



**The City of Kawartha Lakes
Public Library**

Policy Number: LIB2024-08

Policy Name: COLLECTION DEVELOPMENT
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Resolution #:	LIB2024-08	Date:	28 Jan 2003
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		Effective:	6 Feb 2003
		Last Reviewed Date:	2 May 2024

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 which provide access to practical information which develops the individual's dependence on self, thereby enhancing the quality of life;
- 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 distribution throughout our multi-branch system. In addition, items may be delivered to any branch at the user's request at no cost.

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 is similar to those used initially for selection (outlined in 3.1 above) 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) Local significance
 - d) Cost
 - e) Availability of other materials in the field
 - f) Physical appearance / condition relative to other factors of importance
 - 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 may be disposed of through book sales, donation to local organizations, or recycling/landfill 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 City's 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

City of Kawartha Lakes – Purchasing Policy (CP2017-009)

ONTARIO LIBRARY ASSOCIATION STATEMENT ON THE INTELLECTUAL RIGHTS OF THE INDIVIDUAL

Introduction

The Ontario Library Association and its divisions are committed 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.

Ontario Libraries have the important responsibility to facilitate expressions of knowledge, creativity, ideas, and opinion, even when viewed as unconventional or unpopular.

The Ontario Library Association declares its acceptance of the following principles for libraries:

1. Equitable access to 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. Intellectual freedom requires freedom to critically examine and create other ideas, opinions, views, and philosophy of life, other than those currently approved by the local community or by society in general and including those ideas and interpretations which may be unconventional, uncommon or unpopular.
3. The free traffic in ideas and opinions is essential to the health and growth of a free society and that the freedom to read, listen, view, and create is fundamental to such free traffic.
4. Library governance ensures that the principles of intellectual freedom and expression of thought are upheld.

Library Service, Collections and Resources:

5. 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, and other materials including the provision of access to electronic sources of information and access to the internet. Materials are not excluded from library collections based on race, place of birth, origin, ethnic origin, ethnicity, citizenship, age, creed, disability, family structure, sex, and sexual orientation
6. It is 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, censor or curtail access to information, the freedom to read, view, listen or participate by demanding the removal of, or restrictions to library information sources in any format

Library Programming, Events, and Space Bookings

7. It is the responsibility of libraries to maintain the right of intellectual freedom and expression by implementing it consistently when hosting programs and events within the public space of the library including rented public space by individuals and community organizations.
8. Libraries create welcoming community spaces where community members are free from discrimination and may engage in peaceful assembly. Libraries may cancel or deny permits to individuals or organizations when speech or displays are used in a way that is unlawful.

Applicable legislation:

[Canadian Charter of Rights and Freedoms](#): Section 2(b) of the *Charter of Rights and Freedoms* protects “freedom of thought, belief, opinion and expression, including freedom of the press and other media of communication”.

[Criminal Code](#): Section 63 pertains to Unlawful Assemblies and Riots. Section 297 pertains to defamatory libel. Section 318 pertains to hate propaganda.

[Ontario Human Rights Code](#): Sub-section 13 pertains to infringing on freedom from discrimination.

Revision approved at the OLA AGM, January 30, 2020

Kawartha Lakes Public Library
Request for Reconsideration

Date: _____

Author: _____

Title: _____

Publisher (if known): _____

Request Initiated by: _____

Address: _____

City, Province, Postal Code: _____

Telephone #: _____

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