

Grey Highlands Public Library Policy

Policy Type: **Operational**
Policy Title: **Collection Policy**

Policy Number: **01-05-2018**
Policy Approval Date: **May 1, 2018**
Last Review Date: **May 23, 2022**
Next Review Date: **May 23, 2024**

Section 1: Purpose of the Policy

To guide staff in the acquisition of material that is of current interest and/or lasting value to current or potential Library users.

To familiarize the community with how selection, removal, planning, and budgeting decisions are made for the Grey Highlands Public Library collections.

Section 2: Purpose of the Collection

The Grey Highlands Public Library's collections support the organization's mission to engage and empower people through innovative and integrated cultural programs, services, and information. The Library is committed to developing diverse, relevant, and responsive collections that meet the everchanging needs of the community, and its collection development practices are guided by the framework outlined in the Ontario Library Association's Statement on Intellectual Freedom and the Intellectual Rights of the Individual Statement (Appendix 1) as well as the Canadian Federation of Library Association's Statement on Intellectual Freedom in Libraries (Appendix 2).

Section 2: Goals of the Collection

Items are selected:

- To provide access to all expressions of knowledge, creativity, and intellectual activity.
- To educate and support lifelong learning.
- To meet the informational needs of all members of the community.
- To provide materials that enrich human understanding by celebrating the rich culture and diversity of our community through the inclusion of various cultural, ethnic, religious, and philosophical materials.
- To preserve materials that illustrate the growth and development of Grey Highlands and celebrate the history and heritage of the municipality.
- To inform and increase an individual's ability to function effectively as a member of society.
- To inspire a love of reading, learning, and creativity.

To achieve these goals, the Library staff shall endeavour to:

- Select materials which represent all sides of a wide range of issues.
- Select materials that recognize and accommodate a wide range of education levels and abilities.
- Consider materials in terms of timeliness, demand, quality, and authority.
- Develop collections of materials in a variety of formats.

- Acquire materials in formats specifically for use of people with print disabilities.
- Acquire materials for all ages and levels of comprehension.
- Develop collections on specialized topics such as Local History.

Section 3: Collection as Part of the System

The Board recognizes that the information needs of the community cannot be met through the resources of Grey Highlands Library alone. The Board views the Library's permanent collection as one essential element in an information system which also includes interlibrary loans, the sharing of resources and cooperative resource development with neighbouring libraries, and supplementary deposit collections coordinated by the Ontario Library Service.

Section 4: Responsibility for the Collection

The Branch Head, Selective Service, and Digital Services Branch Librarian are responsible for overseeing the selection, weeding, and cataloguing of Library materials. The CEO ensures that the collection for the library system is properly maintained and organized and that an effective collection control system is in place.

Library staff members or volunteers may be consulted in the selection or withdrawal of materials for the Library's collections. Circulation and programming staff may accept and evaluate gifts for the collection. All who participate in collection management must comply with the guidelines outlined in this policy.

Section 5: Content of the Collection

Grey Highlands Public Library will provide as wide a spectrum of materials as budget and space limitations will allow, with emphasis on:

- Materials that record and communicate historical, scientific, social, and cultural knowledge.
- Materials of current and future significance and interest.
- Materials that stimulate imagination, creativity, and curiosity.
- Materials that increase the individual's ability to function as a productive member of society.
- Materials that entertain and thus enhance the individual's enjoyment of life.

Section 6: Types of Materials

The Library shall provide in its collection those types of materials that best help it to meet its goals and objectives. Collections will include books (in various formats, including collections for people living with print disabilities) and other types of material including periodicals, pamphlets, and clippings; and non-print materials such as audio recordings and video recordings.

Section 7: Language

- As the Board is committed to providing library service in both official languages of Canada, English- and French-language materials will be acquired in relative proportions which are most appropriate for the community.
- The Library wishes to meet the needs of clients who require materials in languages other than English or French through participation in the interlibrary loan network and through the multilingual collections provided through the Ontario Library Service.

Section 8: Size of the Collection

The Board recognizes that, given the limitations of available physical space, the size of the collection must be limited to:

- Ensure adequate space for public and staff circulation and activities and
- Avoid overcrowding of the collection which would hamper access to materials and give an impression of disorder and lack of control.

A number of volumes no less than three times the population served shall be maintained in the permanent collection of the Library.

Each year material will need to be replaced. The replacement rate suggested by the American Library Association (ALA) is one-sixth of a volume per capita per year. The ALA replacement rate will be used as a guide in the Library.

Section 9: Selection Criteria

1. Materials selected will meet high standards in quality, content, expression, and format.
2. 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
 - Relationship to existing collections and other material on the subject
 - Comments of reviewers, critics, and publishers
 - Strengths and weaknesses of the existing collection
 - Demand for material
 - Availability of materials at other branch libraries in the community or area
 - Suitability and quality of physical form, layout, and construction
 - Timeliness and accuracy of the information contained therein
 - Purchase price and other budgetary considerations
 - Presents a uniquely Canadian viewpoint.

An item does not have to meet all the above criteria to be acceptable.

Selection of an item for the collection does not constitute an endorsement by the Library of either the content or viewpoint expressed in them.

Section 10: Local History

Providing access to the historical past of Grey Highlands and the surrounding area is an important function of the Library. Works by and about local authors, and materials relating to the history of Grey Highlands and the area shall be acquired if they meet the selection standards of the Library and prove suitable to the community's needs. The following Flesherton Advance and Markdale Standard will be microfilmed and included in the local history collection.

Section 11: Local Authors

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

To be considered, local or self-published authors must submit a copy of the attached form (see Appendix A). The Library does not accept any work in an electronic format and book submissions must be professionally printed and bound. No works with spiral binding will be accepted.

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.

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 in the collection become the property of the Grey Highlands Public 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.

Section 12: Sources of Material

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

- Provide accurate cataloguing and processing services
- Offer competitive discounts
- Provide the fastest, most efficient, and most cost-effective service.

Consideration is given to emerging formats. 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.

Section 13: Balanced Expenditures

In planning the annual materials budget, balanced consideration will be given to the following main areas of collection development:

- Current materials, to keep the collection up to date
- Current formats: the selection of material in a new format may result in the Library's decision to retire specific items or material formats from its collections in order to responsibly accommodate trends in user demands and/or changes in technology
- Materials to build the collection in those areas in which it is lacking.

In expending the materials budget, adequate and consistent attention shall be given to all major parts of the collection.

Section 14: Weeding

To maintain an active working collection of high standards, materials shall be withdrawn from the collection on a regular and systematic basis for the following reasons:

- To remove materials that are no longer useful in the light of the goals and objectives of the library
- To remove materials whose contents are out-of-date and therefore potentially harmful or misleading
- To remove materials that are no longer of interest to the community
- To remove damaged or worn-out materials
- To make room for new materials coming into the collection.

The CEO shall have overall responsibility for the materials withdrawn from the collection but will provide appropriate staff with instructions to remove materials.

Whenever appropriate, materials withdrawn from the collection of one branch should be directed to the other branches, donated to another non-profit group or organization in need of such materials, withdrawn and sold for extra income, or recycled appropriately.

Section 15: Gifts and Donations

1. Donations of books or other materials may be accepted if they are suitable to the needs of the Library and meet the guidelines outlined in the Library's Gifts and Donation Policy. The same criteria for selection shall be applied to gifts as is applied to all other materials considered for inclusion in the collection.
2. The Library will not accept materials that are not outright gifts. Gifts of materials may be accepted only on the understanding that the unconditional ownership of the gifts is retained by the Library, and that, if it cannot use them, the gifts may be discarded. The donor is not necessarily informed of such disposition. Donors shall be asked to

sign a standard declaration to this effect.

Section 16: Suggestions from the Public

Suggestions from the public for the purchase of books or other materials are welcomed but shall be considered considering the terms of the Collection Policy. Library users or staff members may submit requests by submitting a request in writing or completing a purchase suggestion through their online account via Koha. It is recommended that staff or the patron search the catalogue before submitting a request.

Section 17: Intellectual Freedom

The public library is a democratic institution, and no individual 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 Canadian Federation of Library Association's "[Statement on Intellectual Freedom and Libraries](#)", which affirms its commitment to the following basic principles:

1. That all persons in Canada have a fundamental right, subject only to the Constitution and the law, to have access to a full range of knowledge, imagination, ideas, and opinion, and to express their thought publicly. Only the courts may abridge free expression rights in Canada.
2. Libraries have a core responsibility to safeguard and facilitate access to constitutionally protected expressions of knowledge, imagination, ideas, and opinion, including those that some individuals and groups consider unconventional, unpopular, or unacceptable.
3. Libraries have a core responsibility to support, defend, and promote the universal principles of intellectual freedom and privacy.
4. It is the responsibility of libraries to guarantee the right to free expression and the right to safe and welcoming places and conditions. To this end, libraries make available their public spaces and services to individuals and groups without discrimination.
5. Libraries should resist all efforts to limit the exercise of these responsibilities while recognizing the right of criticism by individuals and groups.

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

The Library also subscribes to the [Ontario Library Association's Statement on the Intellectual Rights of the Individual](#) which states:

1. 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.
2. It is a part of the library's services 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.

Section 18: Withdrawal and Replacement of Items

1. An up-to-date, attractive, and useful collection is maintained through a continual withdrawal and replacement process.
2. The ongoing process of withdrawal is the responsibility of the CEO. This responsibility may be shared with other members of the staff.
3. Most items will be withdrawn based on the MUSTIE method (misleading, ugly, superseded, trivial, irrelevant, or obtained elsewhere).
4. Areas that are important to the community (e.g., local history collections) are not regularly weeded. Items may be included in this section despite condition and low usage statistics.
5. Withdrawn material may be discarded or sold.
6. Replacement shall depend on demand for the title, availability of the title, availability of more current material on the subject, and the extent to which the subject is already covered in the collection.
7. The ideas and opinions found in the Library's collection are not advocated by the Library Board or staff. The presence of materials in the Library does not indicate an endorsement of their contents by the Library.
8. Materials representing all points of view concerning the problems and issues of our times will be provided in the Library's collection. Books or other materials of sound factual authority shall not be proscribed or removed from library shelves because of doctrinal or partisan disapproval.

Section 19: Excluded from the Collection

1. The Library collection provides materials for self-study but is not primarily designed to furnish reading required for academic study. Materials needed for formal courses of study by elementary and secondary schools and post-secondary institutions of learning will not necessarily be provided. Textbooks shall be purchased only when they provide the best coverage of a subject and are also useful to the public.
2. Materials that foster religious or racial intolerance are outside the scope of this collection.
3. Materials that are banned under Canadian law will automatically be excluded from the

Library's collection.

Section 20: Children's Reading

Responsibility for the reading activities of children rests with their parents or legal guardians. The selection of materials for the adult collection shall not be restricted by the possibility that children may obtain materials that their parents consider inappropriate. The Board believes in the freedom of the individual and in the right and obligation of parents to develop, interpret and enforce their own code of acceptable conduct within their own household.

Section 21: Complaints about the Collection

The Board recognizes the right of an individual or group to make a complaint to the Library administration concerning the collection. While people have the right to reject for themselves items that they do not approve of, they do not have the right to restrict the freedoms of others, and public libraries have a core responsibility to support, defend, and promote the universal principles of intellectual freedom and privacy.

The Grey Highlands Public Library is a resource where many points of view and modes of expression can be examined without hindrance. No ideas or opinions have universal acceptance and the use of language or visual depiction, either descriptive or expressive, can stimulate controversy.

The Library complies with any law enacted at the federal, provincial, or municipal level, and therefore does not collect or maintain items that have been judged hateful, obscene, pornographic, or have been banned by the courts. The relevant sections of the [Criminal Code of Canada](#) are sedition, hate propaganda, and obscenity. 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 Canadian Federation of Library Associations' [Position Statement on Intellectual Freedom and Libraries](#).

The following will not cause an item to be automatically included or excluded from the collection:

- Race, religion, nationality, or political views of an author
 - Frankness or coarseness of language
 - Controversial content
 - Endorsement or disapproval of an individual or group
 - Language in which the work is written or spoken
2. Requests by individuals or groups to have an item or items removed from the Library's collection must submit a Request for Reconsideration Form of Library Materials form to the CEO (Appendix 4).
 3. Upon receiving the written complaint, the CEO shall review it in light of the Board's policy concerning the Library collection.
 4. If the inclusion of the item in the Library collection is found by the CEO to be legitimate and justifiable based on the guidelines set out by Board policy, the policy

shall be explained in writing to the complainant and no further action need be taken.

5. If the inclusion of the item in the Library collection is found by the CEO to be questionable based on the guidelines set out by Board policy, the item will be temporarily withdrawn from the collection and the Board will be asked by the CEO to make a decision on the matter. The Board will communicate that decision in writing to the complainant.

Section 22: Organization of the Collection

A. Classification

1. In order for the Library collection to be of maximum use and value to library users, the collection shall be organized in such a way as to facilitate access to the information contained therein. This shall be achieved through a logical and systematic physical arrangement of individual items and through the provision of indexes and catalogues for public use.
2. The Dewey Decimal Classification System shall be used to organize the non-fiction book collection. Spine labels shall be applied to all non-fiction books.
3. Fiction material shall be organized alphabetically by author and title; according to format (i.e., Large Print, Paperback, Hardcover; and in some instances, genre.) Spine labels will be applied to all materials.

Employees may choose to alter the arrangement of the collection for the functionality of the user. For example, new materials, thematic displays, or staff picks may be moved to high traffic areas. No notice is required for this movement. Likewise, materials may be moved to be better marketed and meet the user's needs. In this case, appropriate signage will be posted.

B. Cataloguing

When obtaining catalogue copy for new items in the collection, preference shall be given to those methods requiring the least staff time, i.e., obtaining cataloguing from the materials supplier, use of cataloguing-in-publication (CIP), and use of the LSC as a source of cataloguing.

Section 23: Adoption and Review of the Policy

This policy will be reviewed by the Board every two years. Revisions will be made as necessary.

Definitions

Intellectual Freedom: The right of every individual to both seek and receive information from all points of view without restriction.

Inter-Library Loan: The service through which customers may request that items not owned by or missing from the Grey Highlands Public Library be borrowed from other institutions, subject to availability and the interlibrary loan policies of the lending institutions.

Print Disability: A learning, physical, or visual disability that prevents a person from reading conventional print. More specifically, a print disability can be a learning disability (an impairment to reading comprehension), physical disability (the inability to hold or manipulate a book), or visual disability (severe or total impairment of sight or the inability to focus or move one's eyes).

Materials: All the items that comprise library collections regardless of format.

Collections: The various holdings of the Library are organized by category, e.g. fiction collection, French collection

Format: The physical form of material. Formats include print, audiovisual, digital and multimedia.

Appendices

Appendix 1: Ontario Library Association Statement on Intellectual Freedom and the Intellectual Rights of the Individual

Appendix 2: Canadian Federation of Library Association's Statement on Intellectual Freedom and Libraries

Appendix 3: Local Author Submission Form

Appendix 4: Requestion for Reconsideration of Library Materials Form

Related Policies

Gifts and Donations Policy

Local History Policy (27-06-18)

Approved by the Grey Highlands Public Library Board, May 25, 2022
Motion Number: 42-22

Ontario Library Association Statement on Intellectual Freedom and the Intellectual Rights of the Individual (Appendix 1)

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 order 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

Canadian Federation of Library Association's Statement on Intellectual Freedom and Libraries (Appendix 2)

The Canadian Federation of Library Associations recognizes and values the Canadian Charter of Rights and Freedoms as the guarantor of the fundamental freedoms in Canada of conscience and religion; of thought, belief, opinion, and expression; of peaceful assembly; and of association.

The Canadian Federation of Library Associations supports and promotes the universal principles of intellectual freedom as defined in the Universal Declaration of Human Rights, which include the interlocking freedoms to hold opinions and to seek, receive and impart information and ideas through any media and regardless of frontiers. In accordance with these principles, the Canadian Federation of Library Associations affirms that all persons in Canada have a fundamental right, subject only to the Constitution and the law, to have access to the full range of knowledge, imagination, ideas, and opinion, and to express their thoughts publicly. Only the courts may abridge free expression rights in Canada.

The Canadian Federation of Library Associations affirms further that libraries have a core responsibility to support, defend and promote the universal principles of intellectual freedom and privacy.

The Canadian Federation of Library Associations holds that libraries are a key institution in Canada for rendering expressive content accessible and affordable to all. Libraries are essential gateways for all persons living in Canada to advance themselves through literacy, lifelong learning, social engagement, and cultural enrichment. Libraries have a core responsibility to safeguard and facilitate access to constitutionally protected expressions of knowledge, imagination, ideas, and opinion, including those which some individuals and groups consider unconventional, unpopular or unacceptable. To this end, in accordance with their mandates and professional values and standards, libraries provide, defend and promote equitable access to the widest possible variety of expressive content and resist calls for censorship and the adoption of systems that deny or restrict access to resources.

Libraries have a core responsibility to safeguard and foster free expression and the right to safe and welcoming places and conditions. To this end, libraries make available their public spaces and services to individuals and groups without discrimination. Libraries have a core responsibility to safeguard and defend privacy in the individual's pursuit of expressive content. To this end, libraries protect the identities and activities of library users except when required by the courts to cede them.

Furthermore, in accordance with established library policies, procedures and due process, libraries resist efforts to limit the exercise of these responsibilities while recognizing the right of criticism by individuals and groups.

Library employees, volunteers and employers as well as library governing entities have

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a core responsibility to uphold the principles of intellectual freedom in the performance of their respective library roles.

Approval History: CLA: June 27, 1974. Amended November 17, 1983; November 18, 1985; September 27, 2015. Adopted August 26, 2016; Reviewed April 12, 2019.

Local Author Submission Form (Appendix 3)

Name: _____

Address: _____

Phone Number: _____

Email: _____

Title of Book: _____

Vendor/Publisher
Information: _____

ISBN: _____

Audience: _____

Fiction/Nonfiction: _____

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

A summary of the book's contents:

Information about illustrations (children's books only):

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

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Why this book would be of interest to the Grey Highlands Public Library community: _____

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

Grey Highlands Public Library
101 Highland Drive, Box 280
Flesherton, ON N0C1E0

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Request for Reconsideration of Materials Form (Appendix 4)

Name (First, Last): _____

Date (M/D/Y): _____

Email: _____

Phone Number: _____

Title: _____ Author: _____

Audience:

- ☐ Children
☐ Teen
☐ Adults

Format:

- ☐ Audiobook CD
☐ DVD/Blu-Ray
☐ Book
☐ eBook
☐ Graphic Novel
☐ Large print
☐ Magazine

Have you reviewed the entire item (video, book, etc.)? YES NO

If not, which parts have you reviewed?

What is the basis of your objection? Please be specific and cite pages, scenes, etc.).

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What do you think might be the consequence of reading/viewing/listening to this material?

What did you find of value in the material?

Have you read the Library's Collection Policy? YES NO

Do you have an alternate material to suggest?

What steps do you wish the Library to take?

Are you representing your own views or those of a group?

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Personal information contained on this form is collected under the authority of the Freedom of Information and Protection of Privacy Act, 1990. MFIPPA\Regulations 29. The information collected will be used in the process of the library's business. Questions regarding the collection and use of personal information can be directed to CEO/Chief Librarian, 101 Highland Drive, Flesherton ON, N0C1E0.

ADMINISTRATIVE USE ONLY

Written Report Attached? YES NO

Recommendation:

Action Taken:

Staff Member

Date

CEO/Chief Librarian/Designate

Date