the Library Director will notify the patron of the results.

Revised and adopted August 20, 2024



If you wish to request reconsideration of a resource and/or program, please return the completed form to the library director.

Date _____

Name _____

Address _____

City _____ State/Zip _____

Phone _____ Email _____

Do you represent yourself? ____ Or an organization? ____

Name of Organization _____

1. Resource:

____ Book (e-book) ____ Movie ____ Magazine ____ Audio Recording ____ Digital Resource

____ Game ____ Newspaper ____ Program ____ Other

Title of Resource or Name of Program

Author/Producer/Artist

2. What brought this resource/program to your attention?

3. Have you examined the entire resource? For programs, did you attend the entire program?

4. What concerns you about the resource/program?

5. What action are you requesting the library consider?
