



## Collection Development Policy

Type of Policy	Operational
Policy #	OP #1

### 1.0 Purpose of the Policy

The purpose of this policy is to:

- 1.1 To define the responsibility for the selection and deselection of materials for the Callander Public Library, and to clarify the ways in which that responsibility is delegated;
- 1.2 To state publicly the principles of selection upon which the materials are chosen, reflecting the Callander Public Library's Mission Statement and Vision;
- 1.3 To provide direction to staff in collection development and maintenance;
- 1.4 To define the scope of the collection
- 1.5 To establish procedures by which the community can put forward requests for materials and objections to materials in the library's collection;

### 2.0 Responsibility for Selection and Deselection of Materials

The Callander Public Library Board assumes the ultimate responsibility for the collection and the implementation of the *Collection Development Policy*.

The Library Board delegates this responsibility to the Chief Executive Officer (CEO). The CEO is also responsible for ensuring that the collection is properly maintained and organized, and that effective collection control systems are in place.

### 3.0 General Principles of Selection

#### 3.1 Intellectual Freedom

The Library Board endorses the *Ontario Library Association Statement on the Intellectual Rights of the Individual* (as amended in 1998), which is attached as Appendix A, and the *Canadian Library Association Statement on Intellectual Freedom* (as amended in 1985), which is attached as Appendix B. The Library Board believes in the freedom of the individual and in the right and obligation of parents to develop, interpret, and enforce their own code of acceptable conduct within their own households.

### **3.2 Mission Statement**

**connecting • enriching • inspiring**

### **3.3 Roles of the Library**

Callander Public Library assumes numerous roles in the community, but for collection planning purposes the following core roles are identified and endorsed:

- Promotes literacy for children and youth
- Features popular materials and current titles for recreation and leisure
- Offers reference materials for self-educating and lifelong learning
- Provides educational assistance to support students
- Serves as a community information resource centre
- Provides information on the local history of Callander and surrounding communities
- Provides an inclusive collection by offering materials in a variety of formats

### **3.4 Balanced Collections**

The primary aim of selection is to establish a balanced collection which adequately represents various points of view on a subject for a diverse population.

The Library Board recognizes that some materials are controversial and that a given item may offend some patrons. Selection of materials will not be made on

the basis of anticipated approval or disapproval by any sector of the community, but solely on an evaluation of literary or artistic merit, authenticity of the material, honesty of presentation, use to the community, and the other criteria set out in this policy. In the case of controversial issues, an effort is made to see that all points of view are represented.

The Library Board does not advocate particular beliefs or points of view. The presence of an item in the Library does not signify an endorsement of the ideas it contains.

The Library Board's position is that people have the right to reject for themselves material of which they do not approve, but that they do not have the right to restrict the freedom of others.

Responsibility for the reading activities of children and young adults rests with their parents or legal guardians. Selection of materials for the collection will not be restricted by the possibility that children or young adults may obtain materials that their parents consider inappropriate.

The Library has a particular interest in local history and takes broad views of works about Callander and works by local authors, whether or not such materials meet the standards of selection in other respects. However, the Library is not under any obligation to add to its collection everything about the area or produced by local authors, printers, or publishers if it does not seem to be in the public interest.

### **3.5 Selection Criteria**

To build collections of merit and significance, materials must be measured by objective guidelines. Clearly, however, an item need not meet all of the criteria in order to be acceptable. When judging the quality of materials, several standards and combinations of standards may be used, as some materials may be judged primarily on artistic merit while others are considered on the basis of scholarship, their value as human documents, or their ability to satisfy the recreational and entertainment needs of the community. Materials that are prohibited under Canadian law will automatically be excluded from the Library's collections.

### **3.6 General Considerations**

**Library staff responsible for collection development will consider the following general points when making purchasing decisions:**

- Suitability for meeting the needs of the community or appeal to the interests of the community
- Suitability of subject, style and level for the intended audience;
- Artistic excellence, literary merit, technical quality, or quality of presentation;
- Reputation, skill, and competence of the originator of the work;
- Accuracy, authority, and objectivity;
- Balance of viewpoints in the collection (challenging, extreme, or minority points of view may be represented though the quantity may be limited);
- Patron suggestions; (Appendix “E”)
- Originality of thought;
- Suitability of format, durability and ease of use;
- Favourable attention of critics, reviewers and public;
- Popular demand and current trends;
- Timeliness or permanence of the work;
- Availability of funds and space;
- Comprehensiveness and depth of treatment;

## **4.0 SPECIAL COLLECTIONS**

### **4.1 Canadian Materials**

The Library Board recognizes its responsibility to make Canadian materials available and therefore endeavors to develop a collection that includes works by significant national and local authors, artists, filmmakers, producers, and composers.

### **4.2 French Language Materials**

The Library recognizes the need to provide information in both of Canada's official languages. Census figures on home language and mother tongue for the Municipality of Callander, as well as French language and French immersion school enrollment will be used as a guide when considering the need to purchase French materials for our library. The Library currently maintains a collection of children's French materials as well as adult French fiction.

### 4.3 **Local History**

As part of its mandate to celebrate Callander's heritage, the Library collects materials concerning the history of Callander. The Library does not attempt to maintain an all-inclusive or archival collection of local history materials, nor does it carry out a comprehensive program of restoration or conservation of rare local history materials due to lack of archival space.

### 5.0 **Formats**

The selection criteria set out in this policy will be applied to selection and deselection of all Library materials, regardless of format. The content of material, rather than format, will determine its appropriateness for the collection.

The selection of material in a new format may result in the Library's decision to retire specific items or material formats from its existing collections in order to accommodate trends in user demands and/or changes in technology.

### 6.0 **Donations**

The Library accepts donations of books and other materials but reserves the right to refuse any donation. The Library retains exclusive ownership of all donated materials, and no condition may be imposed by the donor relating to any item after its acceptance by the Library.

Donations of materials are evaluated according to the same criteria that govern the selection of purchased materials. Donated materials not added to the collection may be discarded, donated, or sold. The Library is not responsible for informing the donor of such disposition.

Cash donations and bequests for the purchase of materials may be made to the Library. The donor may request that such funds be used for the development of specific collections, but the Library reserves the right to select materials that it deems appropriate. Selection of specific titles will be made by Library staff in accordance with the criteria set out in this policy.

### 7.0 **De-selection and Collection Maintenance**

De-selection is the process whereby outdated, unused or damaged materials are withdrawn. Collection maintenance is an on-going process to assess gaps in the

collection created through de-selection or changing community needs. Evaluation techniques are used to measure collection usefulness in terms of scope and depth, as well as strengths and weaknesses. The measures and evaluation techniques used by library staff include but are not limited to the criteria for evaluation of all materials as outlined in the Criteria for Selection of all Material, above.

De-selection is a vital part of building and maintaining a responsive and viable collection. We actively and continuously monitor and appraise the performance of our collections, to balance both immediate demand and long term user needs, based on the criteria outlined in Callander Public Library Weeding Guidelines. Removal of items from the collection through the de-selection process is integral to maintaining a vital collection. Material of local historical importance and interest is retained where the content has enduring worth to the community.

## **8.0 Challenges to Material in the Collection**

An individual who questions the selection of library materials will be requested to complete a Request for Reconsideration of Library Materials Form. The completed form will be referred to the CEO who will prepare a complete re-evaluation of the material in question to assess the suitability of the item for the Library's collection based on the selection criteria. The CEO will inform the individual of the decision in writing. An individual wishing to discuss this decision further may appeal to the Callander Public Library Board.

Requests for reconsideration of items in the collection should be submitted to the Library for review and appropriate action on the form called "Request for Reconsideration of Library Materials" (Appendix C). The CEO will respond formally in writing within 3 weeks.

## **9.0 Access Statements and Guidelines**

Library users of all ages have open access to the library's collections, services and facilities with the exception of:

1. the CNIB collection publishing in the MP3 format, which is only available to those meeting the requirements established by this agency.
2. films classified as "Restricted" by the Ontario Film Review Board according to the legal requirements of the Ontario Theatres Act are only available to those 18 and over.

Monitoring of a child's use of the library is the responsibility of the parent or guardian.

Callander Public Library is a resource where many points of view and modes of expression can be examined without hindrance. Few ideas and opinions have universal acceptance or condemnation in a diverse society. The use of language, either descriptive or expressive, can in itself stimulate controversy.

Callander Public Library recognizes the right of individuals to express opposition to author's ideas or their creative exercise of language in material selected for the library. However, Callander Public Library will not endeavour to satisfy patrons by removing items purchased in compliance with the principles of this policy. Selection of material cannot be influenced by any approval or disapproval of its intellectual content by sectors of the community.

Callander Public Library must serve all parts of its community. The diversity of its citizens will be reflected in the library's collections and services. Selection of an item for Callander Public Library collections does not constitute endorsement of the viewpoint expressed in that item.

The Library recognizes its obligations under the Canadian Charter of Rights and Freedoms which guarantees Canadians freedom of expression including freedom of the press and other media.

The Library recognizes all laws dictated at the federal, provincial or municipal level, including but not limited to:

1. The Criminal Code of Canada, in particular sections regarding sedition, hate propaganda and obscenity
2. The Ontario Film Classification Act which states that restricted materials cannot be distributed to those under 18, and authorizes the Ontario Film Review Board to classify films available for rent, borrow or purchase in Ontario. Callander Public Library classifies its films according to the Ontario Film Review Board ratings.

The Callander Public Library Collection Development Policy supports and complies with the following access guidelines and policies:

- CLA Statement on Intellectual Freedom (Appendix B)
- OLA Statement on Intellectual Rights of the Individual (Appendix A)

- OLA Position on Children’s Rights in the Library (Appendix D)
- Accessibility for Ontarians with Disabilities Act

## **Revision of Collection Development Policy**

This statement of policy will be revised as necessary or evaluated every three years.



## APPENDIX “A”

### ONTARIO LIBRARY ASSOCIATION STATEMENT ON THE INTELLECTUAL RIGHTS OF THE INDIVIDUAL

**In affirming its commitment to the fundamental rights of intellectual freedom, the freedom to read and freedom of the press, as embodied in the Canadian Charter of Rights and Freedoms, the Ontario Library Association declares its acceptance of the following propositions:**

1. That the provision of library service to the public is based upon the right of the citizen, under the protection of the law, to judge individually on questions of politics, religion and morality.
2. That intellectual freedom requires freedom to examine other ideas and other interpretations of life than those currently approved by the local community or by society in general, and including those ideas and interpretations which may be unconventional or unpopular.
3. That freedom of expression includes freedom for a creator to depict what is ugly, shocking and unedifying in life.
4. That free traffic in ideas and opinions is essential to the health and growth of a free society and that the freedom to read, listen and view is fundamental to such free traffic.
5. That it is the responsibility of libraries to maintain the right of intellectual freedom and to implement it consistently in the selection of books, periodicals, films, recordings, other materials, and in the provision of access to electronic sources of information, including access to the Internet.
6. That it is, therefore, part of the library's service to its public to resist any attempt by any individual or group within the community it serves to abrogate or curtail access to information, the freedom to read, view and listen by demanding the removal of, or restrictions to library information sources in any format.
7. That it is equally part of the library's responsibility to its public to ensure that its selection of material is not unduly influenced by the personal opinions of the selectors, but determined by the application of generally accepted standards of accuracy, style and presentation.

**Updated and Approved: Annual General Meeting November 7, 1998  
Ontario Library Association**

## **APPENDIX “B”**

### **CANADIAN LIBRARY ASSOCIATION STATEMENT ON INTELLECTUAL FREEDOM**

All persons in Canada have the fundamental right, as embodied in the nation's Bill of Rights and the Canadian Charter of Rights and Freedoms, to have access to all expressions of knowledge, creativity and intellectual activity, and to express their thoughts publicly. This right to intellectual freedom, under the law, is essential to the health and development of Canadian society.

Libraries have a basic responsibility for the development and maintenance of intellectual freedom.

It is the responsibility of libraries to guarantee and facilitate access to all expressions of knowledge and intellectual activity, including those which some elements of society may consider to be unconventional, unpopular or unacceptable. To this end, libraries shall acquire and make available the widest variety of materials.

It is the responsibility of libraries to guarantee the right of free expression by making available all of the library's public facilities and services to all individuals and groups who need them.

Libraries should resist all efforts to limit the exercise of these responsibilities while recognizing the right of criticism by individuals and groups.

Both employees and employers in libraries have a duty, in addition to their institutional responsibilities, to uphold these principles.

**Approved by Executive Council June 27, 1974**

**Amended November 17, 1983 and November 18, 1985**

**APPENDIX "C"**

**Callander Public Library**

**REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS**

Please complete and return to library staff.

Request initiated by:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Identify the material in question (e.g. title, author, edition/version, etc.)

\_\_\_\_\_

\_\_\_\_\_

To what in the material do you object? Please be specific:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Do you wish to be informed of our decision: YES  NO

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**STAFF USE ONLY**

Received by: Date: \_\_\_\_\_

## APPENDIX “D”

### OLA Position on Children's Rights in the Public Library

#### Children in Public Libraries have the right to:

1. Intellectual freedom
2. Equal access to the full range of services and materials available to other users.
3. A full range of materials, services and programs specifically designed and developed to meet their needs.
4. Adequate funding for collections and services related to population, use and local community needs.
5. A library environment that complements their physical and developmental stages.
6. Trained and knowledgeable staff specializing in children's services.
7. Welcoming, respectful, supportive service from birth through the transition to adult user.
8. An advocate who will speak on their behalf to the library administration, library board, municipal council and community to make people aware of the goals of children's services.
9. Library policies written to include the needs of the child.

## APPENDIX "E"

### REQUEST FOR CONSIDERATION OF PURCHASE OF LIBRARY MATERIAL

Please complete and return to library staff.

Request initiated by:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Identify the material you wish the library to purchase (e.g. title, author, edition/version, ISBN etc.)

\_\_\_\_\_  
\_\_\_\_\_

Do you wish to be informed of our decision: YES  NO

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### STAFF USE ONLY

Received by: Date: \_\_\_\_\_