



Collingwood Public Library

Policy Type: **Operational**

Policy Number: **OP – 04**

Policy Title: **Collection Development**

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Policy Review Date: **August 2024**

The Library's collections are administered, collected, and organized to support the Library's mission, goals, and objectives to provide an accessible, progressive, and user-oriented service that stimulates the imagination and inquiry, responds to and anticipates the educational, cultural, commerce, leisure and other information needs of all citizens through literature and reference. 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.

Section 1: Scope and Size of the Collection.

1. The Library provides a collection of books and materials:
 - a) in a variety of formats (including those specifically formatted for use by persons with disabilities);
 - b) for all ages;
 - c) that is responsive to the needs and interests of the community
 - d) that reflects the diversity of the community.
2. The Library may purchase materials as part of a special collection and may limit the use of these materials based on the format or type of item and the age of the intended user. E-Readers are part of a special collection and are intended for use by selected age groups (*e-Reader Lending Policy OP - 16*).
3. The collections shall be balanced and represent diverse points of view and may include materials that some members of the public consider to be controversial in nature.
4. The presence of an item in the Library does not indicate an endorsement of its content.
5. It may happen that materials in the collections 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.
6. The Library develops collections which include, but are not limited to the following areas: fiction, non-fiction and large print for adults, young adults and children; magazines,



newspapers, picture books, easy reads, graphic novels, audio/visual materials, local history and local interest, adult literacy, and all levels of government documents.

7. Staff is responsible for developing profiles/plans for each area of the collection to further define the scope of the collections. These profiles/plans are tools for collection development and evaluation.
8. Recognized professional standards will be used to determine the appropriate size of the collection. Planning for budgets and facilities must reflect these standards.

Section 2: Selection of Materials

1. The Library Board delegates the responsibility for the collection to the Chief Executive Officer (CEO), who may in turn delegate to qualified staff.
2. In selecting materials, staff will use professional resources and tools, judgment, knowledge and experience.
3. The staff will proactively solicit advice from, as well as anticipate the needs and interests of, the community.
4. Materials are selected:
 - a) for recreational reading, listening and viewing for patrons of differing tastes, interests, purposes and reading skills;
 - b) to enrich human understanding by dealing informatively with social, personal, racial, multicultural, religious and scientific issues;
 - c) to educate by providing basic factual information in as broad a base as possible.
5. What is ordered and what remains in the collection is based on the following criteria:
 - a) recommendations by critics or reviewers;
 - b) public demand and timeliness of subject;
 - c) relationship of subject to existing collection;
 - d) importance of subject matter in relation to community needs;
 - e) authority or significance of author;
 - f) quality of writing, production and illustrations;
 - g) authority and standards of publisher;
 - h) suitability of format for library use;
 - i) Canadian content;
 - j) purchase price and other budgetary considerations.



Section 3: Withdrawal of Items

1. An up-to-date, attractive and useful collection is maintained through a continual withdrawal and replacement process (*Operational Procedure Weeding OP - 01*).
2. The ongoing process of withdrawal is the responsibility of the CEO. This responsibility may be shared with other members of the staff.
3. Items will be withdrawn based on the ALA's CREW Method (**C**ontinue **R**evue, **E**valuation and **W**eeding) for weeding the collection.
4. Withdrawn material may be discarded or sold.

Section 4: Gifts and Donations

1. The Library accepts 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.
2. The same criteria of selection and withdrawing that are applied to purchased materials are also applied to gifts and donations. The Library reserves the right to reject materials which do not meet the selection criteria.
3. Materials not added to the collection are discarded or sold (*Gift Acceptance Policy FR - 01*).

Section 5: Requests from Members of the Community

1. Suggestions from the community for the purchase of items are always welcome and are given due consideration.
2. Requests for the re-consideration of, withdrawal of, or restricted access to, a specific item in the collection from a member of the community must be received by the CEO in writing (*Re-evaluation of Library Materials OP-04 Form 01*). Responses to these requests are guided by the Library Board's position that:
 - a) 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 (*Intellectual Freedom Policy FN - 04*).



- b) it is the right of parents and legal guardians to develop, interpret and enforce their own code of ethics upon their minor children.
3. At the request of a patron, the Library will provide materials and/or information on Library policies and programs in accessible formats. Accessible formats include, but are not limited to, large print, recorded audio and electronic formats, and other formats usable by persons with disabilities. Other ways to make information accessible include communication support (reading something aloud) and using written notes (Accessibility for Users with Disabilities Policy: Customer Service Standards OP-03).

Related Documents:

Collingwood Public Library **FN 04 – Intellectual Freedom**

Collingwood Public Library **OP 01 – Weeding Procedures**

Collingwood Public Library **FR 01 – Gift Acceptance Policy**

Collingwood Public Library **OP 04 Form 1 – Re-evaluation of Library Materials**

Collingwood Public Library **OP 16 – e-Reader Lending Policy**

Collingwood Public Library **OP 03 - Accessibility for Users with Disabilities Policy:
Customer Service Standards**