



SUBJECT: COLLECTION MANAGEMENT POLICY

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PURPOSE

The purpose of the Collection Management Policy is to guide Staff in making decisions about the selection, management, and preservation of library materials, provide guidance on the allocation of library budgets and inform the public of the principles that govern collection development at the Innisfil Public Library. This policy reflects the mission statement and strategic priorities of the Library. In addition, it constitutes a public declaration of the Library's commitment to the principles of free access to ideas and information and to providing collections that reflect a variety of viewpoints.

POLICY

General

The Innisfil Public Library Board recognizes that the community served contains persons of all ages, convictions and cultural backgrounds. The Library will provide equal access to information for all members of the community in an unbiased and non-judgemental environment. The Library's collection will attempt to reflect our community's diversity in a balanced way without implying endorsement of any particular view.

The Library will maintain a collection that is varied in age suitability, intellectual content and physical format which fosters, responds to and anticipates the educational, cultural, recreational and other information needs of the community within the framework of the **Ontario Public Libraries Act**, the *Ontario Library Association's Statement on the Intellectual Rights of the Individual* (Appendix #1); the Library's **Children's Services Policy and Youth Services Policy**; the **Canadian Criminal Code**, the **AODA**, and any other applicable legislation.

Application

All who manage and use the collection of the Innisfil Public Library.

Definitions

The term "**materials**" refers to all items in all formats that comprise the intellectual content of the Library's collection.

Guidelines

General Principles of Collection Development

Collection development at the Library is based on the principles of intellectual freedom, equal access for all and the preservation of the documentary record of culture. The Library provides a collection, which balances viewpoints across a broad spectrum of opinion and subject matter in formats suitable to a variety of learning and recreational interests and skills. Using selection criteria that are flexible and responsive to the changing needs of the community, the Library builds and maintains a collection for the general public, while recognizing the needs of special population groups.

Selection Criteria

Assessment of materials for inclusion in the collection takes place on several levels: intellectual content, technical quality and practical considerations. It is necessary that the material meet some, but not necessarily all, of the criteria established. The selection criteria defined below is used for the development of the Library's collections.

- Availability of funds and space;
- Priced fairly for its production quality;
- Relationship to existing collections and other material on the subject;
- Interests and cultural composition of the community;
- Popular demand and current needs;
- Literary or artistic value;
- Reputation, skill competence and purpose of the originator of the work;
- Comprehensiveness and depth of treatment;
- Clarity, accuracy and logic of presentation;
- Balance of viewpoints in the collection;
- Timeliness or permanence of the work;
- Suitability of format for library use;
- Presents a uniquely Canadian viewpoint.

De-Selection and Collection Maintenance

The library strives to maintain strong physical collections while increasing or providing access to content that reflect the growing demand for information, books, music and videos in digital formats. The Library's de-selection policy and procedures reflect this approach.

Selected materials are regularly assessed for their condition, accuracy, currency and usage, within the context of the library collection, and relevance to library users. The withdrawal of materials from any collection is a formal process conducted by knowledgeable staff, according to written guidelines, as a necessary means to maintain collection vitality, size and scope.

Should the Library become aware of an item that is the subject of a libel action it will be removed from the collection until the action is finally resolved when, depending on the outcome of the action, it will be returned to the collection or permanently withdrawn.

The Library continually identifies items from its collections for discard based upon the following criteria:

- Currency of the material;
- Interest in and demand for material;
- Overabundance of material or subject as interest changes;
- Condition of copies.

Once an item has been identified for possible de-selection based on the above criteria, additional criteria are employed to make a final decision, including, but not limited to, whether

- it is of local, regional, or national significance, including works of local or Canadian authors, artists, recording artists or film makers and works pertaining to local history;
- it is a work by a famous author, artist, recording artist, film maker or universally accepted as a classic work;
- it is unique to the collection, in that there is little or no information available on that topic elsewhere, and the information is still relevant and useful.

Every attempt is made to repurpose those items withdrawn from the collection. Where inclusion in book sales or re-sale to an outside vendor is not possible, material will be discarded through appropriate waste management streams.

French and Other Language Collections

Print materials will be selected for a juvenile French collection in the following areas: picture books, easy readers, and short novels. These materials will support the Ontario Curriculum “French as a Second Language Grades Kindergarten to 8” and will provide leisure reading materials for children enrolled in French immersion programs up to and including Grade 6.

French language magazines may be purchased for our print and electronic collections.

Materials will be selected for other juvenile language collections as deemed relevant based on the evolving demographics and needs of our community.

To meet community demand for multi-lingual collections, the Library will participate in provincial and/or regional multi-lingual pools where appropriate.

Local History Collection

The Local History Collection has a separate set of criteria as outlined in the current ‘Local History Policy’.

Book Club Collection

The Book Club collection consists of sets of titles for use by the Library’s Book Clubs, and clubs throughout Ontario, which are affiliated with a public library. Each set has multiple copies of the same title (usually between 10 and 20 copies).

Titles of this collection are selected based on input from members of the Library’s Book Clubs and in consideration of the selection criteria.

Exclusions from Selection

The Library does not knowingly keep, acquire or purchase material that violates the Criminal Code definitions of "obscene material", "hate propaganda" or "seditious material" as defined by case law interpreting those provisions, including the application of The Canadian Charter of Rights and Freedoms.

No material will be excluded from selection solely because of the "race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, age, marital status, receipt of public assistance, political affiliation, disability, level of literacy, language and/or socio-economic status" of the creator of the work.

No materials are excluded from selection for library collections solely because they may come into the possession of a child.

Textbooks and curriculum-related works are not purchased 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 a library collection.

Responsibility for Selection Activities

The overall responsibility for library collections rests with the Chief Librarian. The responsibility for selection of materials is vested in the Collection Development Committee. All Library Staff and customers are able to make recommendations to the Committee through the use of the Purchase Request Form.

Intellectual Freedom

The Innisfil Public Library endorses The "ONTARIO LIBRARY ASSOCIATION STATEMENT ON THE INTELLECTUAL RIGHTS OF THE INDIVIDUAL" (See Appendix 1). Responsibility for children's use of library collections rests with their parents or legal guardians.

Non-Endorsement of Content Statement

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

Gifts and Donations

Gifts and donations of materials are accepted subject to the Library Board's current Gifts and Donations Policy.

New Formats

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

To responsibly accommodate trends in user demands and/or changes in technology, 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.

Housing

The Library will maintain its collection as a single entity. Each branch will house a representative selection of the library's materials, in addition to materials of specific interest to the area served. More in-depth materials will be housed primarily in the largest branch. On a temporary basis, some portion(s) of the collection may be placed in storage.

Access

The Innisfil Public Library Board affirms that all persons have the right of access to varied expressions of intellectual activity and creativity in a non-judgemental environment. While recognizing that some of these expressions may be considered "controversial", and that a given item may offend some customers, the Library will not deny access to any library materials. The ultimate responsibility for choice rests with the customer.

In accordance with the above principle, the Library will not label or shelve "controversial" materials separately from the general collection.

Parents and legal guardians are responsible for monitoring and limiting the use of library materials by their children.

The Library will reserve the right to shelve irreplaceable materials, and materials, which are essential to daily service, in non-circulating reference areas.

The 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.

Assessment

The collection will be assessed for quality and balance on an on-going basis and materials. Access to retrospective materials will continue through the provincial Interloan system. Customers may request a reassessment of specific library materials using the "Request for Reconsideration of Library Materials" form. (see *Appendix 2*)

Resource Sharing

The Innisfil Public Library Board affirms the value of resource sharing within the library community and supports the provincial Interloan system. The Library will strive to complement the information services of schools, agencies and other organizations within the Town of Innisfil, but will not assume their function. Customers will be referred to appropriate information sources within the community when the Library's collection does not meet their needs.

Appendices

Appendix #1 - Ontario Library Association - Statement on the Intellectual Rights of the Individual;

Appendix #2 - Request for Reconsideration of Library Materials.

Related Policies

Local History Policy

Book Club Policy

Children's Services Policy

Youth Services Policy

Approved by the Innisfil Public Library Board, February 21, 2017, Motion #2017.17

Supersedes Policy #2013-18, approved November 18, 2013, Motion #2013.102; & Policy #2010-21, approved November 8, 2010, Motion #2010.74; & Policy #2007-06, approved October 15, 2007, Motion # 2007.51 & Policy # 2006-04, approved March 20, 2006, Motion #2006.22 & Policy #2001-02, approved February 1999, Motion #99.10.

**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 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.
- 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 at the Ontario Library Association Annual General Meeting
November 7, 1998.



REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS

DATE: _____

REQUEST INITIATED BY: _____

ADDRESS: _____

PHONE NUMBER: _____

AUTHOR: _____

TITLE: _____

Have you reviewed the entire item (video, book, etc.)? YES NO

(If not, which parts have you reviewed?) _____

What are your concerns? (Please be specific.) _____

What do you suggest the Library do about this item? _____

Have you read the attached Collection Management Policy? YES NO

Customer's Signature

Staff Signature

ADMINISTRATIVE USE ONLY:

Written Report Attached? YES NO

Recommendation:

Action Taken:

Staff Member

Date

Chief Librarian/Designate

Date