**Brownwood Community Library Association**

**Collection Development Policy**

**Philosophy and Scope of the Collection**

The primary responsibility of Brownwood Community Library is to serve the citizens of Brown County by providing a broad choice of materials to meet their informational, educational, cultural, and recreational needs.

Widespread interest and usage are the most powerful influence on the Library’s collection. The other driving force is the Library’s strategic plan.

The Library upholds the right of the individual to access information, even though the content may be controversial, unorthodox, or unacceptable to others.

The Brownwood Library fully supports parents’ or legal guardians’ rights and responsibilities to raise and nurture their minor child(ren) in the way they deem most appropriate. As such, determining the appropriateness of materials for minors is the sole responsibility of the parent or guardian. The reading and viewing activity of children is ultimately the responsibility of parents, who guide and oversee their own children's development. The Brownwood Library does not intrude on that relationship.

**Criteria for the Collection**

All materials, whether purchased or donated, are evaluated and selected based on the criteria listed below:

* Community needs, interests, and demands
* Literary, artistic, and technical quality/merit
* Suitability of subject for intended audience
* Format and durability of format
* Cost and availability
* Evaluations in review media
* Reputation and qualifications of the author, publisher, or producer
* Relevance to the existing collection’s strength and weaknesses
* Space and budgetary constraints
* Date of publication
* Availability in other formats

An item need not meet all of these standards to be included in the Library’s collection.

**Foreign Language Materials**

Materials published in languages other than English are purchased for the collection in response to local demographics, demonstrated need, and according to popular demand.

**Collection Maintenance**

Deselection: Weeding of material from the circulating collections is a vital part of successful collection maintenance. The same guidelines used for selection of Library materials provide the underlying principles for deselection. 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
* No longer accurate
* Availability elsewhere including other libraries and online

Continuous evaluation is necessary to ensure that the Library’s materials are useful and accessible. Items are regularly removed to keep the collection current, accurate, and appealing.

**Gifts and Donations**

The Brownwood Library accepts donations of books and media materials in good condition, reserving the right to reject a donated item for any reason. All donations are subject to the following provisions:

* A donated item becomes the property of the Brownwood Library
* A donated item may be reviewed for possible addition to the Library’s collection, based on condition and customary selection criteria
* The Library is under no obligation to add a donated item to the collection or to notify the donor of the disposition of that item
* Items not added to the collection will be donated, discarded, sold, or otherwise disposed of as determined by the Library’s mission and needs
* The Library can supply the donor with a letter of acknowledgment if one is requested at the time of donation. By law, the Library cannot determine the value of a donation for tax purposes. Donors who wish to have an evaluation of their gifts for tax purposes are referred to the IRS Publication 561, Determining the Value of Donated Property, and Publication 526, Charitable Contributions.
* Due to the volume of gifts received, the Library cannot track or return unsolicited items received from publishers or individuals.

**Intellectual Freedom Policy**

As a public institution committed to the principles of democracy and intellectual freedom, Brownwood Library recognizes its obligation to provide as wide a spectrum of materials as possible. As proclaimed in the Bill of Rights to the United States Constitution, freedom of expression, specifically the right to publish diverse opinions, is essential to the democratic form of government.

Diverse points of view, including controversial and unorthodox subjects, are available in this collection. Inclusion in the collection does not imply Library approval of or agreement with the contents.

Library materials are not marked or identified to show approval or disapproval of the contents, nor are materials sequestered except for the purpose of protecting them from damage or theft.

No restrictions are placed on what anyone may read, view, or listen to. Selection of materials will be made based solely on the merits of the material in relation to building the collection and to serving the needs and the interests of Brown County patrons.

**Reconsideration of Library Materials**

The Library welcomes patrons’ expressions of opinion concerning materials purchased. Requests to remove materials will be considered within the context of the policies set forth in this document.

Any Brown County resident who wishes to request a specific item be reconsidered for inclusion in the collection or to be reclassified (i.e., a proposal to move a book from YA to Adult) is asked to complete in its entirety and sign a Request for Re-Evaluation Form. The material questioned will be reviewed and once a decision has been made regarding the retention or removal of the material, a letter will be sent to the person, explaining the decision.

If the person indicates dissatisfaction with the resolution, they may appeal to the Library Board. The Board will reevaluate the decision based on whether the item conforms to the Board-approved Collection Development Policy. The final authority regarding removal or retention of Library materials ultimately resides with the Library Board of Trustees.

The Library will only accept Requests for Re-Evaluation from Brown County residents.

***Approved by the Board of the Brownwood Community Library Association 2/20/2023***