



Revised Draft

## Collection Development Policy

### Purpose

This policy has been created:

- To outline the authority, principles and criteria upon which selection decisions are made for library collections;
- To define Library users' rights and responsibilities as it pertains to use of Library collections; and
- To provide a process for public input.

This policy does not pertain to Internet use (see Public Computer and Internet Use Policy) nor to the rules of borrowing library materials (see Membership Policy).

### Authority:

While overall responsibility for library collections rests with the Newmarket Public Library Board, the responsibility for selection and maintenance of library materials is given to the Chief Executive Officer (CEO). The CEO may choose to delegate these responsibilities to qualified staff and/or to contract selection to outside agencies, subject to monitoring by staff.

Library staff may use multiple tools to select materials and are not responsible for reading or reviewing items individually. The presence of any material in the Library does not indicate endorsement of its content by the Library Board, or Library staff.

### Guiding Principles:

The development of collections for the Newmarket Public Library ("the Library") supports the Canadian Federation of Library Associations Statement on Intellectual Freedom (<https://cfla-fcab.ca/en/guidelines-and-position-papers/statement-on-intellectual-freedom-and-libraries/>) and Libraries and Ontario Library Association's Statement on Intellectual Freedom and Intellectual Rights of the Individual ([https://accessola.com/wp-content/uploads/2020/08/2020\\_OLAIntellectualFreedomStatement.pdf](https://accessola.com/wp-content/uploads/2020/08/2020_OLAIntellectualFreedomStatement.pdf)).

The collection is an unbiased and diverse source of information representing as many viewpoints as possible and is developed to be proactively inclusive and strives to broadly and equitably represent the community it serves in all its diversity.

The Library also supports the Ontario Library Association's Position on Children's Rights in the Public Library (<https://accessola.com/wp-content/uploads/2020/08/1998-OLAChildrensRightsLibrary.pdf>). Accordingly, the Library develops collections that are accessible to and specifically meet the needs of children.

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Approved by the Library Board April 16, 2003

Draft for approval September 15, 2021

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The Library Board shall not purchase, retain, or make accessible in its permanent collection, resources and materials in violation of the statutes of Canada or Ontario.

The Library's collection shall:

- respond to the educational, cultural, leisure and other information needs of the community;
- provide materials through which inquiring minds may discover a variety of viewpoints;
- reflect diversity in culture, language, faith, ethnicity, gender and sexual identity/orientation;
- provide material equitably to all age groups, people from all socio-economic statuses and for persons of different educational backgrounds and abilities.

**Selection criteria:**

Materials shall be considered according to the following criteria:

- Suitability of subject and style for intended users;
- Comments of reviewers, critics, and bestseller lists;
- Strengths and weaknesses of the existing collection
- Timeliness and accuracy of the information;
- Reputation and authority of the author and publisher;
- Purchase price and other budgetary considerations;
- Contribution to balance of treatment of a controversial subject;
- Contemporary significance or permanent value;
- Suitability and quality of physical form, layout and construction;
- Space requirements;
- Availability of materials through other libraries in the area;
- Demand in the community, either anticipated or demonstrated;
- Artistic merit;
- Technical and production qualities;
- For digital material, the following may also apply:
- Ease of access
  - Copyright restrictions
  - Extensiveness of content
  - Software compatibility

Selection criteria apply to all physical and digital material collected by the Library, whether purchased, leased or donated. An item does not have to meet all of the criteria in order to be acceptable.

Other considerations include:

- Multiple copies may be acquired when demand and budget permit.
- Special attention shall be given to materials about Canada and by Canadian authors, as well as about the local community and by local authors.

- The Library may acquire textbook format material only if it is useful to the general user or if there is otherwise a shortage of information on a topic in demand.
- New formats shall be carefully considered according to budget considerations, community needs, the need for specialized equipment, and the impact on existing resources.
- The Library shall not knowingly collect material that promotes hatred or discrimination, as defined by current Canadian legislation, against members of any particular group.
- Material in French shall be collected as demand and budget allow.
- Material in languages other than English and French may also be collected according to demand, budget, and availability.
- In accordance with the Access for Ontarians with Disabilities Act, access will be provided to materials in accessible formats and collected by the Library as demand and budget allow.

### **Deselection Criteria**

Materials may be removed from the collection for the following reasons:

1. Demand is low, suggesting low relevance to the needs and interests of the community
2. Physical condition is poor
3. They are out of date, or superseded by either a new edition, or a better item on the subject
4. The information contained in the item is proven to be factually incorrect
5. The information may be obtained elsewhere, through interlibrary loan, reciprocal borrowing, or electronic form

### **Rights and responsibilities of library users:**

#### **Collection Access and Choice:**

Except where prohibited by law, library users of all ages shall be entitled to equal borrowing privileges and access to Library materials. While Library staff may assist users in selecting library material, the prime responsibility for the choice of materials lies with the library user. Parents and legal guardians are responsible for monitoring and limiting the use of library materials for their children. No item shall be excluded from the collection solely because it may come into the possession of a child.

Borrowing of video materials shall be restricted to users aged 18 or older in the case where the material has been thus rated in accordance with a recognized industry or government system.

The Library may control use of any collection material in order to protect items deemed susceptible to theft or damage by users, or to maximize the widest possible use of materials by library users.

#### **Copyright:**

Audio-visual materials are loaned for home use only. Unless indicated otherwise, they may not be broadcast, transmitted, edited, copied, or presented at any event other than in a private

home, notwithstanding any exemptions granted by copyright legislation. The Library is not responsible for any copyright infringement committed by borrowers.

For copyright in print materials, please see the Photocopy Policy.

**Liability:**

The Library assumes no responsibility for damage to personal equipment incurred during playback of the Library's audio-visual media.

**Public input:**

The Library shall provide a forum for suggestions for the purchase of material from library users. All suggestions shall be considered in light of the selection criteria outlined in the policy. The Library shall welcome comments and opinions regarding the collection from all library users.

**Reconsideration of Materials:**

The Library is aware that some materials are controversial and may offend some library users, and recognizes the right of an individual or group to reject such material for personal use. The Library shall provide access to a formal Reconsideration process for users who object to specific Library material.

Library members who object to an item in the collection may place a formal request for reconsideration by filling out a Request for Reconsideration form. (see Appendix I). Upon receipt of the written reconsideration request, the Library shall conduct a review of the materials in question. The final decision shall be communicated to the originator of the complaint in writing following the completion of the review.

**Donation of Library Materials**

The Library accepts donations of books or any other materials in formats offered for loan or use by the Library. Such gifts are accepted on the understanding that the Library retains unconditional ownership of the items and may use or dispose of them as it sees fit. The Library is not responsible for ensuring the donor is aware of these conditions.

The Library reserves the right to refuse donations when the material is not deemed usable for the Library collection or for sale. This includes material in poor physical condition, in outdated formats, that is out of date or unsuited to the needs and interests of the community.

Materials that are not identified as belonging to a library or other lending institution that are deposited as library returns will be treated as donations unless claimed within two weeks. Materials placed elsewhere on Library property without staff permission will be treated as donations immediately; the Library reserves the right to invoke the Trespass to Property Act to enforce their removal by the donor, or to dispose of the materials immediately as waste.

**Related policies:**

Photocopy Policy

Donation Policy

Diversity and Inclusivity Policy

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**Appendix I**



**Request for Reconsideration of Library Materials Form**

**Complainant:**

Name \_\_\_\_\_ **(please print)**

Address \_\_\_\_\_

City \_\_\_\_\_ Postal Code \_\_\_\_\_

Telephone (\_\_\_\_) \_\_\_\_\_

Complainant represents himself/herself \_\_\_\_\_ or an Organization \_\_\_\_\_

Name of organization \_\_\_\_\_

Address \_\_\_\_\_

Chief Officer or Chair \_\_\_\_\_

**Material to be considered:**

Author \_\_\_\_\_

Title \_\_\_\_\_

Publisher \_\_\_\_\_

Type of Material (book, video, DVD, Magazine, etc.) \_\_\_\_\_

Have you read/viewed this material in its entirety? \_\_\_\_\_

Please state your objections to this material. Be specific please, e.g. cite page references.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**(Please use the bottom portion of the reverse side of this sheet if you require more room)**

What reviews of this material have you consulted?

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Is there anything good about this material?

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What action do you recommend be taken on this material?

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Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Response**

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Selector's Signature \_\_\_\_\_ Date: \_\_\_\_\_

CEO Signature \_\_\_\_\_ Date: \_\_\_\_\_