



# Woodstock Public Library Policy

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**Policy Name:** Collection Development

**Category:** Library Services

**Version:** May 13, 2025

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## POLICY STATEMENT AND RATIONALE

The Woodstock Public Library strives to provide diverse collections relating to cultures, languages, religious traditions, and peoples, in physical and digital formats. A broad range of authors, content creators, and experiences will be included and highlighted in the collection. This policy sets out the parameters for the development of the collections and decisions on the selection of materials and is the basis for collection evaluation, planning, and budgeting.

### Responsibility

The ultimate responsibility for the collection development will lie with the CEO, acting in accordance with the principles established by the Library Board. In practice, selection and de-selection of materials may be made by appropriately trained staff as designated by the CEO.

### Underlying Principles

1. The selection of materials for the Library is driven by principles defined in the Library's Mission Statement. Ongoing material selection activities are founded on staff familiarity with existing collections, their awareness of the needs of Library patrons, and their knowledge of retrospective, current, and future trends in informational, educational, and recreational materials suitable for public library use. The Library selects:
  - a. Contemporary materials representing varying points of view, which are of current interest and possible future significance, including materials which reflect current conditions, trends and controversies;
  - b. Source materials and thoughtful interpretations which document or shed light on the past;

- c. Materials that inform and increase an individual's ability to function effectively as a member of society;
  - d. Materials that provide an aesthetic experience, stimulate the imagination, and increase an individual's potential creativity;
  - e. Materials that expand an individual's understanding of the world in which we live;
  - f. Materials that entertain and may enhance an individual's enjoyment of life;
  - g. Special consideration is given to materials with Canadian content that record the Canadian experience or that relates to life in Canada or the lives and works of Canadians.
  - h. Materials that include works written about or created by Indigenous peoples, concerning Indigenous knowledge, information about cultures, histories, Indigenous-settler relations and related issues;
  - i. Materials that support the linguistic diversity of the community, with a special focus to the French language.
- 2. The Library endeavors to provide equitable access to its extensive collections through a multi-tiered delivery model which rationalizes the location, scope, format, and focus of collections.
  - 3. The Library and Library staff cannot assume parental responsibility. Parents or legal guardians have the sole right and responsibility of supervising their own children's choices and uses of library materials.

### **Scope and Size of the Collection**

- 1. The Library provides a collection of books and materials that is responsive to the needs and interests of our diverse community:
  - including a variety of alternative and accessible formats (such as through the Centre for Equitable Library Access – CELA),
  - including multilingual materials in response to community need,
  - including representation of a wide variety of opinions, lived experience, culture, language, religious tradition, and people.
- 2. The collections shall be balanced and represent diverse points of view and may include materials that some members of the public consider to be controversial in nature.

3. The presence of an item in the Library does not indicate an endorsement of its content by the Library.
4. The Library develops collections which include, but are not limited to, the following areas: fiction and non-fiction for adults, young adult (YA), teens, and children; magazines and periodicals, music and media, local history and local interest, literacy, and government documents. Materials in non-English languages will be made available based upon community demographics and public interest.
5. The staff is responsible for developing profiles for each area of the collection to further define the scope of the collections. These profiles are tools for collection development and evaluation.
6. The Library participates in consortia purchasing and collective efforts with other libraries to broaden the scope and size of the collection.
7. Recognized, professional standards will be used to determine the appropriate size of the collection. Planning for budgets and facilities must reflect these standards.

### **Selection of Materials**

1. Selection responsibility for specific portions of the collection may be delegated to other members of the Library staff. In selecting materials, staff will use professional resources, judgement, knowledge, and experience.
2. The staff will proactively solicit advice from, as well as anticipate the needs and interests of the community.
3. What is purchased, and what remains in the collections, is based on the following criteria:
  - a. recommendations by critics or reviewers,
  - b. public demand,
  - c. relationship of subject to existing collection,
  - d. importance of subject matter in relation to community needs,
  - e. authority or significance of author,
  - f. quality of writing, production, and illustrations,
  - g. accessibility criteria and features,
  - h. authority and standards of publisher,
  - i. suitability of format for library use,
  - j. Canadian content,
  - k. currency and relevancy of the content.
4. All reasonable effort will be made to identify AI generated materials made available in the Library's collections.

5. Digital resources are provided by third party vendors, which limits the library's ability to select or deselect the information these resources provide.

### **Withdrawal and Replacement of Items**

1. An up-to-date, attractive and useful collection is maintained through a continual withdrawal and replacement process.
2. The ongoing process of withdrawal is the responsibility of the CEO. This responsibility may be shared with other members of the staff.
3. Items will be withdrawn using best practices and established criteria as determined by Library staff.
4. Withdrawn material may be discarded, donated, or sold at the Library's discretion.
5. Replacement shall depend on demand for the title, availability of the title, availability of more current material on the subject, and the extent to which the subject is already covered in the collection.

### **Materials Donations**

1. The Library accepts gifts of books or other collections materials based on specific criteria to be sold by the Friends of the Library.
2. On rare occasions, donated materials may be added to the Library collection based on need.
3. Gifts of books or other materials may be rejected for donation based upon type and/or the physical condition of those materials. In this case, the donor is responsible for the disposal of the items in question.
4. All accepted donations automatically become the property of the Woodstock Public Library.

### **Requests for Purchase**

1. Suggestions from the community for the purchase of items are always welcome and are given due consideration.
2. Patrons may use the Request for Purchase form on the Library's website to make such a suggestion, or speak to a staff member for support in submitting their request.

## **Requests for Materials Reconsideration**

1. In the event of objection or complaint by a Woodstock Public Library patron to any material contained in the Library, the steps for a resolution are as follows:
  - a. The patron is provided with a copy of the Collection Development Policy and requested to put his or her objections in writing using the Request for Materials Reconsideration form.
  - b. The completed Request for Reconsideration form is then forwarded to the Director of Library Services. The Director and a team of professional librarians will review the complaint. When the review is completed, a written recommendation will be made to the CEO. The recommendation will be guided by the Library Board's position that:
    - i. People have the right to reject for themselves material they do not approve of, but they do not have the right to restrict the intellectual freedom of others.
    - ii. Parents and legal guardians have the right to determine access to materials for their own minor child(ren) but not to limit what other children can access.
  - c. The CEO will then make the final decision and provide the patron with a written explanation for the decision within four weeks of the date of receipt of the complaint. The CEO will submit to the Board a report on requests for reconsideration for their information on an annual basis.

## **RELATED DOCUMENTS AND POLICIES**

Woodstock Public Library – Accessibility Policy  
Woodstock Public Library – Donations, Gifts, and Donor Recognition Policy  
Woodstock Public Library – Inclusion and Diversity Policy  
Woodstock Public Library – Intellectual Freedom Policy  
Woodstock Public Library – Purchasing and Disposal Policy  
Woodstock Public Library – Request for Materials Reconsideration Form  
[Ontario Human Rights Commission – Right to Read](#)

## **DOCUMENT REVISION RECORD**

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