

## **COLLECTION DEVELOPMENT POLICY**

**Policy level:** Library Board

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### **Purpose:**

- To guide staff in the acquisition of material that is of current interest and/or lasting value to existing or potential Library users.
- To familiarize Library users with the principles upon which selection decisions are made for the Stormont, Dundas & Glengarry (SD&G) County Library collections.

### **Philosophy:**

The development of collections for the Stormont, Dundas & Glengarry County Library is guided by the Library's Mission Statement:

“Our Mission is to be actively engaged and make a significant contribution to the social and economic success of the community by providing free, convenient and equitable access to information for all residents as well as programs and services that support creativity, imagination, innovation and entrepreneurship.”

The collection taken as a whole will be an unbiased and diverse source of information, representing as many viewpoints as possible. Subjects will cover sufficient depth and breadth to meet anticipated and expressed individual and

community needs. Languages are provided in accordance with the information needs and reading interests of the community.

Current and retrospective collections will:

- Support literacy for all ages.
- Provide an opportunity for personal enjoyment and enrichment.
- Provide a wide range of resources, of varying points of view, for self-development and lifelong learning.
- Provide materials in the two official languages, English and French.
- Support economic life of the community.
- Support the cultural life and heritage of the United Counties of SD&G.

Resource sharing is the cornerstone of county library service. All SD&G County Library patrons have access to the collections through inter-branch loan, inter-library loan, and through the regular exchange of materials between branches to refresh collections.

## **Intellectual Freedom:**

Basic to the Library's Collection Development Policy is the Canadian Library Association's Position Statement on Intellectual Freedom and the Ontario Library Association's position on Children's Rights in the Public Library.

It is the responsibility of the Library to guarantee and facilitate access to all expressions of knowledge and intellectual activity. The Library will resist all efforts to limit the exercise of these responsibilities while recognizing the right of criticism by individuals and groups.

The Library Board and all Library staff have a duty to uphold these principles. Selection of material will not be curtailed by any anticipated approval or disapproval by individuals or groups within the community.

The Library complies with laws enacted at all levels of government; it does not collect material that has been designated obscene or pornographic under the Criminal Code of Canada, or has been banned by the courts.

## **Responsibility for Selection Activities:**

While overall responsibility for Library collections rests with the Stormont, Dundas & Glengarry County Library Board, the responsibility for the selection of materials is vested in the office of the Director of Library Services which delegates this professional activity to qualified and knowledgeable resource staff.

## **Selection Criteria:**

Selection of materials and resources for the SD&G County Library is undertaken by professional staff that has undergone specific education and training in the skills of library resource selection. A range of objective measures and standards, including the policies of the SD&G County Library Board, are applied when selecting resources. Some or all of the following criteria may be pertinent to selecting any specific item:

### General Criteria:

- Anticipated or expressed needs and interests of the community.
- Comments of critics, reviewers and the public.
- Relationship to the existing collection.
- Strengths and weaknesses of the existing collection.
- Budgetary considerations.
- Suitability of physical form for library use.
- Suitability of subject, style and reading level for the intended audience.
- Popular demand and current trends.
- Physical limitations of the buildings.
- Availability of materials at other libraries.

### Content Criteria:

- Authority
- Comprehensiveness
- Skill, competence, and purpose of author.
- Reputation and/or significance of the author/illustrator/publisher.
- Objectivity
- Consideration of the work as a whole
- Clarity, accuracy and logic of presentation.
- Timeliness of information.
- Canadian content or perspective.
- Technical characteristics of the resource.
- Representation of diverse points of view.
- Vitality and originality.
- Artistic presentation and/or experimentation.
- Sustained interest.
- Insight into the human or social condition.
- Importance as a record of the times.
- Relevance and use of the information.
- Effective characterization.
- Authenticity of history or social setting.

Placement of materials and resources is solely at the discretion of the SD&G County Library.

The Library must balance the demand for availability of popular and recreational material with the responsibility to build appropriately comprehensive collections to meet the many and varied information needs of its users.

## **Selection Tools:**

To find materials which meet the selection criteria, the Library makes use of various resources. Since it is not possible for the professional Library staff to personally read and review the large number of books published annually, certain sources are used to facilitate the selection process. Standard reviewing tools such as professional journals are the primary source for authoritative information about current material. Selections are also made from publishers' announcements of forthcoming materials. By keeping up-to-date on what is making news, the Library attempts to anticipate demand for certain subjects. Making use of circulation statistics, surveys, and customer requests help to determine the strengths and weaknesses of the collection.

## **Electronic Resources:**

For the purposes of this policy, "electronic resources" refers to those "materials" that are available via computer telecommunications links and include:

- Web sites (open access, full-text, bibliographic)
- Electronic journals
- Streamed videos
- Current awareness tools
- Data files

All resources being considered for purchase/inclusion in the Library's collection will be measured using the following criteria:

- Is additional software/hardware required for use and at what cost?
- Is funding available?
- Is the site well organized and easy to use?
- Are graphics and images relevant?
- Is the content scholarly?
- Is the content accurately reflected by tables of contents/menus?
- Is the source authoritative?
- Is there clear evidence of regular site maintenance/updating?

- Are sites linked to a gateway reflective of the stated purpose of the gateway?
- Is there contact information for copyright/license holders?
- If a search engine is incorporated into the site, is it easy to use and does it allow keyword searching (preferably Boolean)?
- Is the site reliable, i.e. usually available; infrequent changes in URL; are the revisions/changes to the site genuine enhancements?

## **Duplication of material:**

Multiple copies of materials are purchased in response to user demand as evidenced by the number of reserves, anticipated popularity, repeated requests and monitoring of the collection.

## **Lifelong Learning:**

The Library supports lifelong learning for all ages. It is the responsibility of institutions engaged in formal education to provide materials which support their curricula. The Library collection may meet some of the needs of school curricula, but this is not a primary reason for selection.

## **Canadian Materials:**

The Library recognizes its responsibility to make Canadian materials available to the public, and endeavours to develop a collection which represents significant local and Canadian authors, artists, film makers and composers.

Making a wide variety of Canadian materials available to the general public is an important role of the Library.

## **Local History:**

Materials regarding the history of the United Counties of SD&G will be collected.

## **New Formats:**

New formats will be considered for purchase as demand and use dictates. Some resources are purchased in several formats in order to serve all members of the

community. Availability of format, cost per item and the SD&G County Library's ability to acquire and handle the resource will be factors in determining when a new format will be collected. Similar considerations will influence the decision to delete a format from the collection.

## **Types of Collections:**

### Neighbourhood Libraries (Basic Collection)

Neighbourhood Libraries provide a basic collection of information, cultural, learning and leisure resources for the general public in the immediate neighbourhood. The collection emphasizes popular resources, items which provide a general overview, and materials to support childhood literacy and learning. Greater needs beyond this definition are delivered through the Resource Libraries.

The size of the collection varies in number of items. Catchment area is the immediate neighbourhood.

### Resource Libraries (Comprehensive Collection)

Resource Libraries provide collections that support the information, cultural, learning and leisure resources for the general public. The Library provides a balanced collection of general and advanced knowledge, popular resources and resources to support childhood literacy and learning. In SD&G County, Resource Libraries are the best source of information for learning and information from birth throughout life.

The size of the collection is greater in terms of number of items, and reflects capacity limits of the Resource Library. Catchment area is the local community as well as the entire SD&G County.

## **Access to the Collection:**

SD&G County Library provides all members of the community with access to information and collections. Parents/guardians are responsible for supervising the choice of resources to minors. No item will be excluded from the collection solely because it may come into the possession of a minor. The SD&G Internet Use Policy provides a framework for Internet use.

Due to acquisition agreements, access to CNIB Talking Books is limited to patrons who have difficulty reading print due to a visual, physical or learning disability.

## **Deselection of Resources:**

Deselection is a vital part of building and maintaining a living and responsive collection. Selected resources are regularly assessed for their condition, accuracy, currency and performance. The withdrawal of resources from any collection is an integral, formal process conducted by knowledgeable staff as a necessary means to manage the collection's vitality, scope and size. Material of local historical importance and interest is retained where the content has enduring worth.

The following criteria are considered during the deselection process:

- Frequency of circulation
- Timeliness
- Accuracy
- Physical condition
- Availability of other copies.

## **Non-Endorsement of Content:**

Selection of a resource for the collection does not constitute endorsement by the SD&G County Library of either the content or viewpoint.

## **Exclusion from Selection:**

SD&G County Library does not acquire resources that violate the Criminal Code definition of "obscene material", "seditious material" or "hate propaganda" and the case law interpreting those provisions, including the application of *The Canadian Charter of Rights and Freedoms*.

## **Gifts and Donations:**

See the Library's Donations, Sponsorships, and Fundraising Policy for details.

## **User Requests:**

Library users may place formal requests for the purchase of specific resources. Decisions will be in accordance with the selection criteria.

## **Reconsideration of Materials:**

The SD&G County Library believes that a vital society encourages members of its community to actively participate in an open exchange of ideas and opinions. Professional staff consequently strives to provide the widest possible range of resources within the SD&G County Library.

The content or manner of expressing ideas in material that is purposely selected to fill the needs of some Library users, may, on occasion, be considered to be offensive by other Library users. The Library recognizes the right of any individual or group to reject library material for personal use, but does not accord to any individual or group the right to restrict the freedom of others to make use of the same material.

Library users who object to materials located in the collection are asked to complete a written request for the reconsideration of the materials. Request forms are available for this purpose at all Library branches.