

Section	Resources	Section #:	3
Sub-section	Collections and Acquisitions	Sub-section #:	3.2
Topic	Collection Development Policy	Policy #:	3.2.1

Policy

The collections support the library's mission to support and enrich the community by providing resources and opportunities for meaningful connections, lifelong learning and personal and cultural development. It is the goal of the Selwyn Public Library to provide equitable access to ideas and knowledge. The Library is committed to making the collections accessible to people with disabilities by offering a choice of formats.

This policy sets out the parameters for the development of the collections and decisions on the selection of materials and is the basis for collection evaluation, planning and budgeting.

Responsibilities

The Selwyn Public Library assumes ultimate responsibility for the collection and for implementation of the Collection Development Policy.

The Library Board delegates this responsibility to the CEO who in turn delegates it to qualified staff. Qualified library staff are responsible for following the guidelines established to carry out collection development tasks.

Suggestions from patrons are always welcomed and are given due consideration.

Parents and legal guardians are responsible for children's reading and viewing, not the staff of the Selwyn Public Library. The Selwyn Public Library believes in the intellectual freedom of the individual and the right of parents and legal guardians to develop, interpret, and enforce their own code of ethics upon their minor children.

Section 1: Scope and Size of the Collection

The library provides a collection of books and materials that is responsive to the needs and interest of a diverse community in a variety of alternative formats suitable for different ages.

The collections shall strive for balance and to represent diverse points of view and may include materials that some members of the public consider to be controversial in nature.

The presence of an item in the library does not indicate an endorsement of its content.

Materials in the collections may meet the needs of students, but this is not the primary reason for their selection. It is the responsibility of schools to provide materials which support their curricula.

Procedures

The library will develop collections which include, but are not limited to, the following areas: fiction and non-fiction intended for adults, young adults and juniors; magazines, picture books, large print, local history and local interest, audiobooks and digital video recordings.

The Library will consider providing alternative formats including online resources and electronic databases when providing service.

The library will participate in consortia and pools to broaden the scope and size of the collection.

Multi-media formats are considered and collections established when a significant portion of the community has access to the necessary technology to make use of the format. Collections may be discontinued when technology becomes outdated and/or use declines.

Recognized, professional standards will be used to determine the appropriate size of the collection. Planning for budgets and facilities will have regard for these standards.

Staff shall develop a system wide approach to collection development to facilitate resource sharing where appropriate, and to avoid unnecessary duplication of items.

Section 2: Selection of Materials

The Board shall delegate the responsibility for the collection to the CEO/Chief Librarian who may in turn delegate to qualified staff.

Staff shall be guided by established selection criteria, judgment, knowledge and experience.

Procedures

The following criteria shall be considered in the acquisition of material, both purchased and donated:

- suitability for meeting the needs of the community and appeal to the interests of the community
- artistic excellence/literary merit/technical quality/quality of presentation
- reputation and/or significance of the author generally and in the local community
- accuracy, authoritativeness, objectivity
- comments by reviewers
- permanent value
- popular demand and current trends
- relation to existing collections and other material on the subject
- skill, competence and purpose of the author
- budgetary and space considerations
- contemporary significance/current usefulness
- suitability of physical form for library use
- availability of materials at other libraries

Items chosen for the collection should meet most, but not necessarily, all of these criteria.

Special consideration shall be given to acquiring materials created by Canadians and materials about Canada.

Section 3: Withdrawal of Items

An up-to-date, attractive and useful collection shall be maintained through a continual withdrawal and replacement process.

Procedure

The ongoing process of withdrawal is the responsibility of the CEO/Chief Librarian who may in turn delegate to qualified staff.

Items will be withdrawn using the ALA's CREW Method for weeding the collection as a guideline.

Withdrawn material may be discarded, donated or sold at the discretion of the Branch Librarian.

Section 4: Gifts and Donations

The library shall accept gifts of books, other materials, or money for the purchase of specific items, with the understanding that they will be added to the collection only if appropriate, needed and contribute to a balanced collection. The same criteria of selection and withdrawing that are applied to purchased materials are also applied to gifts and donations.

Procedures

Gifts of materials will be accepted only on the understanding that the library retains the unconditional ownership of the gift.

Donated materials not added to the collection may be discarded or sold at the discretion of the Branch Librarian.

Section 5: Requests from Members of the Community

Suggestions from the community for the purchase of items are always welcome and are given due consideration using the approved criteria guidelines.

Section 6: Controversial Materials

The Board recognizes that some materials may be controversial and may offend some patrons. Selection of these materials will not be made on the basis of any anticipated approval or disapproval but on the principles of selection as outlined above. When possible, all sides of a controversial issue shall be provided, at the discretion of the CEO/Chief Librarian and Library Board.

Request for Reconsideration of Library Material

If a patron wishes to question the suitability of an item in the library, the steps are as follows

- the patron shall be referred to the Branch Librarian by desk staff to explain the policy
- if the patron wishes to lodge an official complaint, they shall use the Request for Reconsideration of Library Material form (Appendix A) and submit this to the CEO/Chief Librarian,
- the CEO/Chief Librarian will submit the written complaint to the Library Board at the first regular meeting after receipt of the complaint
- the Library Board and CEO/Chief Librarian shall, after due consideration rule on the complaint, and the decision shall be reported to the complainant within 30 days of the decision,
- materials in question will remain in circulation pending the ruling by the Library Board.

Responses to these requests for reconsideration are guided by the Board's position that:

- people have the right to reject for themselves material of which they do not approve, but they do not have the right to restrict the intellectual freedom of others.

- it is the right of parents and legal guardians to develop, interpret and enforce their own code of ethics upon their minor children.

Related Documents

Local History 4.9.2

Children's Services Policy 4.4.1

Canadian Library Association Statement on Intellectual Freedom and Libraries

History:		
Date of Original Board Motion:	September 25, 2001	
Date of Amendments: (if any)	November, 2010	10.060
	December 13, 2016	2016.92
Date of Next Review:		
Attachments: Appendix A	Request for Reconsideration of Library Material	