



# Woodstock Public Library Policy

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**Policy Name:** Collection Development

**Category:** Library Services

**Version:** 20 January 2020

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## POLICY STATEMENT AND RATIONALE

The purpose of this policy is to provide a statement of philosophy and identify key objectives respecting the selection and de-selection of library material that will reflect the objectives of the Library's mission statement and that will allow the development and maintenance of a top-quality, balanced, and active collection of materials to support the Library's role in the community.

## SCOPE

This policy shall apply to the Woodstock Public Library.

## DEFINITIONS

In reading and interpreting this policy, the following definitions shall apply;

"CEO" means the Chief Executive Officer of the Woodstock Public Library.

"City" means the Corporation of the City of Woodstock.

"Library" means the Woodstock Public Library.

"Library Board" means the Woodstock Public Library Board.

## POLICY, PROCEDURE AND IMPLEMENTATION

### 1.0 Responsibility

- 1.1 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 appropriate trained staff as designated by the CEO.

## **2.0 Underlying Principles**

- 2.1 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 users, 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 reflects 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) The Library endeavors to provide equitable access to its extensive collections through a multi-tiered service delivery model which rationalizes the location, scope and focus of collections.
  - h) Special considerations 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.
  - i) Materials that include works written about or created by Indigenous peoples in Canada, concerning Indigenous knowledge, information about cultures, histories, Indigenous-settler relations and related issues.
  - j) Materials that support the linguistic diversity of the community, with a special focus to the French language.
- 2.2 The Library is also guided in its selection of materials by the principles embodied in the following statements:
- a) Ontario Library Association's Statement on the Intellectual Rights of the Individual

- b) Canadian Library Association Statement on Intellectual Freedom and Libraries
- c) Ontario Library Association's Position on Children's Rights in the Public Library
- d) Ontario Library Association's Position on Teens' Rights
- e) Canadian Federation of Library Association's Statement on Diversity and Inclusion.

### **3.0 Collection Development**

- 3.1 The responsibility for selection and withdrawal of materials rests with professional librarians under the supervision of their Manager and CEO. Staff members select and deselect materials based on their expertise, experience, and the needs of the local community.

### **4.0 Selection**

- 4.1 The CEO or his/her designate(s) shall consider the following general criteria for selection:
  - a) suitability of physical form for library use;
  - b) relationship to existing collections and other material on the subject;
  - c) accessibility of material in other libraries;
  - d) interests and composition of the community and region;
  - e) popular demand and current trends;
  - f) attention of critics, reviewers, and public;
  - g) quality of writing and/or visual art;
  - h) reputation, skill, competence and purpose of the originator of the work;
  - i) special value as a contribution to social questions and problems of continuing or topical interests;
  - j) timeliness or permanence of the work;
  - k) availability of funds and space;
  - l) comprehensiveness and depth of treatment;
  - m) clarity, accuracy and logic of presentation;

- n) balance of viewpoints in the collection (challenging thought, extreme or minority points of view are often represented though quantity may be limited).
- 4.2 An item need not meet all of the criteria set out above in order to be acceptable. Materials that do not meet these criteria may be purchased to satisfy patron demand.
- 5.0 Recommendations for Purchase and Donations of Gifts**
- 5.1 Suggestions from the public for the purchase of books and other materials not in the Library's collection are referred to the appropriate collection specialists and are considered according to the Library's selection policies.
- 5.2 The same principles of selection that are applied to purchases are applied to gifts and donations. No conditions may be imposed by the donor relating to any book or other item after its acceptance. Furthermore, not all items offered to the Library as donations will be accepted, nor will all items accepted as donations be added to the library collection. Donations that are accepted but not added to the collection will be discarded or sold at book sales. All donations may be weeded from the collection, without the consent of the donor, in accordance with the Deselection / Weeding criteria outlined in 10.0 below.
- 6.0 New Formats**
- 6.1 Careful consideration is given to the introduction of new formats to the Library collection. Budget considerations, community needs, and the probable impact on existing resources are all reviewed before items are selected and introduced to collections in a new format. The selection of materials in any new format may result in the Library's decision to retire specific items or materials formats from its collections, in order to responsibly accommodate trends in user demands and/or changes in technology.
- 7.0 Controversial Issues**
- 7.1 The Library is a resource where many points of view and modes of expression can be examined without hindrance. No ideas and opinions have universal acceptance or condemnation in a pluralistic society. The use of language, either descriptive or expressive, can in itself stimulate controversy. The Library, therefore, recognizes the right of individuals to express opposition to author's ideas or to their creative exercise of language or images in materials selected for the Library. However, the Library will not engage to satisfy patrons by removing items purchased in compliance with the principles of this policy. Selection of materials cannot be influenced by any anticipated approval or disapproval of its intellectual content by sectors within the community.
- 7.2 The Library complies with all laws enacted at the federal, provincial or municipal level, and therefore does not collect or maintain material which has been adjudged obscene, pornographic, hate propaganda, seditious or has been

banned by the courts. The presence of an item in the collection does not indicate an endorsement of its contents by the Library, but rather is an affirmation of the principle of intellectual freedom as embodied in the Ontario Library Association's *Statement on the Intellectual Rights of the Individual*. The Library will neither undertake to mark items to show approval or disapproval nor expurgate any materials. Physical access to materials will not be restricted except for the express purpose of protecting an item from damage or theft.

## **8.0 Handling Challenged Material**

8.1 In the event of objection or complaint by a library patron to any material contained in the Library, the steps for 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 Reconsideration form.
- (b) The completed Request for Reconsideration form is then forwarded to the Manager of Public Services. The Manager and the professional librarian responsible for that portion of the collection, will read, review or listen to the material, and discuss the complaint. When the review is completed, a written recommendation will be made to the CEO. The CEO will then provide the patron with a written explanation for the decision. The decision will be rendered within four weeks of the date of receipt of the complaint, and will reflect the principles outlined in the Library's Collection Development Policy.
- (c) If the patron wishes to pursue the matter further, the CEO will bring the matter forward to the next meeting of the Library Board. The Board will rule on the complaint and report the decision, in writing, to the patron and all concerned parties within 30 days of the Board meeting.

## **9.0 Parental Responsibility**

9.1 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.

## **10.0 De-Selection / Weeding**

10.1 De-selection should reflect the goals and objectives of the library. Criteria for de-selection should be similar to those used initially for selection on the understanding that selection and withdrawal are different facets of the same continuous process.

10.2 The Library maintains a policy of on-going discarding based upon the elimination of unnecessary items, outdated materials, materials no longer of interest or in demand, duplicates, worn or mutilated copies. Frequency of

circulation, local or regional interest, and availability of newer and more up-to-date materials are of prime consideration.

10.3 Weeding / de-selection is the process of determining if an item still deserves a place on the library shelves. Assessment of the collection should be based on the following criteria:

a) Usage / Age

- i) Frequency of use / potential use
- ii) In-house use
- iii) Interlibrary loan circulation
- iv) Age: publication, imprint, or copyright; purchase or shelving date

b) Quality / Value

- i) Subject matter
- ii) Historical importance
- iii) Cost
- iv) Availability of other materials in the field
- v) Physical appearance / condition relative to other factors of importance
- vi) Individual monograph titles are judged or value/quality by their appearance on standard lists, or by the opinion of a specialist or group of specialists

c) Deterioration

- i) Worn, damaged
- ii) Aged, dirty
- iii) Superseded
- iv) Duplicated

10.4 Items that are weeded or de-selected from the Library's collection and have no marketable value will be disposed of through book sales or recycling depending upon their condition. Monies received from the sale of used library books are deposited into the general revenues of the library, and as such are used to offset the library's operating expenses, which include the materials acquisition budget. The exception to monies being deposited in the general revenues of the library will occur where book sales are operated by the Friends of the Woodstock Public Library. Revenues donated back to the Library can be negotiated with the Friends, and may be received in the form of equipment and / or materials.

10.5 Any weeded or de-selected library materials that are deemed in the opinion of the CEO to have a marketable value will be disposed of in accordance with the policies governing the Disposal of Surplus Goods and/or Equipment as outlined in the Library's Purchasing Policy.

## RELATED DOCUMENTS AND POLICIES

Ontario Library Association's Statement on the Intellectual Rights of the Individual

Canadian Library Association's Statement on Intellectual Freedom and Libraries

Ontario Library Association's Position Teen's Rights in the Library

Ontario Library Association's Position on Children's Rights in the Library

Canadian Federation of Library Associations' Position on Diversity and Inclusion

## DOCUMENT REVISION RECORD

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## ATTACHMENTS

Attachment A - Request for Reconsideration Form

Attachment B – Woodstock Public Library - Request for Reconsideration Form

Attachment C – Ontario Library Association *Statement on the Intellectual Rights of the Individual*

Attachment D – Canadian Library Association *Statement on Intellectual Freedom and Libraries*

Attachment E – Ontario Library Association's *Position on Children's Rights in the Public Library*

Attachment F – Ontario Library Association's *Position on Teen Rights*

Attachment G – Canadian Federation of Library Associations' *Position on Diversity and Inclusion*



# Woodstock Public Library

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## Request for Reconsideration Form

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**Date:**

**Name:**

**Address:**

**City/Postal Code:**

**Telephone Number:**

**Email:**

**1. Do you represent an organization or group?**      Yes                      No

If yes, please identify:

**2. The item(s) on which you are commenting (please check all that apply):**

- Book
- Magazine
- Digital resource
- Newspaper
- Movie
- Game
- Audio recording
- Other

Title:

Author/Artist:

Date of Publication (if known):

Publisher (if known):

**3. Did you read, listen to, or view the entire book or material?**      Yes                      No



4. To what do you object (please be specific and cite page numbers, scenes, lyrics, etc.):
  
  
  
  
  
  
  
  
  
  
5. Please comment on the material as a whole. What do you believe to be the theme?
  
  
  
  
  
  
  
  
  
  
6. Have you seen/heard any promotions or read any reviews about this work? If so, please identify.
  
  
  
  
  
  
  
  
  
  
7. What alternative work would you recommend that would convey a valuable picture and perspective on the subject treated?
  
  
  
  
  
  
  
  
  
  
8. What steps would you like the Library to take?

Please complete and return to staff.

Information on this form is collected under the authority of the Ontario Public Libraries Act 1990, and is used for the purposes of Library services and planning.

Please direct any inquiries about this form to the Library CEO: 519-539-4801, ext. 3000.

## **Attachment B**

# **ONTARIO LIBRARY ASSOCIATION STATEMENT ON THE INTELLECTUAL RIGHTS OF THE INDIVIDUAL**

In affirming its commitment to the fundamental rights of intellectual freedom, the freedom to read and freedom of the press, as embodied in the Canadian Charter of Rights and Freedoms, the Ontario Library Association declares its acceptance of the following propositions:

1. That the provision of library service to the public is based upon the right of the citizen, under the protection of the law, to judge individually on questions of politics, religion and morality.
2. That intellectual freedom requires freedom to examine other ideas and other interpretations of life than those currently approved by the local community or by society in general, and including those ideas and interpretations which may be unconventional or unpopular.
3. That freedom of expression includes freedom for a creator to depict what is ugly, shocking and unedifying in life.
4. That free traffic in ideas and opinions is essential to the health and growth of a free society and that the freedom to read, listen and view is fundamental to such free traffic.
5. That it is the responsibility of libraries to maintain the right of intellectual freedom and to implement it consistently in the selection of books, periodicals, films, recordings, other materials, and in the provision of access to electronic sources of information, including access to the internet.
6. That it is therefore part of the library's service to its public to resist any attempt by any individual or group within the community it serves to abrogate or curtail access to information, the freedom to read, view and listen by demanding the removal of, or restrictions to library information sources in any format.
7. That it is equally part of the library's responsibility to its public to ensure that its selection of material is not unduly influenced by the personal opinions of the selectors, but determined by the application of generally accepted standards of accuracy, style and presentation.

Approved, OLA Board of Directors, December 2003

Reaffirmed, OLA Board of Directors, December 2005

## Attachment C

### CLA Statement on Intellectual Freedom

All persons in Canada have the fundamental right, as embodied in the nation's Bill of Rights and the Canadian Charter of Rights and Freedoms, 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.

Libraries have a basic responsibility for the development and maintenance of intellectual freedom.

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.

It is the responsibility of libraries to guarantee the right of free expression by making available all the library's public facilities and services to all individuals and groups which need them.

Libraries should resist all efforts to limit the exercise of these responsibilities while recognizing the right of criticism by individuals and groups.

Both employees and employers in libraries have a duty, in addition to their institutional responsibilities, to uphold these principles.

*Adopted 1974, amended 1983 and 1985.*

— Canadian Library Association

## **Attachment D**

### **OLA Position on Children's Rights in the Public Library**

Children in Public Libraries have the right to:

1. Intellectual freedom
2. Equal access to the full range of services and materials available to other users.
3. A full range of materials, services and programs specifically designed and developed to meet their needs.
4. Adequate funding for collections and services related to population, use and local community needs.
5. A library environment that complements their physical and developmental stages.
6. Trained and knowledgeable staff specializing in children's services.
7. Welcoming, respectful, supportive service from birth through the transition to adult user.
8. An advocate who will speak on their behalf to the library administration, library board, municipal council and community to make people aware of the goals of children's services.
9. Library policies written to include the needs of the child.

Approved November 1998

## **Attachment E**

### **Ontario Library Association's Position on Teen's Rights in the Public Library**

Teens in Ontario Public Libraries have the right to:

1. Intellectual freedom:

The Library establishes clear policy statements concerning the right to free access by young adults to library resources and information sources; and respect for the rights of young adults to select materials appropriate to their needs without censorship. The Library's teen collection, policies, and services should be consistent with the concepts of intellectual freedom defined by the CLA, OLA and Ontario Human Rights code.

2. Equal access to the full range of materials, services, and programs specifically designed and developed to meet their unique needs:

The Library integrates library service to teens into the overall plan, budget and service program for the library. Library service to teens is integrated with those offered to other user groups.

3. Adequate funding for collections and services related to population, use, and local community needs:

The Library incorporates funding for materials and services for teens in the library operating budget and ensures there is equitable distribution of resources to support programs and services for young adults.

4. Collections that specifically meet the needs of teens:

The Library provides a wide spectrum of current materials of interest to young adults to encourage lifelong learning, literacy, reading motivation, and reader development;

The library endeavours to develop collections that encourage leisure reading, support homework and school success, and responds to gender and cultural diversity. The library provides unfettered access to technology including social networking, licensed databases, and other online library resources for teens.

5. A library environment that complements their physical and developmental stages:

The Library provides identifiable spaces for teens that are separate from children's spaces where possible, reflects their lifestyle, and allows for teens to use this library space for leisure or study, either independently or in groups.

6. Welcoming, respectful, supportive service at every service point:

The Library promotes friendly, positive, non-biased customer interactions with teens, providing staff development and training, and ensures that services for teens embrace cultural and gender diversity and economic differences. Library staff will endeavour to respect the teen's need for privacy and nonjudgmental service, and assist young adults in acquiring the skills to effectively access all library resources and become information literate.

7. Library Programs and Services appropriate for Teens:

The Library fosters youth development by providing programs for teens that contribute to literacy, life- long learning and healthy youth development. The library endeavours to provide volunteer opportunities for helping others through community service hours including participating on Library Advisory Boards, and other projects that help develop a sense of responsibility and community involvement. The library's teen services initiatives are effectively managed according to best practices in the field of Youth Services.

8. Trained and knowledgeable staff specializing in teen services:

Library staff is knowledgeable about adolescent development and age appropriate resources for young adults inclusive of those with special needs. The library provides services by teen specialists as well as by others who are trained to serve teens.)

9. An advocate who will speak on their behalf to the library administration, library board, municipal council and community to make people aware of the goals of teen services:

The Library works in partnership with other community agencies and organizations to support all aspects of healthy, successful youth development.

10. Library policies are written to include the needs of the youth.

Approved June 2010

## **Attachment F**

### **Canadian Federation of Library Associations' Position on Diversity and Inclusion**

The Canadian Federation of Library Associations (CFLA-FCAB) believes that a diverse and pluralistic society is central to our country's identity. Libraries have a responsibility to contribute to a culture that recognizes diversity and fosters social inclusion.

Libraries strive to deliver inclusive service. Canada's libraries recognize and energetically affirm the dignity of those they serve, regardless of heritage, education, beliefs, race, religion, gender, age, sexual orientation, gender identity, physical or mental capabilities, or income.

Libraries understand that an acceptance of differences can place individual and collective values in conflict. Libraries are committed to tolerance and understanding.

Libraries act to ensure that people can enjoy services free from any attempt by others to impose values, customs or beliefs.

Approved May 25, 2008