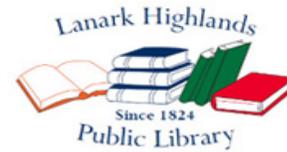

Lanark Highlands Public Library



Policy Type:	Operational	Policy Number:	OP-11
Policy Title:	Collection Management	Initial Policy Approval	September 2019
		Year of Next Review:	September 2022

Collection Development Policy

Section-1 General Policy Guiding Selection

The responsibility of the Library to the community in its selection is two-fold. It must meet the needs of the community, yet being tax-supported by these same people, it must temper its selection with judgment. The collection should be extensive, comprehensive and current, serving the cultural, information and recreational needs of the entire community. While conforming to the interests, needs and abilities of the community, the Library is in no way restricted by them. Consideration is given to the fact that interest may not come into existence without the material to create it. The Library has a responsibility to foster interest as well as sustain it.

The purpose of the Collection Management Policy is to:

- outline Library Board policy for the development and maintenance of Library materials.
- establish protocols for customers to provide input.
- familiarize people with the philosophies, principles and processes that are involved with maintaining an excellent Library collection.

Lanark Highlands Public Library acts in compliance with federal and provincial legislation including the Canadian Copyright Act and other laws governing intellectual property, the Criminal Code of Canada, and other legislation, such as the Accessibility for Ontarians with Disabilities Act (AODA).

The Lanark Highlands Public Library Board applies the following Foundation Statements to collection management:

- Ontario Library Association Statement of Intellectual Freedom.
- Canadian Federation of Library Associations Statement on Intellectual Freedom and Libraries
- Ontario Library Association on Children's Rights in the Library.
- Ontario Library Association Teen's Rights in the Public Library.

Section-2 Collection Development Goals

The Library's major goals in the selection of library materials are as follows:

1. To maintain a well-balanced and broad collection of materials for pleasure, information and research.
2. To provide materials that nurture life-long learning
3. To provide recreational resources

The Library provides collections for all, regardless of race, creed, colour, occupation or financial position, age or gender. To achieve these goals, the Library staff shall endeavour to:

1. Select materials which represent all sides of a wide range of issues
2. Consider materials in terms of timeliness, demand, quality and authority
3. Develop collections of materials in a variety of genres and formats
4. Provide materials in accessible formats
5. Acquire materials for all ages and levels of comprehension
6. Develop collections on specialized topics

Section-3 Collection as part of the system

The Board endorses the value of resource sharing and recognizes that the information needs of the community cannot be met through the resources of Lanark Highlands Public Library alone. The Board views the Library's permanent collection as one essential element in an information system which also includes interlibrary loan, the sharing of resources and cooperative resource development with neighbouring libraries, and supplementary deposit collections coordinated by the Ontario Library Service. The library will strive to complement the information services of schools, agencies and other organizations but will not assume their function.

Section-4 Responsibility for the collection

The selection and discarding of books and other library materials is vested in the CEO and, under the CEO's direction, in the members of the staff.

Section-5 Content of the collection

Lanark Highlands Public Library will provide as wide a spectrum of materials as budget and space limitations will allow, with emphasis on:

1. Materials which record and communicate historical, scientific, social and cultural knowledge;
2. Materials of current and future significance and interest;
3. Materials which stimulate imagination, creativity and curiosity;
4. Materials which increase the individual's ability to function as a productive member of society;
5. Materials which entertain and thus enhance the individual's enjoyment of life.

Section -6 Types of Materials

The Library shall provide in its collection those types of materials that best help it to meet its goals and objectives. Books shall be of primary importance. Other types of material shall include magazines, non-print materials such as audio, video, digital and online databases.

The Lanark Highlands Public Library delivers Library materials and services to people unable (usually for physical reasons) to visit our facility. The Library purchases titles and formats in consideration of this service.

Section -7 Balanced expenditures

In planning the annual materials budget, balanced consideration will be given to the following main areas of collection development:

1. Current materials, to keep the collection up-to-date
2. Materials to build the collection in those areas in which it is lacking.

In planning for annual collection spending by category and format, a comprehensive collection analysis is completed. This analysis captures turnover, inventory, circulation and previous funding rates for each subcategory of the entire collection.

Section -8 Deselection

1. Deselection is a crucial aspect of maintaining healthy, vigorous and current collections. In order to maintain an active working collection of high standard, materials shall be withdrawn using the CREW (Continuous-Review-Evaluation-Weeding) method, from the collection on a regular and systematic basis for the following reasons:
 - a) To remove materials which are no longer useful in the light of the goals and objectives of the library
 - b) To remove materials whose contents are out-of-date and therefore potentially misleading
 - c) To remove materials which are no longer of interest to the community and are not circulating
 - d) To remove damaged, unhealthy or worn-out materials
 - e) To make room for new materials coming into the collection
 - f) If housing space for the collections becomes compromised
2. The CEO shall have overall responsibility for the materials withdrawn from the collection.
3. Attempts will be made to sell withdrawn materials to produce extra income for the Library first, then donated to local organizations, and finally recycled in a responsible manner.

Section -9 Gifts and donations

The Library welcomes new and used gifts of books and other materials, only if they are suitable to the needs of the Library. The same principles of selection which are applied to purchases are applied to gifts.

Donated items are added to the collection, sold for fundraising, redirected to another community organization or recycled. Materials in poor and unhealthy physical condition will not be accepted.

Donations to our collection may be made by a specified cash amount which enables the Library to purchase new material. Cash donations qualify for a tax receipt.

Given the volume of donations received, significant staff resources are required to manually process donated items, including evaluating, cataloguing or redirecting. As a result, we are unable to provide itemized lists of donations or provide follow-up on the status of a donation.

Gifts of books and other materials are accepted on the understanding that the Library retains unconditional ownership of the gifts, and that if it cannot use them, the Library may discard them at any time and in any way it sees fit. The Library is not responsible for informing the donor of such disposition.

Except for temporary exhibit purposes, the Library does not accept storage responsibility for books, documents, or objects owned or controlled by groups or individuals.

Section -10 Requests for Purchase

Customers, staff and volunteers are invited to submit suggestions for purchase in the spirit of encouraging customer-driven selection for a portion of our collection. These requests for purchase are subject to the Library's selection guidelines and budget restrictions.

People requesting titles, that are not subsequently purchased, may be referred to other local libraries or the title may be requested through our interlibrary loan service.

Section -11 Composition of the collection

The composition of the Library collection shall reflect the needs and interests of the community of Lanark Highlands as determined by analysis and experience on the part of the Library staff. The collection shall be composed of the following major parts:

1. Adult

a) Fiction

The Library recognizes the need to accommodate the varying tastes, interests, purposes and reading skills of its clients. While there is no single standard of literary quality, preference will be given to fiction that contributes to the balance of the collection with regard to:

- Types and styles of literature;
- Subjects treated;
- Patron appeal.

While it is not possible to keep all retrospective materials, access to these works will be maintained through the interlibrary loan network.

b) Local History & Local Authors

Lanark Highlands Public Library collection features local history resources, which generally includes documents, publications, and other resources relating to the history of the Township of Lanark Highlands and surrounding area. Local authors are also featured in the Library collection. Local author publications will be accessed for acquisition with the established selection criteria. The Library will acquire new material pertaining to the history of the Township of Lanark Highlands and surrounding area and local author publications using the established selection criteria. Many of the local history and local author titles are donated. The local history collection includes circulating and non-circulating material.

c) Non-Fiction

A collection of circulating books covering all topics represented by the Dewey Decimal Classification system will be maintained. For examples, please refer to, the [Dewey Decimal Classification Chart](#).

2. Young adult

A collection specifically selected for young adults, from ages 12 to 16 years will be maintained. The importance of adolescence as a crucial growing phase is recognized and accordingly materials dealing with awareness of self, hero-worship, conformity, sex, concern with the future, and evaluation of beliefs will be selected. As paperback is the book format of choice for this age group, it will be preferred over hardcover where appropriate.

3. Children

A collection of fiction, non-fiction and reference titles will be maintained for children up to the age of 12 years.

4. Other materials

a) DVD's recordings

DVD's are selected to meet the recreational needs of children, young adults and adults. The library offers a wide variety of videos representing differing tastes, interests and backgrounds.

c) Magazines

A variety of magazines for all ages and reading levels will be provided.

f) Multilingual materials

Materials in languages other than English will be provided to library clients through the interlibrary loan system.

Section -12 Intellectual freedom

The public library is a democratic institution, and no individual or minority group should be allowed to limit the community's freedom to read. Democracy cannot flourish unless material representing all viewpoints is freely available. Lanark Highlands Public library subscribes to the following statement on "Intellectual Freedom", ratified by the Canadian Library Association as amended in 1985, which affirms its commitment to the following basic policies:

- 1) All persons in Canada have the fundamental right, as embodied in the nation's Bill of Rights, 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.
- 2) Libraries have a basic responsibility for the development and maintenance of intellectual freedom.
- 3) 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.
- 4) 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 which need them.
- 5) Libraries should resist all efforts to limit the exercise of these responsibilities while recognizing the right of criticism by individuals and groups.
- 6) Both employees and employers in libraries have a duty, in addition to their institutional responsibilities, to uphold these principles.

The library also subscribes to the Ontario Library Association (OLA) "Statement on the Intellectual Right of the Individual" and to the OLA "Children's Rights in the Public Library".

Section -13 Materials not selected

- Materials that violate legislation will automatically be excluded from the Library's collection.
- Original historical publications, artifacts or documents will be referred to the Lanark Highlands Museum or local archives.
- Textbooks and curriculum-related works are not purchased or accepted unless they are considered useful to the general reader as an introduction to a subject, are the only source of information, or because their content is considered essential to the Library collection.

Section -14 Children's reading

The Library has an open access policy. All library materials are available to anyone, regardless of age. Responsibility for children's reading or viewing or listening rests with their parents and legal guardians. Selection of materials for the adult collection is not restricted by the possibility that children may obtain materials their parents consider inappropriate. The Library believes in the freedom of the individual and the right and obligation of parents to develop, interpret and enforce their own code of acceptable conduct upon their own household.

Section -15 Replacement and Repairs

In some circumstances withdrawn, damaged or missing resources may be replaced and/or repaired. In general, replacements are purchased or repairs are made with consideration given to the following:

1. importance of the title to collection.
2. breadth and depth of the present Library collection on the subject.
3. availability of new titles on the subject.
4. historical value of the material.
5. public interest in the subject.
6. staff time and resources required to replace/repair the item.

Section -16 Requests for Reconsideration of Collection Items

The Library does not advocate all the ideas and opinions found in its collection. The presence of a book, periodical, or other material in the Library does not indicate any endorsement of its contents by the Library.

The Library recognizes that the content, images or manner of expressing ideas in material may, on occasion, be considered offensive to some people. The Library recognizes the right of any individual or group to reject Library material for personal use but does not accord any individual or group the right to restrict the freedom of others to make use of that same material.

Selection will not be made on the basis of any anticipated approval or disapproval, but solely on the best available evaluation of the merit of the material and its use in the community. However, a patron may express an objection in writing by filling out a "Request for Reconsideration" form (See Appendix A) and will be formally reviewed by the CEO.

Section -17 New Formats

Careful consideration is given to the introduction of new formats to the Library's collections. Community needs, the impact on existing resources and budget are all reviewed before items in a new format are considered and purchased for the collection.

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

Section -18 Accessible Resources

Lanark Highlands Public Library offers a wide range of materials in alternate formats. The Library will acquire materials in accessible formats as available and evaluated by the established selection criteria. Resources not available at Lanark Highlands Public Library may be obtained through our interlibrary loan system.

Accessible materials may include:

- Large print
- Audiobooks
- eBooks, eAudiobooks, eMusic, eMovie

Section -19 Adoption and review of the policy

This policy will be reviewed by the Board every three years. Revisions will be made as necessary.

Related Documents:

Canadian Copyright Act

Criminal Code of Canada

Accessibility for Ontarians with Disabilities Act (AODA)

Ontario Library Association Statement of Intellectual Freedom

Canadian Federation of Library Associations Statement on Intellectual Freedom and Libraries

Ontario Library Association on Children's Rights in the Library

Ontario Library Association Teen's Rights in the Public Library

Sources:

Brockville Public Library

Innisfil Public Library

Kingston Frontenac Public Library

Lanark Highlands Public Library



Policy Type: **Operational** Policy Number: **OP-11**
Policy Title: **Collection Management** Initial Policy Approval: **September 2019**
Year of Next Review: **September 2022**

Appendix A – Request for Reconsideration of Library Materials Form

Please complete this form and return it to the circulation desk for evaluation. You will be kept informed of the progress of the review. Customers are reminded that under the terms of the Intellectual Freedom policies, the Library is obligated to provide books and other materials on all varieties of opinions. Please see Collection Management Policy OP-11

Author / Producer: _____

Title: _____

Copyright Date: _____

Format of Resource: (please circle)

Audiobook Book Blu-Ray/DVD eBook Magazine Other

Person making the request:

Name: _____

Organization: _____

Address: _____

City & Postal Code: _____

Telephone: _____ Email: _____

Signature: _____ Date: _____

Date submitted for review: _____

Response date: _____