

4.00 - COLLECTION DEVELOPMENT POLICY

POLICY STATEMENT

The Collection Development Policy is a guide for the selection and maintenance of the Library's collections.

The development of the collection will be informed and guided by the Library's Mission and Vision statements, the Library's Strategic Plan and the Canadian Federation of Library Associations' *Statement on Intellectual Freedom and Libraries*.

The Library provides collections that promote lifelong learning, discovery and enjoyment; that foster literacy; and that encourage a curiosity for knowledge and new ideas.

Collections need to be current, relevant and dynamic in order to support present and evolving community needs. To this end, Library collections will reflect a broad range of ideas, opinions, interests, values and levels of ability. They will also exist in a variety of formats. Where appropriate, collections will showcase new and emerging formats and technologies that encourage creativity and innovation, improve access or enhance the quality of people's lives.

The Library's collection is centered on popular materials and topics of general interest. Materials are selected to fulfill interest and demand, current and anticipated, and to foster interest in new ideas and diverse thought. While the Library endeavors to provide materials that supplement school curricula, textbooks and scholarly works are generally not included in the collection.

In addition to collections in English and French, the Library develops collections in other languages that are relevant to the community. These languages are determined by Census figures and other statistical data.

PERSONS AFFECTED

Everyone

RESPONSIBILITIES

Responsibility for the Library's collections rests with the Executive Director, in accordance with policies established by the Library Board. The Executive Director in turn delegates selection of materials and maintenance of the collection to collections staff who are responsible for following the principles outlined in this policy.

4:01 - SELECTION CRITERIA

Selection decisions are based on, but not limited to, the following criteria:

- current and anticipated appeal
- popularity of the author and/or subject
- accuracy and authority of the author, publisher or topic

- current trends
- relevance to the community
- objectives of specific collections
- suitability of subject and style for intended audience
- comments by professional and independent critics and reviewers, media information, publisher's catalogues and suggestions from the public
- quality and suitability of format
- space and facilities consideration
- availability of funds
- current or historical significance of the item
- representation of diverse views

4:02 - SUGGESTIONS FOR PURCHASE

The Library welcomes suggested titles for the collection. Suggestions for purchase will be considered according to the Library's selection criteria. People suggesting items not purchased for the collection may be referred to other libraries or to our Inter-Library Loan service.

4:03 - DONATIONS OF MATERIALS

The Library accepts donations of materials and reserves the right to decide how these materials will be handled. Materials may be added to the collection, placed in the Library's book sale, donated to charity or recycled. The Library, however, has no obligation to inform the donor about its decision. The Library does not evaluate materials for tax purposes.

4:04 - COLLECTION MAINTENANCE

The library is committed to maintaining a collection that is current, useful and in good physical condition. To this end, the Library regularly removes materials that are worn, damaged, unused, outdated, redundant or unnecessary duplicates.

Items removed from the collection are placed in the Library's book sale, donated to charity or, if appropriate, recycled.

4:05 – ACCESS TO PHYSICAL COLLECTIONS

The Library provides free and open access to its physical collections and does not place restrictions on access except for the purpose of protecting materials from damage or theft. An exception to this policy is the collection of materials restricted to people registered with the library's audiobook service.

4:06 - HISTORY ROOM COLLECTION

The library maintains a small but significant local history collection. Material added to this collection will not be subject to the removal criteria used for general collections.

4:07 - RECONSIDERATION OF MATERIALS

The library supports the right of people to request a review of an item in the collection. Anyone who would like the Library to review a particular item will be required to complete a “Request for Reconsideration of Library Materials” form. The appropriate library staff will review the request and respond in writing.

Requests for reconsideration will be considered in the context of the Library’s selection criteria.

4:08 - INTELLECTUAL FREEDOM

The Library endorses the Canadian Federation of Library Associations’ Statement on Intellectual Freedom (*Approval History: June 27, 1974. Amended November 17, 1983; November 18, 1985; and September 27, 2015*):

The Canadian Federation of Library Associations recognizes and values the Canadian Charter of Rights and Freedoms as the guarantor of the fundamental freedoms in Canada of conscience and religion; of thought, belief, opinion, and expression; of peaceful assembly; and of association.

The Canadian Federation of Library Associations supports and promotes the universal principles of intellectual freedom as defined in the Universal Declaration of Human Rights, which include the interlocking freedoms to hold opinions and to seek, receive and impart information and ideas through any media and regardless of frontiers.

In accordance with these principles, the Canadian Federation of Library Associations affirms that all persons in Canada have a fundamental right, subject only to the Constitution and the law, to have access to the full range of knowledge, imagination, ideas, and opinion, and to express their thoughts publicly. Only the courts may abridge free expression rights in Canada.

The Canadian Federation of Library Associations affirms further that libraries have a core responsibility to support, defend and promote the universal principles of intellectual freedom and privacy.

The Canadian Federation of Library Associations holds that libraries are a key institution in Canada for rendering expressive content accessible and affordable to all. Libraries are essential gateways for all persons living in Canada to advance themselves through literacy, lifelong learning, social engagement, and cultural enrichment.

Libraries have a core responsibility to safeguard and facilitate access to constitutionally protected expressions of knowledge, imagination, ideas, and opinion, including those which some individuals and groups consider unconventional, unpopular or unacceptable. To this end, in accordance with their mandates and professional values and standards, libraries provide, defend and promote equitable access to the widest possible variety of expressive content and resist calls for censorship and the adoption of systems that deny or restrict access to resources.

Libraries have a core responsibility to safeguard and foster free expression and the right to safe and welcoming places and conditions. To this end, libraries make available their public spaces and services to individuals and groups without discrimination.

Libraries have a core responsibility to safeguard and defend privacy in the individual's pursuit of expressive content. To this end, libraries protect the identities and activities of library users except when required by the courts to cede them.

Furthermore, in accordance with established library policies, procedures and due process, libraries resist efforts to limit the exercise of these responsibilities while recognizing the right of criticism by individuals and groups.

Library employees, volunteers and employers as well as library governing entities have a core responsibility to uphold the principles of intellectual freedom in the performance of their respective library roles.

The Library upholds the principle that any individual or group has the right to criticize the inclusion of any specific item but they do not have the right to limit freedom of choice for others.

Policy Review

This policy will be reviewed every three years.

REVISION HISTORY

Issued:	Collection Development, Section N, Jan '06	Revised:	November 2019
Next Review:		Approved by:	Executive Director