



BUCKINGHAM
BROWNE & NICHOLS
SCHOOL

Almy Library Collection Development

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Library Mission

The Almy Library of Buckingham Browne & Nichols School promotes lifelong learning, discovery, and engagement. We empower students to become independent thinkers by establishing strong collections, providing access to information, and teaching effective and critical analysis. By partnering with faculty and students, we enrich the academic experience and offer diverse environments that inspire creativity and collaboration.

Library DEI Statement

The library team at the Almy Library is committed to advancing diversity, equity, inclusion, and global education in our community. We strive to be antiracist and to promote social justice at every opportunity while providing a safe haven for our community where our patrons are heard, seen, and supported.

We recognize that libraries and archives are not the neutral spaces they were intended to be. We strive to dismantle the systemic racism and anti-BIPOC culture that has permeated libraries and archives by examining our own collections, physical spaces, programming, systems, methodologies, and values in order to work towards creating a truly equitable space. The library's full Diversity, Equity, and Inclusion statement can be accessed [here](#).



Intellectual Freedom

The Almy Library of Buckingham Browne & Nichols Upper School is guided by the principles set forth in the [Library Bill of Rights](#) and its interpretative statements, including “[Access to Resources and Services in the School Library Program](#)” and “[The Students’ Right to Read statement of the National Council of Teachers of English](#).” These policies inform all of the library’s practices.

Objectives

- To provide faculty and students with materials that enrich and support the curriculum and meet the diverse needs of the students and faculty served
- To provide students with a wide range of educational materials at all levels of difficulty and in a variety of formats, with diversity of appeal, allowing for the presentation of many different points of view, cultures, and ideas
- To select materials that present various sides of controversial issues, giving students an opportunity to develop analytical skills resulting in informed decisions
- To select materials in all formats, including up-to-date, high-quality, varied literature, to develop and strengthen a love of reading

Responsibility for Selection

The librarians are responsible for day-to-day selection and maintenance of materials in the Almy Library collection and select and purchase all materials. While input from faculty, staff, students, parents, and others affiliated with the school is considered, the librarians have the final decision in selection, based on the criteria defined in this policy.

Selection Criteria

The librarians selects materials that:

- Support and enrich the curriculum and/or support our users’ personal interests and learning
- Meet high standards in literary, artistic, and aesthetic quality; technical aspects; and physical format
- Are appropriate for the subject area and for the age, emotional development, ability level, learning styles, and social, emotional, and intellectual development of the students for whom the materials are selected



- Incorporate accurate and authentic factual content from authoritative sources
- Provide windows, mirrors, and sliding glass doors to our patrons
- Reflect the mission of BB&N and the library to be antiracist
- Represent differing viewpoints on controversial issues
- Provide a global perspective and promote diversity by including materials by authors and illustrators of all cultures
- Exhibit a high degree of potential user appeal and interest
- Include a variety of resources in physical and virtual formats including print and non-print such as electronic and multimedia (including subscription databases and other online products, e-books, educational games, and other forms of emerging technologies)
- Demonstrate physical format, appearance, and durability suitable to their intended use
- Earn favorable reviews in standard reviewing sources and/or favorable recommendations based on preview and examination of materials by professional personnel
- Balance cost with need

Acquisitions Procedures

- In selecting resources for the Almy Library, the librarians will evaluate available resources, curriculum needs, and materials that support the library's mission and DEI goals. The librarians will consult recognized reviewing periodicals, standard catalogs, and other selection aids to guide in materials selection.
- Recommendations for the purchase of materials by staff, students, parents, and other community members shall be considered, as appropriate.
- Gift materials shall be judged by the selection criteria and shall be accepted or rejected by those criteria. Selection is an ongoing process that should include removing materials that are no longer used or needed, adding materials, and replacing lost and worn materials that still have educational value.

Selection Tools

The following recommended lists shall be consulted in the selection and retention of materials, but selection is not limited to their listings:

- Booklist
- The Brown Bookshelf
- Goodreads
- Kirkus Reviews
- New York Times Book Review
- NPR Books
- Publishers Weekly
- School Library Journal
- Shelf Awareness



- Social Justice Books

Selecting Materials on Controversial Topics

The Almy Library subscribes to the principles expressed in the [American Library Association's Library Bill of Rights](#). It is the responsibility of the school to provide a wide range of materials at different levels of difficulty and representing different points of view. The librarians will provide materials on opposing viewpoints on controversial issues to enable students to develop necessary critical thinking skills and information literacy.

Gifts and Donations

The Almy Library welcomes gifts, which are considered for the collection if they: are in excellent condition, are not currently represented in the library collection, and follow the criteria outlined below.

- Gifts are accepted with the understanding that the decision for use and disposition of the materials and/or funds will be determined using the same selection criteria as purchased materials.
- All materials should support the curriculum and needs of library users.
- Gifts, like purchased resources, will be removed from the collection at the end of their useful life.
- All donors complete the Almy Library Gift Form (Appendix A) acknowledging that they agree to the library's gift policy.

Collection Maintenance and Weeding

Annually, the librarians will conduct an inventory of the library collection and equipment. The inventory can be used to determine losses and remove damaged or worn materials, which can then be considered for replacement. The inventory can also be used to deselect and remove materials that are no longer relevant to the curriculum or of interest to students. Additionally, the librarians have developed a collection maintenance plan that includes systematic inspection of materials that would result in removing outdated, damaged, or irrelevant materials from the collection. Books chosen for reconsideration or removal will be donated to local organizations or recycled.



Challenges and Request for Reconsideration

Informal Statement of Concern

If the library receives a question or concern about specific library materials held in any of the collections, the concern may be addressed and resolved through conversation with the librarians explaining the collection development policy.

Formal Request for Reconsideration

Any library user may request reconsideration of an item in the library collection. A formal request for reconsideration must be presented in writing using the Almy Library Request for Reconsideration of Material Form (Appendix B), which requires an explanation of the nature of the concern and the content of the item. Upon receiving such a request, the librarians will inform the Head of School and the review committee. The review committee will include: the librarians of the Almy Library, the Head of School, the Chief Learning Officer, and the Upper School Director. The committee will meet to discuss the material and prepare a recommendation on the resolution of the matter. The committee will be required to identify where in the collection policy the purchase of the item is supported. The Head of School will inform the complainant in writing of the decision made by the review committee. The Almy Library will implement the recommendation. For more information, please review the [Almy Library's Material Challenge Policy](#).

Any BB&N student, parent, board member, or employee may challenge the appropriateness of library materials. The purpose of this procedure is to enable those who do not directly select materials to express their opinions.