

North Grenville Public Library

Policy Type: **Resources**

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Policy Title: **Collection Policy**

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The North Grenville Public Library provides a collection of material for use by the community. The Library provides a wide range of materials to fulfill the informational, cultural, learning and leisure needs of the community. The Collection Development Policy provides direction and guidance for the Collection Development and Management Plan.

Section 1: Goals of the Collection

1. To maintain a well-balanced and broad collection of materials for pleasure, information and research.
2. To provide materials for the education and enlightenment of the community.
3. To provide recreational resources

To achieve these goals the Library staff shall:

1. Select materials which represent all sides of a wide range of issues.
2. Consider materials in terms of timeliness, demand, quality and authority.
3. Develop collections of materials in a variety of formats.
4. Acquire materials in formats specifically for use of the disabled.
5. Acquire materials for all ages and levels of comprehension.
6. Develop collections on specialized topics as required.

Section 2: Responsibilities

The North Grenville Public Library Board assumes ultimate responsibility for the collections and the implementation of the Collection Development Policy.

The Library Board delegates this responsibility to the Library CEO who in turn may delegate it to qualified staff.

Suggestions from patrons are always welcomed and are given due consideration in accordance with established collection development policy.

Section 3: 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. North Grenville Public Library subscribes to the following statement on “intellectual freedom”, ratified by the Canadian Library Association as amended in 1985, which affirms its commitment to the following basic policies:

- 1) All persons in Canada have 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 their thoughts publicly. This right to intellectual freedom under the law 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 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.
- 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 which 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.

The library also subscribes to the Ontario Library Association (OLA) “Statement on the Intellectual Right of the Individual” and to the OLA “Children’s Rights in the Public Library” (1998)

Section 4: Selection Criteria

The Library will develop the collection in mind of budgetary and space limitations as well as popularity of collections and trends in the publishing industry. Emphasis will be placed on the following:

- Materials which record and communicate historical, scientific, social and cultural knowledge
- Materials of current and future significance and interest
- Materials which stimulate imagination, creativity and curiosity
- Materials which increase the individual’s ability to function as a productive member of society
- Materials which entertain and thus enhance the individual’s enjoyment of life.
- Materials that reflect Canadian culture, geography, values, economy and politics

Selection of material must be considered in terms of the following criteria

- 1) Suitability for meeting the needs of the community
- 2) Literary merit/technical quality/ quality of presentation and artistic excellence
- 3) Reputation and/or significance of the author
- 4) Comments by qualified reviewers
- 5) Popular demand and current trends
- 6) Relation to existing collections and other material on subject
- 7) Skill, competence and purpose of the author
- 8) Budgetary and space considerations
- 9) Suitability of physical form for library use

Section 5: Collection as Part of the System

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

Section 6: Weeding

In order to maintain an active working collection materials shall be withdrawn using the CREW¹ method, from the collection on a regular and systematic basis for the following reasons.

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

The CEO shall have overall responsibility for the materials withdrawn from the collection.

Withdrawn materials may be sold to produce extra income for the Library.

Section 7: Gifts and Donations

The Library accepts gifts of books, pamphlets, periodicals, DVDs and other materials, only if they are suitable to the needs of the Library. The same principles of selection which are applied to purchases are applied to gifts. Gifts of books and other materials are accepted on the understanding that the Library retains unconditional ownership of the gifts, and that if it cannot use them, the Library may discard them at any time and in any way it sees fit. The Library is not responsible for informing the donor of such disposition. Except for temporary exhibit purposes, the Library does not accept storage responsibility for books, documents, or objects owned or controlled by groups or individuals.

Donations of money for materials are accepted and the funds will be spent in accordance with the Collection Policy guidelines.

Section 8: Local Authors

The North Grenville Public Library supports the work of local authors and welcomes the growing opportunities that new self-publishing technologies offer local writers for self-expression.

¹ CREW: A Weeding Manual for Modern Libraries, Revised and edited by Jeanette Larson, Texas State Library and Archives Commission, Austin Texas, 2012.

The Library has a Local Authors Collection for recent works in print written by authors with a connection to North Grenville. Books in this collection are acquired through donation.

Authors wishing to donate books to this collection must meet the following criteria:

- 1) eBooks will not be accepted
- 2) Books must be written in either English or French
- 3) The library cannot accept any works which are in contravention of Canadian legislation.
- 4) The binding must be strong enough to withstand at least 20 readings/circulations. Books will be removed from the collection and disposed of when bindings give out. Authors can search the online catalogue system anytime to determine whether their works are still in the collection.
- 5) A completed and signed copy of the Local Author Submission Form must be included with each book submitted. The information from the submission form will be entered in our catalogue along with the subject "Local author".

Authors should be aware that:

- Books contributed to this collection become the property of the library.
- Non-fiction books included in this collection must meet the selection criteria
- Local author books will be designated by a "Local Author" sticker on the spine and will be interfiled with the main body of the library's collection.
- Books contributed to this collection may be removed from the collection at the discretion of the library, in accordance with the Weeding Policy (Section 6 of Collection Development Policy)
- Removed books will not be returned to contributors.
- If the work is published by a publishing company, the library will consider adding the book to the regular collection, using the criteria outlined in Section 4 of Collection Development Policy).
- The North Grenville Public Library retains the right to make exceptions to any of the above criteria.

Section 8: Composition of the Collection

The composition of the Library collection shall reflect the needs and interests of the community of North Grenville as determined by analysis and experience on the part of the Library staff. The collection shall be composed of the following major parts.

1) Adult Print Collection

a) Fiction

The Library recognizes the need to accommodate the varying tastes, interests, purposes and reading skills of its clients. While there is no single standard of literary quality, preference will be given to fiction that contributes to the balance of the collection with regard to:

- Types and styles of literature
- Subjects treated
- Patron appeal

While it is not possible to keep all retrospective materials, access to these works will be maintained through the interlibrary loan network.

A small large print collection will be maintained.

b) **Non-Fiction**

A collection of circulating books covering all topics represented by the Dewey Decimal Classification will be maintained; eg. applied sciences, art and architecture; business; economics; history; geography; literature; music etc.

A small large print collection will be maintained.

c) **Reference**

Reference material will be provided primarily in electronic format. A small print collection will be provided (eg. dictionaries, maps, basic encyclopedia, local resources etc).

The Library staff shall seek to provide the community with access to current government policies, information and legislation. Most of this material will be in electronic form, but the Library will provide print copies of local government documents when possible.

d) **Local History**

A particular interest in local history is acknowledged. The staff will endeavour to maintain a collection of works and archival materials about North Grenville. Staff will maintain a close connection with the Archives.

e) **Periodicals**

A variety of general interest magazines, with limited retention periods, will be provided, along with select newspapers.

2) **Non-Print**

The Library will provide a variety of non-print material in accessible formats for different age groups.

a) **Reference**

A collection of general and specialized databases, dictionaries, periodicals will be provided either for use in the library or via the website through subscriptions with various vendors.

b) **Fiction**

Fiction titles (eBooks and downloadable audio books) will be provided for all ages through consortium selection and buying. The Library will also select and purchase audio books on CD.

c) **Non-Fiction**

Non-fiction (eBooks downloadable audio books) will be provided for all ages through consortium selection and buying. The Library will also select and purchase audio books on CD.

d) **DVDs**

DVDs are selected to meet the recreational, informational and educational needs of children, young adults and adults. The Library offers a wide variety of videos representing differing tastes, interests and backgrounds.

The educational video collection includes a broad range of subject areas in which there is actual or anticipated demand for information in this format useful to the general public.

The entertainment video collection consists of feature films, a variety of dramatized films, high-demand new releases, TV mini-series and shows, films not currently available locally, those containing historical significance, films from other countries or by independent filmmakers, films with national, regional or local interest, biographical films and film versions of literary works.

3) **Children and Young Adult Collections**

The Library does not have sufficient funding or space to support the schools' curriculum but a collection will be developed that complements the curriculum.

a) **Young Adult**

A collection specifically selected for young adults, from ages 12-16 years, will be maintained. The importance of adolescence as a crucial growing phase is recognized and accordingly materials dealing with awareness of self, hero-worship, conformity, sex, concern with the future, and evaluation of beliefs will be selected. Fiction, non-fiction, audio books and DVDs will be selected.

b) **Children**

A collection that is current, attractive and broad in scope will be developed. It will include audio books, eBooks, computer software and print collections that will interest and encourage children to read.

4) **Multilingual Materials**

Materials will be purchased in English and to a lesser extent French. Materials in languages other than English and French will be provided to library clients through the interlibrary loan system.

Section 9: Complaints About the Collection

The Library does not advocate all the ideas and opinions found in its collection. The presence of a book, periodical or other material in the Library does not indicate any endorsement of its contents by the Library. The Library recognizes that many books are controversial and that given items may offend some patrons. Selection will not be made on the basis on any anticipated approval or disapproval, but solely on the best available evaluation of the merit of the material and its use in the community. However, a patron may express an objection in writing by filling out a "Request for Reconsideration" form. This request will be reviewed by the CEO and if necessary by the Library Board.