



The City of Kawartha Lakes  
Public Library

Policy Number: LIB2020-14

<b>Policy Name:</b> <b>COLLECTION DEVELOPMENT</b>
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Developed By:	Linda Kent, CEO	Date:	28 Jan 2003
Revised By:	Jamie Anderson, CEO	Adoption Date:	6 Feb 2003
Resolution #:	LIB2020-14	Effective:	6 Feb 2003
Review Cycle:	Once per term	Last Reviewed Date:	3 Sept 2020

**POLICY STATEMENT AND RATIONALE:**

The purpose of this policy is to provide a statement of philosophy and identify key objectives respecting the selection and de-selection of library material that will reflect the objectives of the Library’s mission statement and that will allow the development and maintenance of a top-quality, balanced, and active collection of materials to support the Library’s role in the community.

**SCOPE:**

This policy shall apply to the City of Kawartha Lakes Public Library and all of its branches.

**DEFINITIONS:**

In reading and interpreting this policy, the following definitions shall apply:

“Branches” means a library branch of the City of Kawartha Lakes Public Library;

“CEO” means the Chief Executive Officer of the City of Kawartha Lakes Public Library;

“City” means the Corporation of the City of Kawartha Lakes;

“Library” means the City of Kawartha Lakes Public Library;

“Library Board” means the City of Kawartha Lakes Public Library Board.

**POLICY, PROCEDURE AND IMPLEMENTATION:**

**1.0 Responsibility**

- 1.1 The ultimate responsibility for the selection and de-selection of all library materials will lie with the CEO acting according to the principles established by the Library Board. In practice, selection and de-selection of materials may be made by appropriate trained staff as designated by the CEO.

## **2.0 Underlying Principles**

- 2.1 The selection of materials for the Library is driven by principles defined in the Library's Mission Statement.

Ongoing material selection activities are founded on staff familiarity with existing collections, their awareness of the needs of Library users, and their knowledge of retrospective, current and future trends in informational and recreational materials suitable for public library use.

The Library selects:

- Contemporary materials representing varying points of view and which are of current interest and possible future significance, including materials which reflects current conditions, trends and controversies;
- Source materials and thoughtful interpretations which document or shed light on the past;
- 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 we live;
- Materials that entertain and may enhance an individual's enjoyment of life.

The Library endeavors to provide equitable access to its extensive collections through a multi-tiered service delivery model which rationalizes the location, scope and focus of collections. In addition, items may be delivered to any branch at the user's request.

Recognizing its responsibility to make Canadian materials available to the public, the Library endeavors to develop a collection which represents

significant local and Canadian authors, artists, film makers, and composers.

### **3.0 Selection**

3.1 The CEO or his/her designate(s) shall consider the following general criteria for selection:

- i. Suitability of physical form for library use;
- ii. Relationship to existing collections and other material on the subject;
- iii. Accessibility of material in other libraries;
- iv. Interests and composition of the community and region;
- v. Popular demand and current trends;
- vi. Attention of critics, reviewers, and public;
- vii. Quality of writing and/or visual art;
- viii. Reputation, skill, competence and purpose of the originator of the work;
- ix. Special value as a contribution to social questions and problems of continuing or topical interests;
- x. Timeliness or permanence of the work;
- xi. Availability of funds and space;
- xii. Comprehensiveness and depth of treatment;
- xiii. Clarity, accuracy and logic of presentation;
- xiv. Balance of viewpoints in the collection (challenging thought, extreme or minority points of view are often represented though quantity may be limited).

3.2 An item need not meet all of the criteria set out in 3.1 in order to be acceptable. Materials that do not meet these criteria may be purchased to satisfy customer demand.

### **4.0 Recommendations for Purchase and Donations of Gifts (see Donations, Sponsorships and Fundraising Policy for more information)**

4.1 Suggestions from the public for the purchase of books and other materials not in the Library's collection are referred to the appropriate staff and are considered according to the Library's selection policies and criteria set out in 3.1 above.

- 4.2 The same principles of selection that are applied to purchases are applied to gifts and donations. No conditions may be imposed by the donor relating to any book or other item after its acceptance. Furthermore, not all items offered to the Library as donations will be accepted nor will all items accepted as donations be added to the library collection. Donations that are accepted but not added to the collection will be discarded or sold at book sales. All donations may be weeded from the collection, without the consent of the donor, in accordance with the De-selection / Weeding criteria outlined in 9.0 below.

## **5.0 New Formats**

- 5.1 Careful consideration is given to the introduction of new formats to the Library collection. 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.

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

## **6.0 Controversial Issues and Topics**

- 6.1 The Library is a resource where many points of view and modes of expression can be examined without hindrance. No ideas and opinions have universal acceptance or condemnation in a pluralistic society. The use of language, either descriptive or expressive, can in itself stimulate controversy. The Library, therefore, recognizes the right of individuals to express opposition to author's ideas or to their creative exercise of language or images in materials selected for the library. However, the Library will not engage to satisfy customers by removing items purchased in compliance with the principles of this policy. Selection of materials cannot be influenced by any anticipated approval or disapproval of its intellectual content by sectors of the community.
- 6.2 The Library complies with all laws enacted at the federal, provincial or municipal level, and therefore does not collect or maintain material which has been adjudged obscene, pornographic, hate propaganda, seditious or has been banned by the courts. The presence of an item in the collection does not indicate an endorsement of its contents by the Library, but rather is an affirmation of the principle of intellectual freedom as embodied in the

Ontario Library Association's *Statement on the Intellectual Rights of the Individual*. The Library will neither undertake to mark items to show approval or disapproval nor expurgate any materials. Physical access to materials will not be restricted except for the express purpose of protecting an item from damage or theft.

## **7.0 Handling Challenged Material**

- 7.1 In the event of objection or complaint by a library customer to any material contained in the Library, the steps for resolution are as follows:
- i) The customer is provided with a copy of the Collection Development Policy and requested to put his or her objections in writing using the Request for Reconsideration form (attached to this policy).
  - ii) The written complaint is forwarded to the CEO who will read, review or listen to the material, discuss the complaint with the appropriate staff and, when necessary, check with outside review sources. When the review is completed, the customer is provided with a written explanation for the decision. The decision will be rendered within three weeks of the date of receipt of the complaint and will reflect the principles outlined in the Library's Collection Development Policy.
  - iii) If the customer wishes to pursue the matter further, the CEO will bring the matter forward to the next meeting of the Library Board. The Board will rule on the complaint and report the decision, in writing, to the complainant and all concerned parties within 30 days of the Board meeting.

## **8.0 Parental Responsibilities**

- 8.1 The Library cannot assume parental responsibility. Parents or legal guardians have the sole right and responsibility of supervising their own children's choices and uses of library materials.

## **9.0 De-Selection / Weeding**

- 9.1 De-selection should reflect the goals and objectives of the library. Criteria for de-selection should be similar to those used initially for selection on the understanding that selection and withdrawal are different facets of the same continuous process.

- 9.2 The Library maintains a policy of on-going discarding based upon the elimination of unnecessary items, outdated materials, materials no longer of interest or in demand, duplicates, worn or mutilated copies. Frequency of circulation, community or regional interest and availability of newer and more up-to-date materials are of prime consideration.
- 9.3 Weeding / de-selection is the process of determining if an item still deserves a place on the library shelves. Assessment of the collection should be based on the following criteria:
- i. Usage / Age
    - a) Frequency of use / potential use
    - b) In-house use
    - c) Interlibrary loan circulation
    - d) Age: publication, imprint, or copyright; purchase or shelving date
  - ii. Quality/Value
    - a) Subject matter
    - b) Historical importance
    - c) Cost
    - d) Availability of other materials in the field
    - e) Physical appearance / condition relative to other factors of importance
    - f) Individual monograph titles are judged or value/quality by their appearance on standard lists or by the opinion of a specialist or group of specialists
  - iii. Deterioration
    - a) Worn, damaged
    - b) Aged, dirty
    - c) Superseded
    - d) Duplicated
- 9.4 Items that are weeded or de-selected from the Library's collection and have no marketable value will be disposed of through book sales or recycling depending upon their condition. Monies received from the sale of used library books are deposited into the general revenues of the library and as such are used to offset the library's operating expenses, which include the materials acquisition budget. The exception to monies being deposited in the general revenues of the library will occur where books sales are operated by the local Friends groups. Revenues donated back to the relevant library branch from such events can be negotiated with the organization assisting in the disposition of the books and may be received in the form of equipment and / or materials.

- 9.5 Any weeded or de-selected library materials that are deemed in the opinion of the CEO to have a marketable value will be disposed of in accordance with the policies governing the Disposal of Surplus Goods and/or Equipment as outlined in the City's Purchasing Policy.

Related Documents:

**Ontario Library Association** - Statement on the Intellectual Rights of the Individual

**Kawartha Lakes Public Library** - Donations, Sponsorships and Fundraising Policy

**Kawartha Lakes Public Library** – Mission Statement

**Kawartha Lakes Public Library** – Purchasing Policy

## **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.

Endorsed by the membership of the OLA at the 96th Annual General Meeting, 1998.

Approved, OLA Board of Directors, December 2003

Reaffirmed, OLA Board of Directors, December 2005

## **Kawartha Lakes Public Library**

### **Request for Reconsideration**

Date: \_\_\_\_\_

Author: \_\_\_\_\_

Title: \_\_\_\_\_

Publisher (if known): \_\_\_\_\_

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Request Initiated by: \_\_\_\_\_

Address: \_\_\_\_\_

City, Province, Postal Code: \_\_\_\_\_

Telephone #: \_\_\_\_\_

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Do you represent an organization or group? Yes / No

If Yes, please identify: \_\_\_\_\_

1. Did you read, listen to, or view the entire book or material? Yes / No
2. If you read or viewed only part of the work, please identify what parts or parts:
  
3. What is the nature of your complaint? Please be specific and cite page numbers if the material is in print format.

*Please return to your local library branch, or to Library Administration - 190 Kent St W. Lindsay*