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COLLECTION DEVELOPMENT

1. Principle

The library materials collection is central to the Lake of Bays Township Public Library's mandate. It is the Library's goal to provide a collection that will "...satisfy the basic reading needs of the community..." and to provide core print and electronic reference tools.

The Lake of Bays Township Public Library recognizes that as a publicly funded organization, it has an obligation to provide library materials that will reflect the interests of its community. The Library consequently tries to provide, within the context of available funding, a varied collection reflecting its diverse community.

The Lake of Bays Township Public Library agrees with the Canadian Library Association "Statement on Intellectual Freedom" (Appendix 1) and the Statement on the Intellectual Rights of the Individual adopted by the Ontario Library Association (Appendix 2).

2. Purpose

The purpose of the Lake of Bays Township Public Library Collection Development Policy is to guide staff in the acquisition of material that is of current interest and/or of lasting value to existing and potential library users. The Policy is also intended to familiarize library users with the principles upon which selection decisions are made for Lake of Bays Township Public Library's collections.

3. Scope/definitions

3.1 This policy applies to all library materials. Library materials refer to all items, such as books, magazines and DVD's that are held in the library for public use, either to borrow or to use on-site. Library materials may come in a variety of formats including print, audio-visual and electronic.

3.2 The Lake of Bays Township Public Library has two branches. The collection is viewed as one collection and the Branch Librarians are tasked with coordinating the collection so that there is good accessibility to materials in both branches while at the same time ensuring that more specialized materials are not unnecessarily duplicated.

4. Responsibility for Selection Activities

The Branch Librarians, who operate within the framework of policies established by the Board, are responsible for the selection and discard of library materials.

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5. Selection criteria

- 5.1 Selection is based on the staff's knowledge of the community, on their experience with library materials and their use by the public, on reviews and recommended lists, recommendations and requests from library users and on information from the publishing industry. Selection is carried out in the context of available funding.
- 5.2 Special consideration is given to materials with significant local content, that record the local experience or that relate to life in Lake of Bays or the lives and works of residents of this area.
- 5.3 The Lake of Bays Township Public Library selects:
- Contemporary materials representing varying points of view and which are of current interest and possible future significance, including materials which reflect current conditions, trends and controversies
 - Materials that inform and increase an individual's ability to function effectively as a member of society
 - Materials that provide an aesthetic experience, stimulate the imagination and increase an individual's potential creativity
 - Materials that expand an individual's understanding of the world in which they live
 - Materials that entertain and may enhance an individual's enjoyment of life
- 5.4 Using the above guidelines, an item selected for the Library's collection should meet several - not necessarily all - of the following criteria:
- Suitability of physical form for library use
 - Suitability of subject and style for the intended audience
 - Present and potential relevance to community users
 - Relationship to the existing collection
 - Interests of the permanent and seasonal residents of the Township of Lake of Bays
 - Reputation, skill, competence and purpose of the originator of the work
 - Popular demand and current trends
 - Attention of critics, reviewers and the public
 - Contemporary significance/current usefulness
 - Availability of materials at other public libraries in the area
 - Availability of funds and space
 - Additional criteria for the selection of audio-visual materials include content, performer, techniques and availability.

6. New Formats

- 6.1 Careful consideration is given to the introduction of new formats to the Lake of Bays Township Public Library's 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.

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- 6.2 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.

7. **Withdrawing**

- 7.1 To keep the collection timely and attractive, the Library withdraws unnecessary items; materials with obsolete content, materials no longer of interest or in demand, duplicates, worn or mutilated copies.
- 7.2 The criteria for selection generally apply to the removal of materials with the addition of specific withdrawal criteria that are given prime consideration:
- Lack of use - Frequency of use/potential use; interlibrary loan circulation
 - Outdated – Timeliness, currency and accuracy of information, superseded editions
 - Value/Quality - Subject matter, historical importance or local significance, cost, availability of other and better materials in the field
 - Deterioration - Physical condition relative to other factors of importance
 - Duplicated – Other copies in better condition
- 7.3 The final decision to withdraw/weed is the responsibility of the Branch Librarians
- Withdrawal requires the removal of the item from the collection and deletion of the records
 - Wherever appropriate, materials withdrawn from the collection may be donated to a non-profit group or organization in need of such materials
 - Materials that remain will be recycled in accordance with the Township recycling programme

8. **Non-Endorsement of Content**

Selection of an item for a library collection does not constitute endorsement by the Lake of Bays Township Public Library of either the content or viewpoint expressed in that item.

9. **Collection exclusions**

- 9.1 The Lake of Bays Township Public Library complies with the law and does not acquire material which has been designated in law as "obscene material", "hate propoganda" or "seditious material" under the Criminal Code of Canada.

The Library adheres to the laws of Canada governing the copyright of materials when acquiring materials and observes and protects, as much as is possible, the legal copyright of materials in its collection.

The Board recognizes that some books may be regarded by certain individuals or

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groups as controversial, whether because of bias, frankness of language, political expression, or moral implication. Selection should not, and will not, be made on the basis of anticipated approval or disapproval by an individual or group in the community, but rather on the evaluation by the CEO of the publication's literary merit, authenticity, honesty of presentation, topical interest, and use to the audience for whom it is intended. The primary aim of materials selection is to establish a balanced collection which adequately represents various points of view on many subjects.

The ideas and opinions found in the Library's collection are not advocated by the Library Board or staff. The presence of materials in the Library does not indicate an endorsement of their contents by the Library. Library material will not be marked or identified to show approval or disapproval of the contents.

Materials representing a broad range of viewpoints concerning the problems and issues of our times will be provided in the Library's collection. Books or other materials of sound factual authority shall not be proscribed or removed from Library shelves because of doctrinal or partisan disapproval.

Responsibility for the reading activities of children rests with their parents or legal guardians. Selection of materials for the adult collection shall be restricted by the possibility that children may obtain materials that their parents consider inappropriate. The Board believes in the freedom of the individual and in the right and obligation of parents to develop, interpret and enforce their own code of acceptable conduct.

- 9.2 Textbooks and curriculum-related works, research or scholarly titles, expensive legal and/or medical works are not purchased except in very special circumstances. For example, the Library may consider purchasing such material if it useful to the general reader and is the only source of information on a topic of much general interest.

10. Gifts and Donations

- 10.1 The Library welcomes gifts of materials from individuals or groups.
- 10.2 The same criteria and guidelines that apply to the selection of all library materials are used to evaluate gifts. As a guideline for potential donations, the items listed below are generally not accepted.
- textbooks, scholarly, highly technical or specialized works
 - material that is dusty, damp, moldy or in otherwise poor condition

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- material that is over five (5) years old
- duplicate material already held in sufficient number

- 10.3 It is understood that gifts are freely given without conditions attached, unless specifically negotiated beforehand, and that all donations will be used or disposed of as the Branch Librarian deems appropriate. The Library is not responsible for informing the donor of how it disposed of the donation.
- 10.4 Appraisals are not done by the Library and tax receipts will only be issued for donations of historical significance and/or large theme collections.
- 10.4 The Library does not provide recognition of donations, such as book plates in donated material, unless the donation is of particular significance and the form of recognition has been specifically negotiated beforehand.
- 10.5 Except for temporary exhibit purposes, the Library does not accept storage responsibility for books, documents or objects owned or controlled by groups or individuals.

11. Library Users' Requests

- 11.1 The Library welcomes suggestions for purchase from library users. Library users may submit a written or oral request to library staff.
- 11.2 All suggested purchases are reviewed by the Branch Librarians who apply the same selection criteria that are applied to all materials purchased by the Lake of Bays Township Public Library.

12. Access to Collections

- 12.1 All users of the public library have access to all of its collections.
- 12.2 Children are entitled to borrowing privileges, and open and ready access to materials and facilities provided by Lake of Bays Township Public Library. No item will be excluded from the library collection because it may come into the possession of children. Parents and legal guardians are responsible for choosing, monitoring and limiting the use of library materials by their children.
- 12.3 The Lake of Bays Township Public Library may control use of any collection material in order to protect items deemed susceptible to theft or damage by users, or to ensure the widest possible use of materials by library customers. However, no library materials will be placed on closed shelves, except due to space limitation or to protect them from damage or theft.

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12.4 The library does not mark selected material in order to indicate approval or disapproval of its contents nor will it expurgate information contained in selected items.

14. Reconsideration of Materials

14.1 The content or manner of expressing ideas in material that is selected to fill the needs of some library users, may, on occasion, be considered to be offensive by other library users. Some may object to the creator of the work. The library Board recognizes the right of any individual or group to reject library material for personal use, but does not accord to any individual or group the right to restrict the freedom of others to have access to that same material.

14.2 Library users who object to materials located in a library collection are asked to complete a signed written request for the reconsideration of the materials. The Library CEO will carefully review every request to reconsider materials, in order to ensure compliance with the selection criteria established in this policy. If any issue remains unresolved the matter can be appealed to the Board.

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Appendix 1: Canadian Library Association Statement on Intellectual Freedom

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 library to guarantee the right of free expression by making available the entire 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.

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

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Appendix 2: 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 library 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