



**SUBJECT:                   COLLECTION MANAGEMENT POLICY**

**Policy No:                2021-07**

**Date:                     March 15, 2021**

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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 (in all formats, including print and digital/electronic); provide guidance on the allocation of Library budgets; and inform the public of the principles that govern collection development at the Innisfil ideaLAB & Library. This policy reflects the mission statement and strategic priorities of the Library. 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 includes persons of all ages, viewpoints and cultural backgrounds. The Library will provide equal access to information for all members of the community in an unbiased and non-judgmental environment. The Library's collection will attempt to reflect the community's diverse interests 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 Accessibility for Ontarians with Disabilities Act (**AODA**), and any other applicable legislation.

## **Application**

All who manage and use the collection of the Innisfil ideaLAB & Library.

## **Definitions**

The term "**materials**" refers to all items in all formats, including print and digital/electronic, that comprise the intellectual content of the Library's collection.

The term "local author" refers to authors living in the Town of Innisfil or authors whose work(s) pertain to or are of interest to the Town of Innisfil.

The Term "self-published **author**" refers to an author whose work is printed independently and/or at one's own expense.

## **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 need to reflect differences in perspective, authorship, audience and subject.

### ***Selection Criteria***

Librarians judge impartially and evaluate critically. Selection is made by use of authoritative book reviews, knowledge of the reputation and reliability of the author, selection aids such as authoritative discussions of the literature of the subject, pertinent bibliographical publications, publishers' advertising media and requests from library users. At times, the librarians may consult with subject area specialists outside the institution to obtain advice about certain fields.

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 are considered when selecting materials for 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
- Diversity of content in relation to the Library's wider collection
- 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 reflects 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 resolved when, depending on the outcome of the action, it will be returned to the collection or permanently withdrawn.

Materials which are accessible through a consortium agreement may not be removed if they are outside the control of the Library, and may be subject to the policies of other consortium members.

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;
- It represents a diverse experience and/or point of view and removing it could result in an imbalance in representation of the voices of a generally under-represented group within the local community or wider culture.

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 that supports 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 will be purchased for print and electronic collections.

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

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

### ***Local History Collection***

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

### **Local or Self-Published Authors**

The Library wishes to recognize the creative efforts of local residents and include their materials in the collection where suitable. These materials are subject to the same Selection Criteria outlined above.

In order to be considered for the collection, local authors must submit a copy of the attached form with the work (see Appendix #2). The Library only accepts donated material, which can be dropped off at any of the Library’s branches or sent by post. The Library does not accept any work in electronic format.

Once the work has been submitted, the materials are reviewed by the selector responsible for that particular collection (i.e. adult fiction, adult nonfiction, children’s) with consideration for the Library’s established Selection Criteria (see above).

The Library is not obligated or able to notify every author of the final decision nor can the Library meet with individuals to discuss their work.

Materials selected for inclusion into the collection become property of the Innisfil ideaLAB & Library. The Library reserves the right to include or exclude any title from the collection for any reason. Materials donated to the Library may be removed for any reason, at any time.

The Library is unable to offer promotional services for the material, including but not

limited to, marketing, reviews, or any promotions.

The Library is under no obligation to purchase additional copies. If the Library does choose to acquire more copies, it may do so through a vendor established with the Library and not directly through the author.

Authors may donate up to three (3) items per year. Only one copy of each work will be accepted.

Book submissions must be professionally printed and bound. No works with spiral binding will be accepted.

### ***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).

Book Club collection titles 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 CEO. 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 IdeaLAB & Library endorses The "ONTARIO LIBRARY ASSOCIATION STATEMENT ON THE INTELLECTUAL RIGHTS OF THE INDIVIDUAL" (See Appendix 1) and the Ontario Library Association Position on Children's Rights in the Library (See Appendix 3). Responsibility for children's use of Library collections rests with their parents or legal guardians.

The Library Board, in establishing this Collection Management Policy, is cognizant of Section 2(b) of the [Canadian Charter of Rights and Freedoms](#) which guarantees everyone the freedom of thought, belief, opinion and expression, including freedom of the press and other media of communication.

### ***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. The depth and breadth of the collections will vary from branch to branch based on community needs. 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-judgmental 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. Access to retrospective materials will continue through the provincial Interlibrary loan system, when they are available and in accordance with interlibrary loan service parameters. Customers may request a reassessment of specific Library materials using the "Request for Reconsideration of Library Materials" form. (See *Appendix 4*)

### **Resource Sharing**

The Innisfil Public Library Board affirms the value of resource sharing within the library community and supports the provincial Interlibrary loan system. Priority for borrowing materials through interlibrary loan will be given to requests of an educational or research nature. 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 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 - Local Author Submission Form**

**Appendix #3 - Ontario Library Association - Position on Children's Rights in the Library**

**Appendix #4 - 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, March 15, 2021, Motion #2021.28

Supersedes Policy #2017-04, approved February 21, 2017, Motion #2017.17 & Policy #2013-18, approved November 18, 2013, Motion #2013.102; & Policy #2010-21, approved November 8, 2010, Motion #2010.74; &

***Collection Management Policy #2021-07***

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.

**Local Author Submission Form**

In order for the Library Staff to serve you better, please provide the following information when submitting your work for consideration:

Name:

Address:

Phone:

Email:

Title of Book:

Vendor/Publisher Information:

ISBN:

Audience:

Fiction/Nonfiction:

Author's credentials (mandatory for non-fiction):

A **brief** summary of the book's contents:

Information about illustrations (children's books only):

Reviews or links to reviews of your book (if available):

Why this book would be of interest to Innisfil ideaLAB & Library's customers:

To submit your work, you can visit one of our Branches or mail donations to:

Innisfil Public Library  
Attn: Collection Services Librarian  
967 Innisfil Beach Road  
Innisfil, ON  
L9S 1V3



**THE ONTARIO LIBRARY ASSOCIATION  
POSITION ON  
CHILDREN'S RIGHTS IN THE LIBRARY**

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Children in public libraries have the right to:

1. Intellectual freedom.
2. Equal access to the full range of services and materials available to other users.
3. A full range of materials, services and programs specifically designed and developed to meet their needs.
4. Adequate funding for collections and services related to population, use and local community needs.
5. A library environment that complements their physical and developmental stages.
6. Trained and knowledgeable staff specializing in children's services.
7. Welcoming, respectful, supportive service from birth through the transition to adult user.
8. An advocate who will speak on their behalf to the library administration, library board, municipal council and community to make people aware of the goals of children's services.
9. Library policies written to include the needs of the child.

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Adopted at the Ontario Library Association  
Annual General Meeting  
November 1998

Source: [http://accessola2.com/data/1/rec\\_docs/380\\_ola3.pdf](http://accessola2.com/data/1/rec_docs/380_ola3.pdf)



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:

\_\_\_\_\_  
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Action Taken:

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\_\_\_\_\_  
Staff Member

\_\_\_\_\_  
Date

\_\_\_\_\_  
CEO/Chief Librarian/Designate

\_\_\_\_\_  
Date