

OP 04 Collection Development

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1.0 Overview

This policy establishes the basis for the Library's collection development process to include selection and withdrawal of material, and collection evaluation.

The Board delegates the responsibility for collection development and evaluation to the CEO, who may in turn delegate to qualified staff.

2.0 Scope of Collection

The Library shall develop a collection of materials in a variety of formats, for all ages, that is responsive to the needs and interests of the community and that reflects community diversity.

The collection shall include, but is not limited to, material from the following areas: fiction and non-fiction for adults, young adults and children, newspapers, periodicals, multimedia, electronic resources, local history and local interest, and adult literacy.

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

The collection will include formats to facilitate equity of access to persons with print disabilities.

Careful consideration is given to the introduction of new formats to Library collections. Budget considerations, community needs and the probable impact on existing resources are all reviewed before items are selected and introduced to collections in a new format.

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

3.0 Selection Guidelines

Selection will be based on the following criteria, and is based on the work as a whole, not by a part taken out of context:

- recommendations by critics or reviewers;
- public demand;
- timeliness;
- budgetary and space constraints;
- relationship of subject to existing collection;
- relevance to community interests and needs;
- accuracy, authoritativeness, and objectivity;
- authority, skill, competence, and/or significance of author/originator/creator;
- quality of writing, production and illustrations;
- clarity, accuracy, and logic of presentation;
- authority and standards of publisher;
- availability of materials through other sources (including other libraries);
- suitability of format for library use; and
- Canadian content.

The Board establishes the following guidelines for material selection:

- Development of the collection shall be based on Board policy regarding intellectual freedom.
- The collection shall be balanced and represent diverse points of view. The collection may include materials that some members of the public consider to be controversial and selection decisions will not be made on the basis of anticipated approval or disapproval. The presence of an item in the Library does not indicate the Library's endorsement of its content.

- Responsibility for children's use of materials rests with their parents and legal guardians and is outlined in the Board's Policy on Children's and Teens Services.
- The Library accepts the responsibility of providing supplementary materials and materials useful for life-long learning. It may happen that materials in the collections meet the needs of students, but this is not the primary reason for their selection as it is the responsibility of schools to provide materials which support their curricula.
- Movies and video games are restricted to cardholders of the age category, due to legislation.
- The Library does not cater to, nor discriminate against, any religious group. Selection is based on the authoritativeness of the presentation along with space limitations.
- Professional material will be acquired based upon the broad appeal of the subject nature.
- As the Library recognizes the need to provide information in both of Canada's official languages, materials will be accessible in the French language within budgetary and space limitations. The Library shall purchase material in a variety of different languages based on public demand, budgetary and space limitations.
- The Library openly provides materials pertaining to sex education for all age levels, based on their authoritativeness.
- The Library acknowledges a particular interest in local history, and it takes a broad view of works by and about local authors as well as general works relating to the area, regardless of the materials meeting the standards of selection in other respects.
- Materials in series are evaluated as individual titles and are added or rejected as they do, or do not, meet the selection criteria.
- The Library complies with any law enacted at the federal, provincial, or municipal level, and therefore does not collect or maintain items which have been judged obscene or pornographic or have been banned by the courts. The relevant sections of the Criminal Code of Canada are: sedition, hate propaganda, and obscenity.
- As outlined in our Respect and Acknowledgement document (FN05), the Whitchurch-Stouffville Public Library will provide collections relating to Indigenous cultures, languages, and peoples, including books, audio and video materials. Our collection will include titles by and about First Nation communities and will include titles presented in the First Nation Communities Read program. Our teen and adult materials will also include First Nations and Metis graphic novels, and a selection of DVDs on history, culture and native issues.

4.0 Collection Evaluation

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

1. The ongoing process of collection evaluation is the responsibility of the CEO.
2. Items will be withdrawn based on the Continuous Review, Evaluation and Weeding (CREW) method for weeding collections.
3. Withdrawn materials may be discarded or sold.
4. 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.

Established norms with regard to holdings, resource sharing, annual additions and withdrawals, i.e. Wisconsin Public Library Standards, will be considered when evaluating the collection.

5.0 Communications from the Public

Suggestions from the public for the acquisition of items shall be given due consideration.

Requests may pertain to the reconsideration, withdrawal or access restriction of a specific item in the collection.

Complaints must pertain to a specific item in the collection, clearly state the objections to the material, include any external reviews that were consulted, and include a recommendation for action to be taken with respect to the material.

Any requests or complaints from the public shall be submitted in a format established by the CEO.

Responses to these requests or complaints shall be guided by the Board's position that:

- 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 (see Policy FN04 Intellectual Freedom); and
- it is the right of parents and legal guardians to develop, interpret and enforce their own code of ethics upon their minor children.

6.0 Donations

The Library is pleased to receive gifts of money or materials. Donated materials will be subject to the same criteria for inclusion in the collection as purchased material. The Library reserves the right to refuse gifts and/or donations which it deems inappropriate or unsuitable

for the Library's mission, goals, objectives, and best interests. The Library will not accept materials which are not outright gifts.

Donated materials will be used, sold, or disposed of at the Library's discretion. The Library has no obligation to inform the donor of the disposition of donated materials. Tax receipts are not issued for donations of materials.

7.0 References

- FN04 Intellectual Freedom
- FR01 General Gift Acceptance
- Canadian Library Association Position Statement on Intellectual Freedom