

COLLECTION DEVELOPMENT POLICY

Adopted Date: September 2005

Revision Date(s): Dec. 2007, Dec. 2009, Nov. 2011, Dec. 2013, Nov. 2015, Nov. 2017

Review Date: November 2019

Purpose of the Policy

To provide a statement of philosophy and criteria for developing collections of materials which reflect the mission and strategic plan of the Wainfleet Township Public Library.

Specific purposes of this policy:

- To state publicly the principles of selection upon which material is chosen
- To define responsibility for selection and identify the delegation of selection responsibility
- To establish procedures to deal with recommendations for purchase and objections lodged against particular materials by community residents
- To provide direction for staff in collection development and collection maintenance

Responsibilities

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

The Library Board delegates this responsibility to the Chief Executive Officer who in turn delegates it to qualified staff. Qualified Library staff are responsible for following the guidelines established to carry out collection development tasks.

The Library holds that the responsibility for the use of materials by children and/or young adults rests with their parents or legal guardians, not the staff of the Wainfleet Township Public Library. The Library's selection and classification of materials does not eliminate the possibility that children and/or young adults may obtain items that their parents or legal guardians may consider inappropriate.

Scope of Collection

The primary responsibility of the Wainfleet Township Public Library is to service patrons by providing a broad choice of materials to meet their informational, educational, cultural and recreational needs. The goal is to establish a balanced collection which adequately represents various points of view on a subject.

Controversial Issues

The Wainfleet Township Public Library Board recognizes that some materials in the collection may offend some individuals or groups because of language, moral implication or religious or political points of view expressed. However, selection will not be made on the basis of any anticipated approval or disapproval but solely on the evaluation by staff of the item's merit, authenticity, honesty of presentation and use to the community.

The Wainfleet Township Public Library Board does not advocate particular beliefs or points of view and the presence of an item in the collection does not indicate endorsement of its content.

The Wainfleet Township 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 judged 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.

Collection as Part of a System in Ontario

The Wainfleet Township Public Library recognizes that given budget and space limitations the information needs of the Wainfleet Community cannot be met through the resources of the Library alone. To supplement the Library's permanent collection, information may be found through Interlibrary Loan, shared pools, partnerships and/or consortiums, and the internet.

General Principles of Selection

The Wainfleet Township Public Library endorses the *Statement on the Intellectual Rights of the Individual* adopted by the Ontario Library Association in 1998, and the *Principles of Intellectual Freedom* adopted by the Canadian Library Association dated June 27, 1974, amended November 17, 1983 and November 18, 1985. See attached appendices A and B respectively.

Recognizing the responsibility of a Canadian public library to make works on Canada and works by Canadian writers widely available, the Wainfleet Township Public Library shall acquire Canadian materials in all categories following the established selection guidelines.

The Wainfleet Township Public Library is responsive to our community by selecting non-print formats such as audio cassettes, CDs, CD-ROMs, videos, DVDs and electronic databases. Materials in these formats are judged by the same criteria as the print materials. With respect to selection of fiction

paperbacks, the emphasis is on popular interest as these may have only temporary value.

Since the primary language of the Wainfleet Township Public Library community is English, the Library shall collect materials predominately in English. The Library shall endeavour to meet the needs of patrons who require materials in languages other than English through participation in the Interlibrary Loan network and through Foreign Language Collection.

Providing access to the historical past of Wainfleet and the surrounding area is an important function of the Library. Works by and about local authors, and materials relating to the history of Wainfleet and area shall be acquired if they meet the selection standards of the Library and prove suitable to the community's needs.

The Library's collection provides materials for self study but is not primarily designed to supply material for academic study or exhaustive research. Textbooks and other materials needed for formal courses of study by elementary and secondary schools, and post-secondary institutions of learning will not necessarily be provided.

If there is considerable topical interest in the subject matter and a manifest public desire to read and judge the book first hand, a title may be included which is not accurate, according to the best scientific opinion.

Library materials will not be marked or identified to show approval or disapproval of the contents. No catalogued item will be placed on closed shelves, except because of space limitations or to protect it from damage or theft.

Materials which obviously foster religious or racial intolerance are outside the scope of this collection.

The Library acquires materials not only for its present users but also for those who have not traditionally been library users.

Criteria for Material Selection

The purchase of materials for the Library's collections is based on numerous criteria. An item need not meet all criteria to be acceptable.

- Suitability of physical form for library use
- Relation to existing collection and other material on the subject
- Interests and needs of the community
- Popular demand
- Current trends
- Attention of reviewers, critics and publishers

- Quality of content
- Reputation and authority of author
- Availability of funds and space
- Clarity, accuracy and logic of presentation
- Timeliness or permanence of the work
- Comprehensiveness
- Balance of viewpoints in collection
- Canadian content or connection
- Local content or connection
- Accessibility of material in other libraries

Composition of the Collection

Adult Collection:

Selection of print and non-print materials for the adult collection will not be restricted by the existence of an open access policy. The Library's goal is to provide a well-rounded collection of reference and circulating materials that will satisfy the most general and frequent needs of our residents. Selection emphasizes standard works in major fields of knowledge, basic reference materials and a current browsing collection.

Young Adult Collection:

Collections of print and non-print materials are provided for young people ranging in age from 13 to 17 years, to ease the transition from children's to adult literature. Based upon the same criteria for adult fiction, this collection is designed to appeal to the changing reading levels, interests and informational needs of young people.

Children's Collection:

Print and non-print fiction and non-fiction materials are provided for children up to the age of 12 years. These collections are provided for the interest, information and enlightenment of the children in the community. They are selected to reflect the varying ages, abilities and interests of children.

Sources of Material

In choosing sources of material for the collection, preference will be given to suppliers who:

- Are Canadian

- Provide cataloguing and processing services
- Offer the best discounts
- Provide the fastest, most efficient and cost-effective service

Donations

The Wainfleet Township Public Library accepts donations of books and other materials. Donations are added according to the same criteria employed for the selection of purchased materials. No condition may be imposed by the donor in the Library relating to any item after its acceptance. Once received, materials are the exclusive property of the Library, and the Library may make whatever disposition of the materials which is deemed appropriate. Materials not added to the collection may be offered to other libraries, sold or discarded.

Receipts will not be issued for donations of used materials. Receipts may be issued for donations of new materials when accompanied by an invoice verifying its value. The Library does not provide itemized lists of donated materials.

Recommendations for Purchase

Suggestions from the public for the purchase of books and other materials not in the Library's collection, are referred to appropriate staff and are considered under the terms of the Library's selection criteria. Patrons are invited to complete the "Suggested Purchase Form" to initiate the process. See attached appendix C.

Reconsideration of Material

The Library recognizes the right of an individual or group to make a complaint about the inclusion of material in the Library's collection. Request for reconsideration may be submitted to the Library's CEO for review and appropriate action. See attached appendix D.

Upon receiving the written complaint, the Library's CEO shall review it in light of the Library's selection criteria.

If the inclusion of the item in the Library's collection is found by the CEO to be legitimate and justifiable based on the guidelines set out by the Collection Development Policy, the policy shall be explained in writing to the complainant and no further action need be taken.

If the inclusion of the item in the Library's collection is found by the CEO to be questionable based on the guidelines set out by the Collection Development Policy, the item will be temporarily withdrawn from the collection and the Wainfleet Township Public Library Board will be asked by the CEO to make a

decision on the matter. The Wainfleet Township Library Board will communicate that decision in writing to the complainant.

Collection Maintenance

The systematic withdrawal of materials is necessary to maintain an attractive, up-to-date and relevant collection. Weeding is an on-going process of continuous evaluation of the Library's material and is intended to remove from the collection items that are no longer of interest or use to the Wainfleet community.

The decision to withdraw library materials shall be based on a number of criteria including physical condition, use of material as determined by the last date of loan or by the number of loans in a designated time period and the age of the materials as a misinformation factor.

Weeding is conducted by qualified staff under the supervision of the CEO. The withdrawal of material by staff has the added benefits of broadening staff awareness of the collection's scope and of alerting staff to gaps and materials requiring replacement or updating.

The physical condition and content of weeded materials determines whether they are added to the Library's book sale in order to produce extra income for the Library, donated to another library or non-profit group or sent for recycling.

Materials destined for book sale are not "held" for individual patrons to purchase but are offered on a first-come, first-served basis.

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,
Ontario Library Association
1998 Annual General Meeting
November 7, 1998

Appendix B

Canadian Library Association

Principles of Intellectual Freedom

Approved by Executive Council ~ June 27, 1974; Amended November 17, 1983; and November 18, 1985

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.

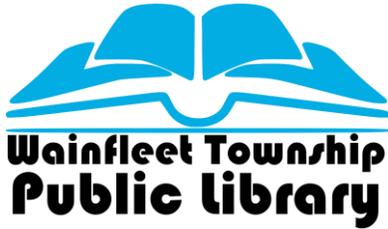
It is the responsibility of libraries to guarantee and facilitate access to all expressions of knowledge and intellectual activity, including those which some elements of society may consider to be unconventional, unpopular or unacceptable. To this end, libraries shall acquire and make available the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

It is the responsibility of libraries to guarantee the right of free expression by making available all 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.

Appendix C



Suggested Purchase Form

The Wainfleet Township Public Library welcomes patrons' suggestions for additions to the collection. Please check our catalogue to ensure that the Library does not already own the item. The Library does not purchase all recommended titles. Suggestions will be evaluated according to our Collection Development Policy. Usually titles older than two years are not purchased. Older, specialized or out-of-print items may be requested through interlibrary loan. The Library does not consider suggestions for items not yet published or released.

Patron's Full Name _____

Library Card Number _____

Title _____

Author/Performer _____

Additional Information _____
i.e., source, publication date

Format: ___ Book ___ DVD ___ Video ___ CD ___ Cassette ___ Large Print

If you suggested a book, would you like it reserved for you if purchased?

___ Yes ___ No

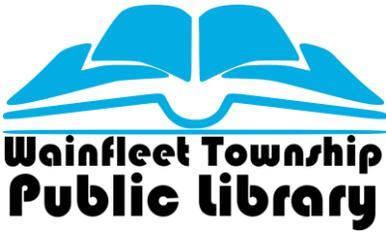
Patrons may place holds on audiovisual materials when they appear in the Wainfleet Township Public Library catalogue.

Date

Staff Name

The collection of information on this form is subject to the provisions of the Municipal Freedom of Information and Protection of Personal Privacy Act. This information is used for library-related purposes only. Please direct any inquiries to the CEO, Wainfleet Township Public Library, 905-899-1277.

Appendix D



Request for Reconsideration of Library Materials

Kindly complete all sections of the form below so that we can fully understand your specific concerns regarding the item. Please use a separate sheet if necessary.

Request Initiated By: _____

Library Card Number: _____

Address: _____

Home Telephone: _____ Business Telephone: _____

Email Address: _____

If this request is made on behalf of an organization or group, please identify:

Author (if applicable): _____

Title: _____

Format (e.g book, DVD, CD): _____

1. Have you read, viewed, or listened to this material in its entirety? ___Yes ___ No

2. If no, which parts have you read, viewed, listened to? Please be specific.

3. Please state your specific objections to this work. Cite pages or sections, if possible.

4. What do you think might result from reading, viewing or hearing this material?

5. Have you seen/heard any promotions or read any reviews about this work? If so, please identify.

6. What do you propose the library do about this material?

7. Could you suggest alternative material in its place?

8. Have you read the attached Collection Development Policy?

Yes No

This request will be reviewed by the Chief Executive Officer, and you will be informed of her decision.

Thank you for your comments

Date

Patron Signature

Staff Name

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