

Policy for Collection Management

Effective Date: August 2026

I. Policy Statement

This Collection Management Policy (the “Policy”) sets Brooklyn Public Library’s policy and procedures governing the following areas of collections management:

- Selection
- Acquisitions
- Cataloging
- Maintenance

Brooklyn Public Library (the “Library”) selects, acquires, and provides free and open access to materials across a variety of formats. The Library will reflect and adapt to the current and future needs of the communities it serves. The Library manages its collection based on the criteria outlined in this Policy.

II. Objectives of the Library’s Collections

- To promote literacy and offer support for lifelong learning for patrons of all ages
- To help patrons know more about themselves and their world and to function effectively as members of society
- To provide access to a variety of opinions on matters of current interest and encourage freedom of expression
- To support educational, civic, and cultural activities within the Brooklyn community; to provide links to community resources and government agencies

- To encourage continuous learning and to supplement formal study; to support career and job-related skills
- To maintain a virtual collection of resources that is always accessible
- To provide materials that entertain and enhance the enjoyment of life

III. The Community

The primary community factors that have a direct bearing upon the selection of materials are (a) the people, individually and collectively, and (b) the adequacy and availability of materials through other community institutions.

The Library serves a dynamic and diverse population of more than 2.6 million people. Our borough's community has enormous, shared needs, both expressed and unexpressed. The variety and scope of materials required for information, recreation, exploration, and education are as broad and strong as the community itself. The Library will continually search for materials in multiple formats and languages to meet our community’s evolving needs.

The Library cooperates as fully as possible with other libraries, community agencies, and educational institutions whose purposes and activities are related to the objectives for the Library’s collections. The Library is constantly expanding the techniques of cooperative lending on City, State and federal levels to improve service for its patrons.

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IV. The Structure of the Library

The Library's collection is accessible across different physical locations throughout the borough and via a range of digital channels. Collection holdings and availability are listed online in the Library's public access catalog. Materials are shelved at various branch locations to fulfill a range of patron needs and requests. To facilitate placement of materials throughout the borough, the Library takes into consideration the location of each neighborhood library, as well as budgetary and space restrictions.

The Central Library

The Central Library, at 352,000 square feet, provides a broad collection that supports the reference and recreational needs of patrons who use the Central library. The Central library collection supports the needs of the entire BPL system by housing materials that could not otherwise fit in branches.

The Business & Career Center

The Business & Career Center serves the information needs of the business community of entrepreneurs, small businesses, jobseekers, investors, students and anyone who wants to learn more about personal finance. The Business & Career Center provides books, periodicals, and other reading materials in print and digital format as well as an array of electronic resources, many of which are available for remote use. As part of the Adult Learning Department, the Business & Career Center's community may

include students enrolled in the Adult Literacy & Basic Education, Enhanced Young Adult Literacy, pre-GED, GED and English for Speakers of Other Languages (ESOL).

The Center for Brooklyn History

The Center for Brooklyn History ("CBH") is a research institution comprised of a library, special collections, archives and manuscripts, fine art, and artifacts, including image and oral history collections. CBH serves the larger mission of the Library by supporting research into the history of Brooklyn and by collecting, preserving, and promoting access to a diverse collection of archival materials as well as to special exhibitions, education programs, and public events.

CBH is dedicated to the preservation of its special/archival collections to ensure they are available for current and future use. Responsibility for developing and overseeing the planning, creation, and preservation of the Library's special, archival and digital collections is performed exclusively by CBH staff. CBH maintains a specific collection development policy that governs growth and care of the collection.

The Library accepts responsibility for the preservation of CBH's special collections through digitization, conservation and related means. The Library is responsible for providing, creating and maintaining tools to access and preserve these special collections.

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The Library for Arts and Culture

The Library for Arts and Culture ("LAC") is a library and performance space at L10 in Brooklyn's downtown cultural district. LAC's circulating collection reflects the arts ecology and history of the local community and neighboring arts and cultural organizations. The collection is also curated in response to LAC's programming and events featured in the space.

Special Services and Collections

The Inclusive Services collection is a system-wide service for children and teens with disabilities, their peers, family members, educators, caregivers, therapists and other caring adults. Resources include Braille, large print, and nonprint materials for youth, and a parenting collection for adults.

Services for Older Adults offers programs and services to Brooklyn's multilingual, multicultural older adult patrons. This includes providing rotating collections to sites (such as senior centers, nursing homes, senior residence buildings) as well as providing library materials to homebound patrons.

The Library offers and continues to develop a "Library of Things" circulating collection, including but not limited to board games, tools, vinyl records, telescopes, and musical instruments.

V. Methods and Criteria for Collection Management

BookOps

The responsibility for the management of the materials in the Library's collection is delegated to qualified and knowledgeable professional staff who employ the criteria outlined in this Policy. The Library has contracted with the New York Public Library ("NYPL") to select, order, and catalog its circulating collections. NYPL professional technical services teams sit within BookOps, located in Long Island City. BookOps is required to abide by this Policy in completing its work on behalf of BPL.

Selection

It is the policy of the Library to be inclusive in selection, and Selection staff make efforts to represent the widest possible diversity of views and experiences. Staff will consider each type of material in terms of its own kind of excellence and for whom it is intended. Some materials may be judged primarily in terms of artistic merit, scholarship, or their value as human documents; others are selected to satisfy the recreational and entertainment needs of BPL's patrons.

The Library uses the criteria below in selecting materials for the Brooklyn community. These criteria are applied regardless of the source of the content or its format. No materials are excluded or removed from the Library on the basis of the author's identity or background and/or themes of race,

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nationality, sexual orientation, political, social, or religious beliefs. Materials are judged as entire works, not on isolated passages or sections. Patrons may also recommend books or other materials to be added to the Library's collection.

The following criteria are used to evaluate materials for selection:

- Attention of critics, reviewers, media, and the community
- Suitability of format for library use and content
- Suitability of subject and style for the intended audience
- Authority, reputation, or qualifications of the author, artist, publisher, or producer
- Organization and ease of use; clarity, accuracy, and logic of presentation; currency of information
- Cost and availability
- Enhancement of existing Library collection to reflect:
 - Importance of the title when compared with other works on the subject
 - Importance of the subject matter or point of view to the collection
 - Adequate retrospective and current subject coverage
 - Adequate coverage when there is a scarcity of material published on the subject
 - Contemporary materials representing various points of view which are of current

interest and possible future significance, including materials that reflect current cultural conditions, trends, and controversies

Acquisitions

The Library's methods for procurement of materials are governed by a combination of laws, regulations, and Library policies. For certain purchases, procurement may also be governed by grant terms required by funding sources.

Cataloging and Classification

The Library will endeavor to catalog and classify materials using clear methods that facilitate discovery and use of the materials in our collections. This is accomplished by adhering to current cataloging standards, whether national or international, and incorporating language reflecting our communities and our larger society.

Collection Maintenance and Evaluation

Library materials are continuously assessed for their condition, accuracy, currency, and demand within the context of the whole Library collection, and for their continuing relevance to library patrons. The withdrawal (or "weeding") of materials is a formal process conducted by knowledgeable staff as a necessary method to maintain collection vitality, diversity, size, and scope.

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The following criteria are used to evaluate materials for weeding:

- Condition: materials should be withdrawn if they are damaged, dirty, no longer usable or physically unappealing
- Currency: materials should be withdrawn if the content is outdated or inaccurate, or in some cases if an edition of a title is superseded by a new one
- Relevance: the relevance of materials can be determined by assessing community interest and usage. Consideration of an individual branch's role in the larger system should inform evaluation and lead to a collection representing diverse communities, cultures, perspectives, and opinions
- Space: as a circulating public library with limited space, materials that are of current use and interest to our patrons will be prioritized to remain on the shelves

VI. Reconsideration of Materials

If a member of the community should raise a question about the appropriateness of a particular item in the collection, library staff attempts to resolve the inquiry by a review of the criteria outlined within this Policy. If the individual is not satisfied with this first step response, the individual may then elect to submit a **REQUEST FOR RECONSIDERATION OF LIBRARY MATERIAL form** (available at any library reference desk).

The Library's Materials Review Committee considers each request in terms of the criteria

outlined in this Materials Selection Policy, the principles of the ALA Library Bill of Rights, the "Challenged Materials" interpretation of the Library Bill of Rights, printed reviews, and other appropriate sources. The Materials Review Committee provides a timely, considered response to every request for reconsideration. Appeal of the Committee's decision may be made, in writing, to the Chief Librarian of Brooklyn Public Library. The final responsibility for materials reconsideration resides with the Library's Board of Trustees.

Related American Library Association (ALA) Documents

- **Freedom to Read (ALA)**
- **Library Bill of Rights (ALA)**
- **Diversity in Collection Development (ALA)**
- **Access to Library Services and Resources for Minors (ALA)**
- **Freedom to View (ALA)**
- **Labels and Rating Systems (ALA)**
- **Evaluating Library Collections (ALA)**
- **Challenged Materials (ALA)**