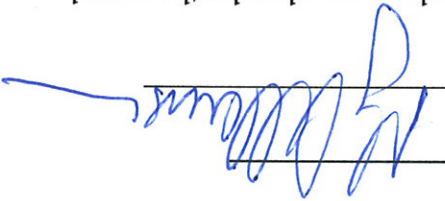


**Grey Highlands Public Library  
Collection Development Policy**

Board motion number: #28-02

Date of review: \_\_\_\_\_



Chairperson's signature: \_\_\_\_\_

Date of original motion: May 16/02

**Section 1.0 - Introduction**

As it is the Board's conviction that the public library is the principal means whereby the record of thoughts and ideas, and the expression of the creative imagination is made freely available to all, Grey Highlands Public Library shall:

Acquire and organize educational, informational and recreational materials to promote the communication of ideas, an informed community and an improved quality of life.

The purpose of the policy is to guide the Library and to inform the public about the principles upon which selection and maintenance decisions are made for the collection.

**Section 2.0 - Goals**

- To provide access to all expressions of knowledge, creativity and intellectual activity.
- To provide a wide range of resources for self-development and independent study, and to be a complement to formal education.
- To meet the informational needs of all members of the community.
- To provide materials which stimulate and support enjoyment of and participation in cultural life.
- To provide access to information of local interest or concern.
- To provide materials for recreational and leisure time use.

**Section 3.0- Intellectual Freedom**

In accordance with its goal to provide the community with the best access to information possible, the Library endorses the *Statement on Intellectual Freedom* created by the Canadian Library Association.(see following)

**Section 3.1 - CLA Statement on Intellectual Freedom**

The public library is a democratic institution, and no individual or minority group should be allowed to limit the community's freedom to read. Democracy cannot flourish unless material representing all viewpoints is freely available. The Grey Highlands Public Library subscribes to the following "Intellectual Freedom Statement", (ratified by the Canadian

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Library Association in June 1974 and amended in Nov 17, 1983 and Nov 18, 1984), which affirms its commitment to the following basic policies:

- 1) Every person in Canada has the fundamental right, as embodied in the Nation's Bill of Rights, to have access to all expressions of knowledge, creativity and intellectual activity, and to express his thoughts publicly. This right to intellectual freedom is essential to the health and development of Canadian society.

- 2) Libraries have a basic responsibility for the development and maintenance of intellectual freedom.

- 3) It is the responsibility of libraries to guarantee and facilitate access to all expressions of knowledge and intellectual activity including those that some elements of society may consider to be unconventional, unpopular or unacceptable. To this end, libraries shall acquire and make available the widest variety of materials.

- 4) It is the responsibility of libraries to guarantee the right of free expression by making available all of the library's public facilities and services to all individuals and groups who need them.

- 5) Libraries should resist all efforts to limit the exercise of these responsibilities while recognizing the right of criticism by individuals and groups.

- 6) Both employees and employers in libraries have a duty, in addition to their institutional responsibilities, to uphold these principles.

**Section 4.0 - Responsibility for the Collection**

Each Branch Head shall be responsible for the selection of materials for the Library Branch in conformity with Board policy and under the guidance of the CEO. The CEO shall ensure that the overall collection for the library system is properly maintained and organized and that an effective collection control system is in place. The presence of any book, video or other material in the library does not indicate endorsement of its contents by the Library Board or Staff.

**Section 5.0 - Selection Criteria**

The Library strives to serve the informational and recreational reading needs of the community in its budget. This may mean sharing resources with other libraries, or not collecting in areas that are better served by other information providers in the region. The Library will make a special effort to collect material of local interest, i.e., local authors, local history and archival material.

All acquisitions, whether purchased or donated, shall be considered in terms of the following criteria:

- Suitability of subject and style for the intended users
- Reputation and authority of the author and publisher
- Comments of reviewers, critics and publishers
- Strengths and weaknesses of the existing collection
- Demand in the community for a certain subject or title
- Availability of materials through other libraries in the community or area
- Suitability and quality of physical form, layout and construction
- Timeliness and accuracy of the information contained therein
- Contribution to balance of treatment of a controversial subject
- Purchase price and other budgetary considerations

An item does not have to meet all of the above criteria in order to be acceptable. Materials which do not meet these criteria may be recommended for purchase to satisfy heavy reader interest.

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

#### **Section 6.0 - Sources for Library Materials**

In choosing sources of material for the collection, preference will be given to suppliers who:

- are Canadian
- provide cataloguing and processing services
- offer the best discounts
- provide the fastest, most efficient and most cost-effective service

#### **Section 7.0 - Composition of the Collection**

The composition of the Library collection shall reflect the needs and interests of the community of Grey Highlands as determined by analysis and experience on the part of the Library staff. The Grey Highlands Public Library collection shall "collectively" include following major parts:

#### **7.1 - Adult Fiction**

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The Library collects adult fiction in both hard-cover and soft-cover format. The collection will offer many genre fiction categories. Preference will be given to fiction that contributes to the balance of the collection with regard to : types of literature, subjects treated, patron appeal, literary awards.

### 7.2 - Adult Non-Fiction

Non-Fiction titles will be collected for home study and general interest purposes. Generally, the Library will not collect text books unless they provide the best treatment in a particular subject area as it does not see its function as a primary research facility, except in the area of local history where a specialized collection will be maintained.

### 7.3 - Large Print Fiction

The Library maintains a collection of large print books, both fiction and non-fiction for those who have difficulty reading the smaller print.

### 7.4 - Children's Collection

Materials for children shall be chosen in accordance with the library's overall collection development policy.

Children are entitled to a separately purchased collection designed to meet their needs from infancy to the end of childhood (up to and including the young adult collection). It will be a balanced collection to serve a wide variety of users and special needs of the community.

- A collection that is up-to-date, in good condition and generally attractive, and is organized for easy access and with children's capabilities in mind.
- A collection that includes literature of the highest quality to satisfy the wants and needs of children. There shall be an emphasis placed on collecting award-winning children's titles.

The collection is divided into the following areas:

- picture books
- fiction in both hardcover and paperback
- non-fiction on a variety of subjects
- specialized books [e.g. board books, Canadiana, French language, traditional literature including folklore and myths to convey a cultural heritage]
- audio-visual materials, including story-books on tape, children's music and video-cassettes.
- periodicals specifically written for children

- non-circulating reference collection of encyclopedias, standard reference works, and bibliographic resources

#### **7.4.1 Children's Area**

The children's area (in Full-Service Branches) shall be distinct from the adult area. The furnishings should be sturdy and designed with children in mind. The height of the shelves, chairs, tables, must correspond to the height of the users. Consideration should also be given to the disabled. The children's area should be visually stimulating. Displays, posters, and other decorative elements shall be used to define the children's area, to promote library materials and programmes making the library an inviting place.

#### **7.5 - Videos**

The increasing importance of various media in the provision of information is recognized. The purpose of the video collection is to serve the educational, cultural, and recreational needs of library customers. The Library recognizes that there are other sources in the community for current adult video titles and does not seek to be in competition but rather complement these other sources.

#### **7.6 - Books-On-Tape**

The library will maintain a collection of books on cassette of both fiction and non-fiction works with the emphasis on popular titles.

#### **7.7 – Archives and Local History**

The Library will strive to maintain a collection of material of local historical interest in areas where other collections do not exist. "Local" is defined as the geographic region of the municipality of Grey Highlands and its surrounding area as it relates to our municipality. This collection will include all subject fields pertaining to local historical interest and may include print or non-print material. Volunteers and staff, under the supervision of the Branch Head, will be responsible for collecting, organizing and filing material for the local history collection. Because of its fragile and irreplaceable nature, some titles in this collection may be designated for in-library use only. Loans for display purposes will only be made with the approval of the CEO and will require documentation.

#### **7.8 - Pamphlet File**

The pamphlet files consist of short, high demand, timely material used to supplement the circulating and reference collection. Selection is also based on the need for subject matter

which is not readily available elsewhere.

As a "Selective Depository" outlet, the Library will include some government documents in the pamphlet file. The file will not be comprehensive and the librarian will acquire specific documents if community interest warrants.

#### **7.9 - Periodicals & Newspapers**

The library will strive to maintain a broad spectrum of periodicals to meet the needs and reading tastes of the community. Due to lack of storage space, the library will not keep issues that are more than two years old unless they have research value. Newspapers provide current news coverage from local to national levels and meet local history information needs. The local weekly newspaper shall be made available in the library and will not circulate. In addition, selection and retention are based on availability, price, and local demand. All back issues of the local newspaper will be stored indefinitely and also retained on microfilm.

#### **7.10 - Reference**

A collection of general and specialized encyclopedias, dictionaries, atlases, handbooks, maps, bibliographies, yearbooks and directories will be maintained.

#### **7.11 - Canadian Materials**

Recognizing its responsibility to make Canadian materials available to the public, the Library endeavors to develop a collection which represents the works of significant local and Canadian authors.

#### **7.12 - New Formats**

In accordance with the Board's principle to be innovative and timely in our response to changing community needs, the library continues to investigate changing formats that are consistent with its goals.

#### **Section 8.0 - Collection Maintenance**

To ensure proper collection maintenance, materials should be examined regularly for currency and accuracy of information, and for physical condition. Outdated, tattered and worn materials should be removed. Replacement copies of withdrawn but still relevant material should be ordered. The responsibility of removing outdated and damaged materials from the collection shall rest with the Branch Head.

#### **Section 9.0 - Collection Development and School Curriculum Support**

The library attempts to provide materials which complement and augment the reference,

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research, and leisure needs of students of all ages. The library does not duplicate the collections of school libraries. The library acquires textbook and other curriculum related material only if they may be useful to the general reader or are valuable sources of information on a particular subject. The public library's policy is to acquire a broad range of general information resources. It may occur that these materials meet the demands of school projects, but this is not the reason for their purchase.

**Section 10.0 - Problem Area**

The Library recognizes that certain material may be offensive to some patrons because of the political or religious views expressed, its controversial content, or language. However, the Library also recognizes its mandate to provide free access to information according to the provisions outlined in the *Statement on Intellectual Freedom*. Inclusion in the collection will be judged according to the selection criteria outlined in this policy, not by the personal preference of patrons or the librarian.

The Library does not feel it is its function to act as a censor; however, it does recognize that certain sensitive materials are not for the use of children and so some restrictions on use apply. Access to the Internet workstations, therefore, is restricted to persons 14 years of age or older. Younger persons may use the Internet provided a parental consent form has been filled out by the child's parent or guardian.

Library staff are encouraged to give guidance to young readers in their selection of materials. If a child is selecting material which is too mature for his/her understanding the staff member will suggest the child choose an alternative. If the child insists of the selection, however, then the onus of guidance falls on the parent or guardian of the child.

**Section 11.0 - Gifts (see Gifts and Donations Policy)**

**Section 12.0 - Weeding**

Weeding of the collection is an integral part of collection development and should be done at least once a year. Weeding is the responsibility of each Branch Head under the guidance of the CEO/Chief Librarian. Books or other library materials should be weeded according to the following criteria:

- If they are outdated or superseded - i.e., encyclopedia sets more than 10 years old, general world atlases more than 5 years old, general almanacs more than three years old.
- If they are not being used - i.e., materials which have not been signed out in the last four years; exceptions to this rule would include obvious classics, reference works, and books of local interest.

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- If they are duplicate copies where the use does not justify keeping more than one copy.
- When other better materials are available in the library.
- If they are periodicals that are more than two years old and which have no research value.
- If they are in poor physical condition - unless constant use justifies rebinding.

Weeded books will be designated for book sales and if left unsold may be disposed of at the Librarian's discretion.

**Section 13.0 - Size of the Collection**

The library wishes to present the collection in such a manner that it provides adequate space for public and staff circulation and activities. Each year material will need to be weeded and replaced. The American Library Association recommends a replacement rate of one-sixth of a volume per capita per year. The ALA replacement rate will be used as a guide in the library.

**Section 14.0 - Language**

The majority of the collection will be in English. Some money will be set aside every year to purchase children's materials in French to meet the needs of local children in French Immersion Programs. The Library will endeavor to meet the needs of other residents who require materials in languages other than English through the use of the provincial interlibrary loan network.

**Section 15.0 - Interlibrary Loan**

Interlibrary loan is used to supplement service to Grey Highlands Public Library customers. Grey Highlands Public Library, in conjunction with the Southern Ontario Library Service, provides an interlibrary loan service by which library materials are made available from one library to another on a local, provincial and national level. By this means, the Library attempts to make available materials it does not own or which fall outside the scope of this collection policy. In return, materials from this library's collection are loaned to other libraries for use by their customers.

**Section 16.0 - Complaints about the Collection**

The Grey Highlands Public Library is aware that some materials are controversial and may offend some customers. The Library recognizes the right of an individual or group to make a complaint about the inclusion of material in the library's collection. Patrons making complaints about any material in the collection will be directed to the Branch Head/Supervisor in that library. The Branch Head/Supervisor will provide the patron with



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a "Request for Reconsideration of Library Materials" form to fill out (See Appendix I) and inform the CEO of the complaint as soon as possible. The form must be filled out and signed by the complainant before any further action is taken. The CEO will contact the patron in writing after carefully reviewing the complaint in relation to the Board's Collection Development Policy. If this response is not satisfactory, the customer may appeal the decision to the Library Board. If the inclusion of the item in the Library collection is found by the Library Board to be legitimate and justifiable based on Board policy, the policy shall be explained in writing to the complainant and no further action need be taken.

**Section 17.0 - Literacy & Special Needs**

The library strives to assist those in the community who are functionally or marginally illiterate and those who are print disabled. The library shall assist in providing appropriate materials from other sources such as CNIB, South Grey Adult Learning Centre, and other agencies, to help support people with special needs. In addition, the general collection responds to the needs and interests of people at all literacy levels through materials of various formats including large print materials and books on tape.

The library will continue to work with other area libraries and organizations in the planning or expansion of services for those with special needs.

**Section 18.0 - Revisions**

The Grey Highlands Public Library Collection Development Policy shall be reviewed regularly so that it adequately reflects changes in the library's goals and users' needs. Amendments and revisions to the policy are made as needed by the Board.

To achieve this, the Chief Executive Officer will monitor new developments and the implementation of this policy and bring forward issues and recommendations for Board consideration.

Appendix 1

REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS

Author \_\_\_\_\_  
Title \_\_\_\_\_  
Publisher \_\_\_\_\_  
Type of material (book, magazine, video, etc.) \_\_\_\_\_  
Person making request \_\_\_\_\_  
Address \_\_\_\_\_  
Town \_\_\_\_\_  
Postal Code \_\_\_\_\_  
Telephone \_\_\_\_\_

Complainant represents  
himself/herself  
or name of organization \_\_\_\_\_  
(If objection is to material other than a book, please change the wording of the following  
questions so they apply.)

1. Have you read the entire book? If not, what parts?

2. To what material do you object? (please cite pages)

3. Is there anything good about the book?

4. What do you suggest the Library do about this book?

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