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Collection Development Policy-

Brewster Public Library Mission Statement

The Brewster Public Library is dedicated to making the Town of Southeast a rewarding, attractive and satisfying place to live and work. We are a service oriented library, providing books and other library resources for people of all ages, and the information and technology they need to support a life-long habit of reading and learning. The library affords the community the opportunity to engage in cultural activities and creative pursuits. The Library emphasizes the pursuit of independent education through the diversity of its collection and additional materials available through interlibrary loan.

Goals, Objectives and Assumptions

The following basic assumptions about the Library's services and operations are fundamental to the Goals and Objective of the Collection Development Policy. The Brewster Public Library:

- Is a free public library
- Is a member of the Midhudson Library system and the Putnam County Library Association and provides access to all their resources
- Provides materials on all points of view
- Serves all individuals of all ages and respects their right to choose their own materials
- Supports the American Library Association Bill of Rights and the principals of intellectual freedom
- Is responsible to the community served
- Is actively staffed by committed individuals who work together to provide quality library service
- Emphasizes a management style that supports involved and innovative staff
- Utilizes technology as appropriate for the best delivery of services

Collection Development Policy

The Library's Board of Trustees considers and adopts a Collection Development Policy and authorizes the Library Director to administer the policy. The Director designates staff to develop selection and acquisition procedures and to make purchasing decisions subject to approval. The Director allocates the materials budget annually.

Materials Selection Process:

The Brewster Public Library uses a variety of tools to aid in awareness and selection of materials, including such sources as professional review journals, popular print and broadcast media, bookstores, electronic interest groups, publishers' catalogs, purchase alerts, and patron and staff recommendations.

The Library Director exercises judgment, experience, and expertise in the application of the following Criteria for Materials Selection, and makes acquisition decisions as objectively as possible. Evaluation of a work is determined by the entire work, not just individual parts of the work. A work's overall contribution to the collection is a critical determinant for acceptance or rejection. No single criterion can be applied to all materials, and various criteria carry different weights in different circumstances. Contextual considerations - budget and space availability, interlibrary loan availability – also shape the selection process.

The library considers all acquisitions, whether purchased or donated, in terms of one or more of the following:

Criteria for Materials Selection:

- Level of funding for materials
- Relevance to Library's mission and service roles
- Informational and recreational needs of users
- Local demand
- Current usefulness or interest
- Community needs surveys and assessments
- Authority and accuracy
- Importance as a record of the times
- Relevance to the existing collection's strengths and weaknesses
- High standards of quality in content and format
- Price and availability
- Format, durability, and ease of use
- Suitability of format for subject and user's needs
- Relevance to the history of the Village of Brewster, Southeast, Putnam County and surrounding areas.

Scope of the Collection

Formats – The library provides materials and services that reflect the diverse educational, informational, and recreational needs of its users. In so doing, the library provides access to content through print, multimedia, and technology. The library recognizes that content and medium should be suitably matched, and that library patrons have different learning styles and preferences for receiving information. Therefore, the Brewster Public Library provides materials in a variety of formats

Brewster Public Library considers all types and formats of media to be in the realm of human expression and part of the human record. Because the library functions in a rapidly changing society, it is flexible about changes in communicative material, both in form and style of expression. The library does not reject materials for acquisition solely on the basis of medium. Materials in alternative formats are judged in terms of the Criteria for Materials Selection.

Children's collection - The children's collection serves children through grade six. The children's collection focuses on highly recommended picture books for preschoolers and on popular reading and the information needs of children of school age. The collection for children is chosen with the emphasis on materials that develop reading ability, inform children about the world around them, stimulate the imagination, and entertain.

Young Adults' collection - The young adults' collection serves young people from grade seven through high school. Brewster Public Library maintains a collection selected for young adults as a

bridge to the adult collection. Selected materials address the interests and issues specific to this age group.

Adult collection – The adult collection serves patrons ages 18 and over. The library strives to maintain materials representing all sides of an issue in a neutral, unbiased manner. Selection of materials by the library does not mean endorsement of the contents of views expressed in those materials. The existence of a particular viewpoint in the collection is a reflection of the library's policy of intellectual freedom, not an endorsement of that particular point of view.

Collection Maintenance

In order to maintain a collection that is current, reliable, in good condition, well used, and which relates to the needs and interests of the residents of Brewster and Southeast, materials are withdrawn on a systematic and continuing basis. Materials are withdrawn when they are judged to be dated, inaccurate, seldom used, in poor condition, or otherwise not in compliance with the Criteria for Materials Selection.

Withdrawn materials may be sold at book sales, passed on to other libraries, educational institutions, or other non-profit institutions. Outdated materials with no remaining value are discarded.

The library applies the Criteria for Materials Selection in deciding whether to purchase replacement copies.

Donated Materials

The library evaluates all gift materials, including memorials and honoraria, according to the Criteria for Materials Selection. Not all donated items are suitable for addition to the collection. If a donated item is integrated into the collection, the library reserves the right to decide the conditions of display, housing, access, and withdrawal of the material. The Brewster Public Library does not appraise gift materials for tax purposes. The library will, upon request of the donor, provide a written receipt for gifts, indicating the number and general description of materials. Donated materials may be sold at book sales, passed on to other libraries, educational institutions, or other non-profit institutions, or discarded.

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