

COLLECTION DEVELOPMENT POLICY

Board Approved: May 17, 2012

Review / Revision Approval Dates: March 18, 2021

The Collection Development Policy will support the mission of the Southgate Public Library by selecting materials to anticipate and meet the needs of all Library patrons. The specific purposes of this policy are as follows:

- 1) To state publicly the principles of selection upon which material is chosen.
- 2) To define the responsibility for material selection and to identify the delegation of that responsibility.
- 3) To provide direction for staff in collection development and maintenance.

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

Section 1: Library Values

- 1) Intellectual Freedom: Our library should aid everyone to find whatever they wish to read or learn, even if such materials may differ from community standards.
- 2) Community Standards: Our library collection should be of high quality and reflect generally held community values as well as changing interests.
- 3) Fiscal Responsibility: Finances should be used efficiently and effectively to further the core mission of our library in a transparent fashion that is accountable to the community.
- 4) Courteous, Competent Staff: Our library staff should promote a welcoming atmosphere where all patrons are treated courteously and fairly and assisted competently and professionally as they require.
- 5) Accessibility: Our library should be accessible to all community members.

Section 2: Responsibilities

The Southgate Public Library Board is responsible for implementation of the Collection Development Policy. The Library Board delegates this responsibility to the Librarian CEO who in turn may delegate it to qualified staff. Qualified library staff are responsible for following the guidelines established to carry out collection development tasks.

Book purchase suggestions from patrons are always welcomed and are given due consideration. Please see *Appendix 2* for more information.

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

Section 3: General Principles of Selection

Intellectual Freedom:

The Southgate Public Library endorses the Canadian Library Association's [Statement of Intellectual Freedom](#):

“In accordance with these principles, the Canadian Library Association affirms that all persons in Canada have a fundamental right, subject only to the Constitution and the law, to have access to the full range of knowledge, imagination, ideas, and opinion, and to express their thoughts publicly.”

The Library Board is responsible for the education and advocacy of the principles of intellectual freedom to staff, Council and the public. Endorsement of this statement does not supersede the Library Board's right to establish rules and regulations as set out in the Public Libraries Act (i.e., rules governing the orderly sharing of materials).

This statement recognizes that charges for access to free research sources on the Internet constitutes a residents' right to intellectual freedom.

The Intellectual Freedom Policy of the Board should be reviewed at least every four years.

Balance:

The primary aim of selection is to establish a balanced collection which adequately represents various points of view on a subject. The Library Board recognizes that some materials in the collection may offend some individuals or groups because of language, moral implication, religious or political point of view expressed. However, selection will not be made based on any anticipated approval or disapproval, but on the staff-evaluated merit, authenticity, honesty of presentation, and community relevance of each item.

The Library and the Education Community:

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

Section 4: Selection Criteria

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

- 1) Suitability for meeting the needs of the community and appeal to the interests of the community.

- 2) Permanent value.
- 3) Literary merit, quality of presentation (and/or suitability of physical form), and originality of thought.
- 4) Accuracy, authoritativeness, and objectivity.
- 5) Reputation, significance, competence, and purpose of the author generally and in the local community.
- 6) Comments by reviewers.
- 7) Contemporary significance, popular demand, and current trends.
- 8) Relation to existing collections and other material on the subject at the library and availability of materials at other libraries.
- 9) Budgetary and space considerations.

Items chosen for the collection should meet most, but not necessarily all, of these selection criteria.

Materials will be purchased in a variety of formats for patron use. The content rather than the format will determine the use/status of the item. Collections of multi-media formats such as Audiobooks, eBooks and eAudiobooks are considered when a significant portion of the community has access to the necessary technology to make use of the format.

Section 5: Local History

Materials regarding the history of Dundalk, the former Proton and Egremont Townships, the Township of Southgate, and surrounding area will be collected.

Section 6: Material Purchase Plan

Each year a material purchase plan shall be established so that timely and balanced purchases may be made within the library budget and any grants that may be obtained.

Section 7: Donations

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 the selection criteria above. Unwanted items 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.

Monetary donations may be made through the Friends of the Library. Tax receipts will be given to a donor contributing \$20 or more.

Section 8: Collection Maintenance

To keep the collection timely and attractive, materials are withdrawn when they are outdated or worn. The American Library Association's CREW Method (Continuous Review Evaluation and Weeding) and MUSTIE Factors (Misleading, Ugly, Superseded,

Trivial, Irrelevant & Elsewhere available), will be used for weeding all types of materials. Replacement of items depends upon demand for the title, the availability of more current materials on the subject and the extent of the coverage of the subject in the collection.

Section 9: Patron Request for Material

Patrons may request that the Southgate Public Library order specific material or information using the “Patron Request for Library Materials” form in *Appendix 2*.

Section 10: Patron Request for Reconsideration of Library Materials

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’s “Statement on Intellectual Freedom”. It does not indicate an endorsement of its contents by the Southgate Public Library Board. An item will not be automatically included or excluded based on race, religion, nationality, or political views of an author; frankness or coarseness of language; controversial content; or 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 the Library’s collections.

The Southgate Public Library recognizes 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 Southgate Public Library will not remove items purchased in compliance with this policy. 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 Southgate 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 “Request for Reconsideration of Library Materials” form in *Appendix 3*.

Related Documents

Strategic Plan
Strategic Planning Policy
Circulation Policy
Programming Policy

APPENDIX 1

Township of Southgate Demographics

Population 7,355
 Male 3,815
 Female 3,540

AGE GROUP	
0 – 4 years old	515
5 – 9 years old	455
10 – 14 years old	485
15 – 19 years old	515
20 – 24 years old	480
25 – 29 years old	425
30 – 34 years old	340
35 – 39 years old	385
40 – 44 years old	390
45 – 49 years old	500
50 – 54 years old	685
55 – 59 years old	635
60 – 64 years old	505
65 – 69 years old	375
70 – 74 years old	285
75 – 79 years old	160
80 – 84 years old	125
85 + years old	95

DIVERSITY	
Visible Minority	115
Non-Visible Minority	7,230
North American	3,070
Aboriginal	290
Latin American	115
European	5,390
African	55
Caribbean	55
Asian	60
LANGUAGES SPOKEN AT HOME	
English	6,225
French	10
Non-Official	1005
Germanic	915
Indo-Iranian	10
Italic (Romance)	55
Balto-Slavic	25

The demographic information in Appendix 1 is taken from Statistics Canada: Statistics Canada. 2017. Southgate, TP, Ontario. Census Profile. 2016 Census. Statistics Canada Catalogue no. 98-316-X2016001. Ottawa. Released November 29, 2017. <https://www12.statcan.gc.ca/census-recensement/2016/dp-pd/prof/index.cfm?Lang=E>

APPENDIX 2

Patron Request for Library Materials

Patrons may request that the Southgate Public Library order specific material by placing the information (topic, author, title, and/or series) along with their library card number in the “Book Suggestion Binder” at the Circulation Desk.

Alternatively, staff may do this on their behalf.

If a material request has been written down in the “Book Suggestion Binder” the material will be purchased for the library if it fits within the parameters of the collection plan and the library budget and/or has been requested by two or more individuals.

The material will be ordered either at the end of each month or sooner if the book is in high demand.

Patron Request for Library Materials

Author: _____

Title: _____

Series (if applicable): _____

Topic (if applicable): _____

Library Card Number: _____

APPENDIX 3

Patron Request for Reconsideration of Library Materials

Although materials are carefully selected, differences of opinion regarding suitable materials may arise. Patrons having a significant concern about an item in the collection may complete a "Request for Reconsideration of Library Materials" form, which is available in a binder at the circulation desk.

If a patron files a "Request for Reconsideration of Library Materials" the Librarian C.E.O. in concert with a Board Trustee will review the material to determine whether the item should remain or be removed from the collection. The Library Board will be informed of the completed form and the decision made within 30 days of the initiated request.

The Librarian C.E.O. will write a letter to the patron who initiated the request, outlining the above procedures and the outcome of the review. If necessary, the letter may also include a statement inviting the patron to the library to discuss the matter with the Librarian C.E.O. and a designated Trustee.

After the interview with the Librarian C.E.O. and designated Trustee, a patron desiring further action can make a request in writing for a hearing before the Library Board who has final authority.

Patron Request for Reconsideration of Library Materials

Author: _____

Title: _____

Publisher or Distributor: _____

Request Initiated By: _____

Address: _____ Telephone: _____

1. Have you read or viewed the entire work? If not, what parts?
2. To what in the material do you object? Please be specific: cite pages or sections.
3. Were there any good or valuable features in the material?
4. What do you feel might be the result of reading or viewing this material?
5. Have you read any reviews of this material? If yes, specify:
6. What would you like the library to do about this material?

Date: _____ Signature: _____

Note: This form goes to the Librarian C.E.O. and you will receive a written reply of the decision made within 30 days.