

## **The Public Library of Brookline Collection Development Policy**

### **Mission**

The mission of the Public Library of Brookline is to provide the Town of Brookline with free, and open access to recorded knowledge in print and non-print formats. The Library:

- Provides access to information to meet the ongoing intellectual, cultural and recreational needs of our diverse population
- Maintains strong collections of fiction, non-fiction, literature, classics and the arts
- Encourages a love of reading and of libraries in our children
- Uses technology to improve access, reduce costs, and increase options in the variety of services offered
- Promotes and supports information literacy for the entire community

### **Purpose**

The Collection Development Policy is one of the Library's fundamental policy documents. The policy functions as a blueprint to guide staff's decision-making in the allocation of resources and in the selection and management of the collection; reinforces the Library's commitment to the bedrock principles of intellectual freedom and access to diverse perspectives; and ensures that over time, the collection will continue to support and reflect the needs of the Brookline community.

### **Community Profile**

The Library has served the Town of Brookline's residents and those of surrounding communities since it was established in 1857. The 2014 American Community Survey by the US Census indicates that in Brookline:

- The total population is 59,016 -- 77.6% White, 16.3% Asian American, 2.7% Black, 5.6% Hispanic or Latino of any race
- Median age is 35.0; 53.5% are between the ages of 20-54
- Of residents 25 or older, 52.4% have attained a graduate or professional degree of some kind
- 25.2% are foreign-born
- 29.9% of the population five years and older speaks a language other than English at home
- 11.8% are living below the poverty level
- 20.9% have a household income of \$200,000 or greater
- 42.8% of those who rent spend 35% or more of their household income on gross rent

## **Scope of the Collection**

The Library's collection is distributed among the Main Library and two branches, Coolidge Corner and Putterham, and also includes a host of electronic resources available to patrons within and outside of the library.

The Main Library contains the Library's core collection of print materials in a variety of formats: books, DVDs, music CDs, books on CD, music scores, magazines and newspapers. Specialized collections at Main Library include the Brookline Room, an archive of local history materials; travel guides; a Career Center containing job search and test preparation materials; both fiction and nonfiction large print materials; Russian language materials in a variety of formats; and a Basic Education section providing materials for adult literacy, ESL learners and new US citizens. The Main Library also houses a dynamic Children's Room and Teen Room, which provide both collections and programming for children of all ages.

The Coolidge Corner Branch is among the highest-circulating branch libraries in the Minuteman Library Network. In addition to popular materials in a variety of formats, Coolidge Corner also has one of the best Chinese language collections in the Commonwealth, in addition to strong Russian and Hebrew language collections. The Children's Room at Coolidge Corner is a bustling area with an extensive print collection and an engaging variety of programs.

The Putterham Branch is also among the highest-circulating branches in the Minuteman Library Network. The Children's print collection and programs are the heart of the branch, but Putterham also has a strong fiction and DVD sections. Large print materials and Korean language materials are other highlights of the collection.

The Library's electronic resources include those provided by the Minuteman Library Network, the Massachusetts Board of Library Commissioners, the Massachusetts Library System, as well as those provided by the Library directly. The range of offerings include article databases and online encyclopedias, ebooks, streaming music and video, downloadable audiobooks, digital magazines, genealogy resources, language learning and reader's advisory tools and investment research services.

## **Beyond Brookline's Collection**

The Library is a member of the Minuteman Library Network, the Massachusetts Library System and OCLC, all of which provide access to materials beyond Brookline's collection. When patrons request materials not owned by the Library, every effort is made to locate these items through either the [Commonwealth Catalog](#) or interlibrary loan.

## **Responsibility**

Ultimate responsibility for collection development resides with the Library Director in accordance with the policies established by the Board of Library Trustees. The Supervisor of

Collection Development and other professional library staff assist the Director by performing duties such as recommending materials budget allocations, selecting materials and removing materials from the collection.

### **Selection and Evaluation Guidelines**

Budget allocation by subject and format is based on public demand, usage statistics, and available resources. Library staff utilizes professional judgment, subject knowledge and the criteria listed below in making collection development decisions, including decisions about choosing titles and identifying appropriate quantities for purchase. Reserve levels in the circulating collection are monitored after purchase to respond to public demand.

Materials are acquired in multiple formats when appropriate, including print, audiovisual, and digital resources. Certain materials are selected to address local community needs; branch materials, therefore, are not necessarily duplicated in the Main Library collection. An item need not meet all of these criteria to be selected.

The following general criteria are incorporated to evaluate and select materials for the collection:

- Relevance to the interests and needs of the community, both present and potential
- Extent of publicity, critical review, awards won, and current or anticipated demand
- Local, historical, and/or cultural significance of the author or subject
- Relevance to the existing collection's strengths and weaknesses
- Reputation and qualifications of the author, publisher or producer, with preference generally given to titles vetted in the editing and publishing industry
- Accuracy, timeliness, diversity of viewpoint; literary merit and contribution to field of study
- Publication date, price, availability and materials budget; cost in relation enhancement of the collection
- Relevance to early literacy
- Responsiveness to school age and teen interest, and scholastic support and enrichment
- Format's durability, relevance, suitability, and ease of use
- Availability of content through the internet, subscription databases, or the Minuteman Library Network
- Physical space limitations
- As a general rule, the Library does not purchase textbooks. However, textbooks may be added to the collection if they provide the best or only source of information on a subject, or to complement an existing area with another perspective.

### **Deselection and Collection Maintenance**

The Library's collection is a living, changing entity. Deselection of material from the circulating collections is a vital part of successful collection maintenance. Continuous evaluation is

necessary and materials are regularly removed to maintain a current, accurate and appealing collection and to facilitate its ease of use. Decisions are influenced by patterns of use, the capacity of each location and the holdings of other libraries that may specialize in a given subject matter. Great care is taken to retain or replace items that have enduring value to the community.

The following criteria are used in selecting materials for deselection:

- Damage or poor condition
- Number of copies in the collection
- Relevance to the needs and interest of the community
- Current demand and frequency of use
- Accuracy and timeliness
- Local interest
- Availability elsewhere including other libraries and online
- Deemed to be of an enduring nature

As materials become worn, damaged, or lost, replacement will be based on whether or not:

- The item is still available
- There is ongoing demand or need
- Another item or format might better serve the same purpose
- Updated, newer or revised materials would better replace a given item
- The item has historical value in this or another library based upon mission and guidelines
- Another library system could better provide the item or a comparable item in the future

Deselected items may be offered to other libraries or disposed of through the Friends of the Brookline Library book sale, a third-party vendor, or recycling.

### **Patron Requests for Purchase**

Patrons may request that the Library purchase items it does not own using the online Purchase Request form. Each request is reviewed for inclusion in the collection using the selection criteria listed above; an item's availability through the [Commonwealth Catalog](#) or through interlibrary loan is also considered when deciding whether or not to add an item to the Library's collection.

### **Gifts and Donations**

When the Library receives a monetary donation for the purchase of materials, selection is made in accordance with this Collection Development Policy.

The Library accepts donations of materials in usable condition, including works by local authors, for consideration as additions to its collections. All gift materials added to the

collection must meet the same selection criteria as purchased materials. The Library reserves the right to use any donation as it sees fit, including the conditions of display, storage and access. Upon receipt, all donations become the property of the Library. The Library does not return, nor does it track the status of, donations.

Donations not added to the collection may be given to the Friends of the Brookline Library for their ongoing book sale. Proceeds from the Friends Book Sale directly benefit the Library. Donations may also be given to a third-party vendor, or may be disposed of through other means determined by the Library.

### **Intellectual Freedom and Request for Reconsideration of Library Materials**

The Library respects the freedom of information for its users and adheres to the principles expressed in the American Library Association's [Library Bill of Rights](#), [Freedom to Read](#) and [Freedom to View](#) statements. The Library seeks to provide information on all viewpoints on controversial subjects. Language, situations, or subjects that may be offensive to some community members do not disqualify material whose value is to be judged in its entirety. The Library recognizes parents and legal guardians as the parties responsible for the reading and viewing habits of their children. The selection of materials for the adult collection is not restricted by the possibility that children may obtain materials their parents or guardians consider inappropriate.

Library patrons requesting reconsideration and removal of items in the collection may submit a Request for Reconsideration of Library Material form. The Library Director will carefully review all such requests in relation to the Library's mission and selection criteria and will respond to the patron in writing.

### **Review of Collection Development Policy**

In order to maintain a dynamic and responsive collection that meets the current needs of the community, this policy will be reviewed every two years by the Supervisor of Collection Development, the Policy Committee and the Board of Library Trustees.

**Voted by the Board of Library Trustees 11 April 2007**  
**Amended: 10 May 2016**

**PUBLIC LIBRARY OF BROOKLINE  
CITIZEN'S REQUEST FOR RECONSIDERATION OF LIBRARY MATERIAL**

AUTHOR:

TITLE:

FORMAT (book, magazine, recording, other):

What is it about this material that you object to? Please be specific (cite pages, for example).

What are your concerns about this material?

Do you see anything good about this material?

Have you read the entire book, seen the entire film, listened to the complete recording?

Are you aware of the critical opinion (published reviews, for example) of this material?

What other materials of quality or relevance on this subject would you recommend?

Have you read the library's materials selection policy?

Do you think that the selection of this material is in accordance with this policy?

What do you suggest the library do about this matter?

Do you represent a group? If yes, what group?

Your name:

Address:

Phone number:

Email:

**Voted by the Library Board of Trustees November 10, 1987**

**Amended: May 10, 2016**