

Policy: Operational - Collection Development

Department: Library

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Next Year of Review: 2019

The collections support the library's mission to stimulate the imagination and inquiry, through literature and reference, for culture and commerce. It is the goal of the Trillium Public Library to provide equitable access to ideas and knowledge. The Library is committed to making the collections accessible to people with disabilities by offering a choice of formats. This policy sets out the parameters for the development of the collections and decisions on the selection of materials and is the basis for collection evaluation, planning and budgeting.

Section 1: Scope and Size of the Collection

1. The library provides a collection of books and materials that is responsive to the needs and interest of a diverse community:
 - a) Including a variety of alternative formats,
 - b) Including multilingual materials in response to community need
2. The collections shall be balanced and represent diverse points of view and may include materials that some members of the public consider to be controversial in nature.
3. The presence of an item in the library does not indicate an endorsement of its content.
4. It may happen that materials in the collections meet the needs of students, but this is not the primary reason for their selection. It is the responsibility of schools to provide materials which support their curricula.
5. The library develops collections which include, but are not limited to, the following areas: fiction and non-fiction for adults, YA and junior; magazines, picture books, music, local history and local interest, adult literacy, and government documents.
6. The staff is responsible for developing profiles for each area of the collection to further define the scope of the collections. These profiles are tool for collection development and evaluation.

7. The library participates in consortia and in pools to broaden the scope and size of the collection. To provide users with print disabilities with a broader collection the library will join accessible format initiatives (the Centre for Equitable Library Access)

8. Recognized, professional standards will be used to determine the appropriate size of the collection. Planning for budgets and facilities must reflect these standards.

Section 2: Selection of Materials

1. The board delegates the responsibility for the collection to the Chief Executive Officer (CEO).

2. Selection responsibility for specific portions of the collections may be delegated to staff. In selecting materials, staff will use professional resources, judgment, knowledge and experience.

3. The staff will proactively solicit advice from, as well as anticipate the needs and interests of, the community.

4. What is ordered, and what remains in the collections, is based on the following criteria:

- a) recommendations by critics or reviewers
- b) public demand
- c) relationship of subject to existing collection
- d) importance of subject matter in relation to community needs
- e) authority or significance of author
- f) quality of writing, production and illustrations
- g) accessibility criteria and features
- h) authority and standards of publisher
- i) suitability of format for library use
- j) Canadian content

Section 3: Withdrawal and Replacement of Items

1. An up-to-date, attractive and useful collection is maintained through a continual withdrawal and replacement process.

2. The ongoing process of withdrawal is the responsibility of the CEO. This responsibility may be shared with other members of the staff.

3. Items will be withdrawn based on the ALA's Crew Method for weeding the collection.

4. Withdrawn material may be discarded or sold.

5. Replacement shall depend on demand for the title, availability of the title, availability of more current material on the subject, and the extent to which the subject is already covered in the collection.

Section 4: Intellectual Freedom

The Bruce County Public Library adheres to the following statements on intellectual freedom:

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 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.

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.

Section 5: Suggestions to Purchase

Suggestions from the community for the purchase of items are always welcome and are given due consideration.

Section 6: Gifts and Donations

The library accepts gifts of books, other materials, or money for the purchase of specific items, with the understanding that they will be added to the collection only if appropriate, needed and contribute to a balanced collection. For addition to the collection, gifts and donations must meet the general selection guidelines. Tax receipts are not issued for donations of materials. Materials not added to the collection are discarded or sold.

Section 7: Requests for Reconsideration

Individuals who object to materials in the collection may express their concern by filling out a 'Request for Reconsideration of Library Material' form. The final decision concerning Library materials rests with the Bruce County Public Library Board. Responses to these requests are guided by the board's position that :

- a) people have the right to reject for themselves material of which they do not approve but they do not have the right to restrict the intellectual freedom of others
- b) it is the right of parents and legal guardians to develop, interpret and enforce their own code of ethics upon their minor children

Section 8: Controversial Issues

1. The Bruce County Public Library is a resource where many points of view and modes of expression can be examined without hindrance. No ideas and opinions have universal acceptance or condemnation in a pluralistic society. The use of language, either descriptive or expressive, can in itself stimulate controversy.

2. The Bruce County Public Library, therefore, recognizes the right of individuals to express opposition to authors' ideas or to their creative exercise of language in materials selected for the library. However, the Bruce County Public Library will not engage to satisfy customers by removing items purchased in compliance with the principles of this policy. Selection of material cannot be influenced by any anticipated approval or disapproval of its intellectual content by sectors of the community.

3. The Bruce County Public Library complies with any law enacted at the federal, provincial or municipal level, and therefore does not collect or maintain material which has been adjudged obscene or pornographic, or has been banned by the courts. The relevant sections of the Criminal Code of Canada are: sedition, hate propaganda and obscenity.

4. The presence of an item in the collection does not indicate an endorsement of its contents by the Bruce County Public Library, but rather is an affirmation of the principle of intellectual freedom as embodied in the Canadian Library Association Statement on Intellectual Freedom.

5. The following will not cause an item to be automatically included or excluded from the collection:

a) race, religion, nationality or political views of an author

b) frankness or coarseness of language

c) controversial content

d) endorsement or disapproval of an individual or group

e) language of the text

6. The Library will neither undertake to mark items to show approval or disapproval nor expurgate any materials.

7. Physical access to materials will not be restricted except for the express purpose of protecting an item from damage or theft. Library customers have open access to all the Library's collections with certain limited exceptions.

Related Documents:

Bruce County Public Library Collection Plan

Ontario Library Association Statement on the Intellectual Rights of the Individual

Canadian Library Association Statement on Intellectual Freedom