

<b>Title:</b>	Collection Development Policy	<b>Policy Number:</b> 300-03
<b>Policy Type:</b>	Operational	
<b>Approval By:</b>	Resolution Number RB 2004-04-19	
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<b>Review Date:</b>	May 2023 May 2026	

## PURPOSE

This policy describes the criteria by which all library materials, regardless of format, are selected and deaccessioned.

## SCOPE

This policy applies to all materials selected, maintained and de-selected in all library locations including online resources.

This policy does not apply to archival materials and records.

## DEFINITIONS

**Deaccession** – the process of permanently removing items, both physical and electronic from the library’s collections.

**Intellectual Freedom** – the right of every individual to both seek and receive information from all points of view and without restriction. It provides for free access to all expressions of ideas through which any and all sides of a question, cause or movement may be explored.

**Personal enrichment** - the means for individuals to enrich themselves through recreational, cultural, informational and educational material and services which individuals can access at their own choosing.

## POLICY STATEMENT

The library supports the fundamental beliefs of universal access, intellectual freedom, personal enrichment, and preservation of the community’s heritage to:

- facilitate access to all expressions of knowledge, creativity, experience and intellectual activity
- provide a wide range of resources to meet individual and community needs for information, education, recreation and personal development
- select materials which represent all sides of an issue
- develop collections of materials in a variety of formats, accessible for all patrons
- collect materials for all ages and levels of comprehension
- provide materials for specialized collections
- emphasize the inclusion of local authors, and Canadian and Indigenous materials

Library materials will be selected and retained on the basis of their value for the interest, information, and enlightenment of all the people of the community.

Factors that will be considered in adding to or removing materials from the library collection will include, but not necessarily be restricted to: Present collection composition, collection development goals and objectives, interest, demand, timeliness, audience, recommendations by critics or reviewers, caliber of publisher, significance of subject, authority or significance of author, diversity of viewpoint, effective expression, physical condition, suitability of format for library use, Canadian and Indigenous content, and limitation of budget and facilities.

Items need not meet all of the factors to be included in the library's collection.

Selection and deaccession is vested in the CEO through direction to appropriate staff.

Staff will be responsive to the public's suggestion of titles and subjects to be included in the library collection. These suggestions will be considered in light of the library's collection development policy. Staff will advise the patron of the decision on those recommendations in a timely manner.

Donations are accepted as outright gifts at the discretion of library staff, following the same selection and deaccession standards applied to purchases. The library reserves the right to dispose of donations not added to the collection. The library does not evaluate materials for or provide tax receipts for book donations.

The library is not a library of historical record, except in the area of archives and local history. To maintain an active collection of value to the community, materials will be withdrawn from the collection on a regular and systematic basis. Factors taken into consideration in deaccession include, but may not necessarily be restricted to, physical condition, outdated contents, waning interest, use, balance of the collection, representation of minority groups, and space limitations.

The Board believes that using library materials is an individual private matter. One is free to select or to reject materials for oneself, but one cannot restrict the freedom of others to do the same. The Board, management and staff do not stand in the place of the parent/guardian in guidance or direction of the reading or viewing by minor children, which is the sole responsibility of the parent/guardian. It is the responsibility of parents and legal guardians to develop, interpret and enforce their own code of ethics upon their minor children.

The Board recognizes that some materials may be regarded as controversial, whether because of bias, frankness of language, political or religious expression, or moral implication. Selection will be made on the evaluation of the publication's literary merit, authenticity, presentation, topical interest, and use by the intended audience. The primary aim of materials selection is to establish a balanced collection that adequately represents various points of view on many subjects.

No library materials shall be included nor excluded simply because of the race, sex, gender identity, gender expression, sexual orientation, place of birth, origin, ethnic



origin, ethnicity, citizenship, age, creed, disability, family structure, political, religious, social, or moral views of the author.

Individuals requesting that material be withdrawn from, restricted within or located in a different section of the library should fill out the *Reconsideration of Library Materials* form and submit it to the library CEO. The reconsideration will be placed on the agenda of the next regularly scheduled library board meeting.

The library will be organized and maintained to facilitate access. There will be no prejudicial labeling, sequestering or alteration of materials.

The Sault Ste. Marie Public Library Board recognizes the Canadian Charter of Rights and Freedom and the Ontario Library Association Statement on Intellectual Freedom and the Intellectual Rights of the Individual.

The presence of an item in the library's collection is an affirmation of the principle of intellectual freedom. It does not indicate an endorsement of its contents by the Sault Ste. Marie library staff or Board.

#### **RELATED POLICIES**

- 200-01 Purchasing and Procurement Policy
- 200-02 Tangible Capital Assets Policy
- 300-01 Archives Acquisition Policy
- 300-05 Membership Policy
- 300-08 Visiting Library Service Policy



**Appendix 1:** Reconsideration of Library Materials Form

Book     DVD     Periodical  
 CD     Audiobook    Other \_\_\_\_\_

Title: \_\_\_\_\_

Author: \_\_\_\_\_

Publisher: \_\_\_\_\_ Year Published: \_\_\_\_\_

Requestor's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone #: \_\_\_\_\_

Are you representing yourself?   

Or

Are you representing an organization?   

To what do you object? Please be specific. Cite pages.

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Did you read the entire work?    Yes        No   

If not, what parts did you read?

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What do you feel might be the result of reading this work?

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For what age group would you recommend this work?

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What do you believe is the theme of this work?

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Are you aware of judgments of this work by literary critics?

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What would you like the library to do about this work?

- Return it to the department for reevaluation  
Or  (explain below)

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What would you recommend in its place?

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