

COLLECTION DEVELOPMENT POLICY

Policy level: Operational

Author: Director of Library Services

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1. Purpose

The purpose of this policy statement is to clarify the criteria used for selecting and acquiring materials, as well as the responsibility for maintaining the Stormont, Dundas and Glengarry County Library's collections.

2. Scope

This Collection Development Policy applies to all formats in the Library collection, including print, non-print, audio-visual and electronic materials.

3. Guiding Principles

The Mission of the Stormont, Dundas and Glengarry County Library – hereafter referred to as “the Library” – is to ‘Connect. Create. Explore’; in doing so, the Library strives to make a positive difference in the lives of everyone in SDG. The Library's collections are one of the primary ways this Mission is realized. The Library provides a dynamic collection of materials that is regularly evaluated and made available in a variety of formats, to serve the needs and support the interests of all members of our community.

Community input is obtained through direct suggestions from the public, discussions with stakeholder groups, and continually evaluating the needs of the various cultural groups within SDG. Special consideration is given to materials with local authorship, content, or relevance.

The Library endeavors to provide equitable access to its collections through a service delivery model which rationalizes the location, scope and focus of collections. In addition, items may be delivered to any branch at the user's request. The materials budget is maximized through coordinated and controlled expenditure.

Basic to the Library's Collection Development Policy is the Ontario Library Association's Statement on Intellectual Rights of the Individual. (See Appendix A)

4. Policy

Responsibility for Selection

The responsibility for collection materials legally rests with the Stormont, Dundas and Glengarry County Library Board. The Board, in turn, delegates the selection and withdrawal of materials to the professional staff who are responsible for the Library's collections on a day-to-day basis.

Suggestions for purchase are welcomed from members of the public. All suggested purchases are reviewed by Library staff who apply the same selection criteria that are applied to all other materials purchased.

Selection Principles

The Library has established the following goals of selection:

- To maintain a well-balanced and broad collection of materials for information, enjoyment, reference and research;
- To foster intellectual growth, lifelong learning, and the formal and informal education and enlightenment of the community;
- To provide materials for the recreational and leisure pursuits of the public; and
- To stimulate thoughtful participation in community affairs by providing access to a variety of opinions and ideas.

To assist in the process of selection, the following principles are used to judge the quality and quantity of items that are chosen:

- Contemporary materials representing various points of view, which are of current interest and possible future significance, including materials which reflect current conditions, trends and controversies;
- Materials designed to increase the individual's ability to function effectively as a member of society;
- Materials which provide access to practical information which develops the individual's dependence on self, thereby enhancing quality of life;
- Materials which provide an aesthetic experience, stimulate imagination, and increase the individual's potential for creativity;
- Materials, including the experimental or controversial, which may extend the individual's capacity to understand the world in which they live;
- Materials which entertain and which may enhance the individual's enjoyment of life;
- Materials which thoughtfully interpret, document or illuminate the past; and
- Materials which reflect the diverse linguistic or cultural heritage of the community.

Recognizing the responsibility to make works by local and Canadian writers widely available, the Library shall acquire Canadian materials in all categories, where appropriate.

Selection Criteria

When selecting materials for the Library's collections, staff considers:

Non-fiction

- Purpose and importance
- Authority and reputation
- Accuracy
- Style, clarity and presentation
- Access
- Format
- Need
- Demand
- Price
- Relationship to other items in the collection
- Quality of illustrations or art
- Positive reviews in recognized library reviewing sources.

Fiction

- Style
- Creativity
- Characterization
- Literary merit
- Appeal
- Demand
- Price
- Need
- Relationship to other items in the collection
- Quality of illustrations or art
- Positive reviews in recognized library reviewing sources.

Accessible Collections

Many of the resources available at the Library are suitable for patrons with print disabilities.

- a. Vision Enhancements:
 - Downloadable eAudiobooks
 - Downloadable eBooks – the settings can be adjusted with the majority of our downloadable eBooks to suit personal preferences for text size and typeface
 - Books on CD
 - DAISY (Digital Accessible Information System) books
 - Large Print Books
- b. Hearing Enhancements:
 - Many DVDs have a sub-title option
 - Many of our databases have text-to-speech capabilities

Children's Collections

The Library's children's collections serve children from infancy through age twelve (12). Materials for these collections reflect the wide range of reading and interest levels that this age group includes. The children's collections exist to encourage children to develop a lifelong habit of reading for both recreational and informational needs. Materials for children shall be chosen in accordance with the Library's overall collection development and selection principles.

Teen / Young Adult Materials

Teen – or Young Adult – materials are selected to meet the informational and recreational needs of teens aged approximately thirteen (13) through eighteen (18). While an effort is made to provide materials that support the developmental stages of all teens, Young Adult collections are not intended to be comprehensive, serving all the needs and interests of teens, nor is it the Library's intention that teens should be confined to the use of these materials. Materials for teens shall be chosen in accordance with the Library's overall collection development and selection principles.

Parental responsibility

Responsibility for a child's or teen's choice and use of materials rests with their parent(s) or legal guardian(s). The Library believes in the freedom of the individual, and the right and obligation of parents(s) or legal guardian(s) to guide, develop, interpret and maintain their own code of values within their family.

Library users of all ages have open access to the Library's collections. Selection for the adult collection is not restricted by the possibility that children or teens may access materials their parent(s) or legal guardian(s) may consider inappropriate.

Textbooks / Homeschooling needs

School libraries serve the curriculum needs of students. The Library does not attempt to acquire textbooks or other curriculum-related materials except as such materials may also serve the general public. The Library recognizes the need to provide a wide variety of cultural and recreational reading matter for students in traditional schools and those being homeschooled, and to provide basic materials for students seeking to complete assignments outside of school hours.

Collection Maintenance

Up-to-date, attractive and useful collections are maintained through a continual process. In order to maintain a relevant collection, it is necessary to withdraw and replace materials from Library collections regularly and systematically. The following criteria are considered when withdrawing materials:

- Accuracy
- Timeliness
- Physical condition
- Frequency of use

- Availability of other copies
- Relevance to needs and interests of the community

If still needed, items may be replaced or repaired. Replacement depends on the demand for the title, the availability of more current materials on the topic, and the extent of the coverage of the subject in the collection.

Controversial Material

The Stormont, Dundas and Glengarry County Library Board regards the right of access by an individual to information, controversial or non-controversial, through the public library as an important element of a democratic society.

The presence of any material in the Library does not indicate an endorsement of its contents. The Library recognizes that some materials are controversial, and that any given item may offend some patrons. Selection will not be made on the basis of anticipated approval or disapproval, but solely on the evaluation of the item's literary merit, authenticity, honesty of presentation, and use to the community. In the case of controversial issues, effort is made to see that all points of view are represented. While Library staff will attempt to guide individuals and groups to materials suitable for their use, the ultimate responsibility for the choice made by the patron lies with the patron and/or their parent(s) or guardian(s).

The Library does not acquire materials that violate the Criminal Code definition of "obscene material", "seditious material", or "hate propaganda".

Reconsideration of Materials

Request for reconsideration of material must be made in writing and on the understanding that selection will not be determined by pressure from any group or individual, nor will material serving the purpose of the Library be removed from the collection. Completed Request for Reconsideration of Library Material forms (See Appendix B) are forwarded to the Director of Library Services (or designate) for review, and a written response will be sent within seven (7) business days.

If the patron is still not satisfied, the complaint will be forwarded to the Stormont, Dundas and Glengarry County Library Board for its consideration. The Board and the Director of Library Services will jointly rule on the complaint, and the Director will report the decision to the complainant within thirty (30) days of the next regular Library Board meeting.

Labeling of collections

The Library does not label materials to indicate approval or disapproval of the content, nor does it expurgate (remove matter thought to be objectionable or unsuitable from a book or account) any material in the Library's collections. No catalogued book or other item will be placed on closed shelves, except due to space limitations or to protect it from damage or theft.

Appendix A:

Ontario Library Association (OLA) -- 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:

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.

1. 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.
2. That freedom of expression includes freedom for a creator to depict what is ugly, shocking and unedifying in life.
3. 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.
4. 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.
5. 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.
6. 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.

Approved, OLA Board of Directors, December 2003

Reaffirmed, OLA Board of Directors, December 2005



Appendix B – Request for Reconsideration of Library Material

First Name(s)	Last Name
Address	
Town/City	Postal Code
Telephone: Home	Cell
Email	
Organization Represented: _____	

Request for Reconsideration of Library Material

Author/Producer: _____

Publisher: _____

Title: _____

Call no.: _____

Date/Edition: _____

Type of material (please circle)

Book Magazine/Newspaper DVD/CD Electronic Database Audio

Other (please specify) _____

Did you read, view, or listen to the entire work or a portion of the work? ALL PART

What do you find objectionable or unsuitable about the material?
(Please be specific: cite pages, scenes, quotations, etc.)

What reviews of this material have you consulted?

Is there anything good about this material?

What brought your attention to this material?

What action do you recommend be taken on this material?

Date: _____ Signature: _____

LIBRARY USE ONLY

Receiving Branch: _____

**Please send immediately to Director of Library Service's attention.*