COLLECTION DEVELOPMENT POLICY

1. Purpose of the Policy

To support the mission of the Tay Township Public Library, materials are selected in order to anticipate and meet the needs of the citizens the Library serves.

Library materials refer to all items that constitute the intellectual content of the Tay Township Public Library's collections. The Library collects material in a variety of print, audio-visual and electronic formats.

The specific purposes of this policy are threefold:
- to state publicly the principles of selection upon which material are chosen
- to define responsibility for selection and to identify the delegation of that responsibility
- to provide direction for staff in collection development and maintenance

2. Responsibilities

2.1. It is the responsibility of the Library Board, with the assistance of the CEO, to formulate and adopt a general policy governing the content of the library collection.

2.2. It is the responsibility of the Head Librarian to develop and follow selection and de-selection procedures which are in accordance with the guidelines of the policy.

2.3. Suggestions from patrons regarding possible acquisition are welcome and are given serious consideration within the guidelines of policy.

2.4. Parents and legal guardians are responsible for children's reading and viewing, not the staff of the Tay Township Public Library. Selection of materials for the adult collection is not restricted by the possibility that children may obtain, read or view such materials. The Tay Township 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.

2.5. Requests by patrons for reconsideration of material must be made in writing to the Head Librarian with the understanding that selection will not be determined by pressure from any group or individual nor will material which is consistent with selection guidelines be removed from the library collection. The Head Librarian will submit these requests to the Board with recommendations.

3. General Principals of Selection

3.1. **Intellectual Freedom**

The Library accepts without reservation, the Statement on Intellectual Freedom as adopted by the Canadian Library Association, June 27, 1994; Amended November 17, 1983; and November 18, 1985.

All persons in Canada have the fundamental right, as embodied in the nation's Bill of Rights and the Canadian Charter of Rights and Freedoms, to have access to all expressions of knowledge, creativity and intellectual activity, and to express their thoughts publicly. This right to intellectual freedom, under the law, is essential to the health and development of Canadian society.

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

It is the responsibility of libraries to guarantee and facilitate access to all expressions of knowledge and intellectual activity, including those which 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.

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

Libraries should resist all efforts to limit the exercise of these

responsibilities while recognising 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.

3.2. **Censorship**

The Library recognises that many materials are controversial and that any given item may offend some patrons. The choice of library materials by a patron for personal use is an individual matter.

Patrons are free to reject materials of which they do not personally approve; however, no individual can exercise censorship to restrict the freedom of use or access to others. The freedom of access for a minor may be restricted only by the minor's own parents for legal guardian.

Works which present an aspect of life honestly will not be excluded because of frankness of expression.

The Library does not interpret its function to be the supervisor of public morals.

The presence of any material in the Library does not indicate an endorsement of its contents.

3.3. **Hate Literature**

Hate literature is defined as "anything that is calculated to bring into hatred, ridicule or contempt, any person or group of persons, by reason of race, national origins, colour or religion", (Bill C-119), An Act to amend the Post Office Act (Hate Literature) 1969).

3.4. **Selection Criteria**

While a selection policy must be general, certain methods and principles can be followed. All selection must be considered in terms of the following criteria:

- 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
- originality of thought
- 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 – not necessarily all – of these criteria.

3.5. **Format**

Materials should be purchased in a variety of formats for Library patron use. Selection criteria will be applied to selection and de-selection of all Library materials. The content of material, rather than the format will determine the use/status of the item.

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.

3.6. **Canadiana**

The Library recognizes its responsibility to foster an awareness of Canadian culture and to support its growth and development. The collection shall include a good representation of works on Canada and her people, including subjects relating to the broad spectrum of the Canadian cultural mosaic. The collection shall also contain a good representation of works by Canadian writers.

3.7. **Curricula Support Materials**

The Library recognizes that welcoming the use of its collection for student projects helps encourage the habit of library use.

It is the responsibility of institutions engaged in formal education to provide materials which support their curriculum. It may

happen that materials collected by the Library meet the needs of school projects, but this is not the primary reason for their selection.

Textbooks will be obtained by the Library only when they provide the best coverage of a subject. A book will neither be excluded nor included solely on the basis that it is a textbook.

3.8. **Multiple Copies**

Multiple copies of a title will not generally be purchased unless warranted by continuing demands from the community. Duplication of materials is not to be at the expense of building a basic collection or to the detriment of service to the community as a whole. Titles in the children's and young adult collections may occasionally be duplicated in the adult collection when they are likely to be useful to both categories of readers.

4. Local History

4.1. The Library supports the community's interest in local history by the selection of works by and about local authors as well as general works relating to the area, whether or not such material may meet the standards of selection in other respects.

5. Donations

5.1. The Library accepts gift materials with the understanding that such materials may be added to the collection only if they meet the same standards which are applied to purchased materials. Those items which are unwanted may be offered to other libraries, sold or discarded. No condition may be imposed by the donor on the Library relating to any item after its acceptance.

6. Collection Maintenance

6.1. To keep the collection timely and attractive, materials are withdrawn when they are outdated, worn, or no longer useful. The criteria for selection are utilised in the removal of materials. Replacement of items depends upon the demand for that particular title, the availability of more current materials on the subject and the extent of the coverage of the subject in the collection.

7. Request For Review Of Library Materials

7.1. The presence of an item in the Library's collection is an affirmation of the principle of intellectual freedom as embodied in the *Canadian Library Association Statement on Intellectual Freedom*. It does not indicate an endorsement of its contents by the Tay Township Public Library Board. The following will not cause an item to be automatically included in 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

The Library will not label or amend items to show approval or disapproval of content of materials.

Physical access to materials will not be restricted except for the express purpose of protecting an item from damage or theft. Patrons of all ages have access to all of the Library's collections

The Tay Township Public Library recognises the right of individuals to express opposition to authors' ideas or to their creative exercise of language in materials selected for the Library. However, the Tay Township Public Library will not remove items purchased in compliance with this policy. Selection of material cannot be influenced by any anticipated approval or disapproval of its intellectual content by groups within the community. Although people have the right to reject for themselves material of which they do not approve, they do not have the right to restrict the intellectual freedom of others.

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

In the event of objection or complaint, the Library patron is asked to complete the form**, "Request for Review of Library Materials ".**