

	POLICY : <b>Collection Development</b>		POLICY NO.: <b>OP - 03</b>
	CATEGORY: <b>Operational</b>	LAST REVIEW/ REVISION DATE: April 16, 2019	SCHEDULED REVIEW DATE: APRIL 2023

A strong collection of material is at the core of excellent library service. The King Township Public Library is committed to developing robust and diverse collections to best serve and inspire our users. 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.

**Section 1: Scope and Size of the Collection**

1. The Library provides a collection of books and materials that is responsive to the needs and interest of a diverse community, including:
  - a. a variety of alternative formats (e.g. digital, print, streaming, etc.), based on evolving technology
  - b. multilingual materials in response to community need
  - c. access to the INFO network for province-wide Inter-Library Loan service
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.
4. It may happen that materials in the collections meet the needs of students, but this is not the primary reason for their selection. It is the responsibility of schools to provide materials, which support their curricula.
5. The Library develops collections for adults, young adults and children, which include, but are not limited to, the following areas: fiction and non-fiction, magazines, picture books, music, movies, games, local history and local interest, adult literacy, government documents, etc.
6. The staff is responsible for developing profiles for each area of the collection to further define the scope of the collections. These profiles are tool for collection development and evaluation.



7. The Library participates in consortia and in pools to broaden the scope and size of the collection.
8. To provide users with print disabilities with a broader collection the Library will participate in accessible format initiatives (the Canadian Public Library Accessible Formats Initiative - CELA).
9. Recognized, professional standards will be used to determine the appropriate size of the collection. Planning for budgets and facilities must reflect these standards.

## **Section 2: Responsibilities**

1. Overall responsibility and authority for the Collection Development Policy rests with the Library Board, while implementation is vested in the Chief Executive Officer (CEO) who delegates the responsibility to qualified, knowledgeable staff.
2. Use of the Library's resources is the sole responsibility of the individual user.
3. Except where limited by law, children are entitled to borrowing privileges and open and ready access to all materials and facilities provided by the Library. Parents and legal guardians are solely responsible for use of the Library by children and young adults, including use of the collections and the Internet. The Library believes in the right and obligation of parents or legal guardians to guide, develop, interpret and maintain their own code of values in their family.

## **Section 3: Guiding Principles of Selection**

### **Intellectual Freedom (See Appendix A, FN-04 – for CFLA's *Statement on Intellectual Freedom*)**

1. KTPL believes in the freedom of the individual and recognizes its role in a democratic society to provide access to a diversity of opinions, including those, which may be regarded as unpopular or unorthodox.
2. People have the right to reject for themselves material of which they do not approve but they do not have the right to restrict the intellection freedom of others.
3. In selecting materials, staff will use professional resources, judgment, knowledge and experience.
4. The staff will proactively solicit advice from, as well as anticipate the needs and interests of, the community.



5. Inclusion in the collection for all material, whether purchased or donated, is based on the following criteria:
  - a. recommendations and /or comments by critics, reviewers or publishers
  - b. public demand
  - c. relationship of subject to existing collection
  - d. importance of subject matter in relation to community needs
  - e. authority, reputation, skill, significance of author and/or competency of the originator of the work
  - f. accuracy, authority, objectivity and currency
  - g. quality of writing, production and illustrations
  - h. accessibility criteria and features
  - i. authority and standards of publisher
  - j. suitability of format for library use
  - k. Canadian content
  - l. Budgetary and physical limitations
  
6. For digital material, the following may apply:
  - a. ease of use
  - b. copyright restrictions
  - c. software compatibility
  - d. cost considerations (e.g. prohibitive vendor fee-for-service models)
  
7. The Library occasionally receives requests from authors to add their self-published books. Although this type of publishing is experiencing rapid growth, these books often do not meet the selection requirements for inclusion as outlined in KTPL's Collection Development Policy.
  - a. Fictional material will be reviewed on a case by case basis as per the criteria listed above
  - b. Staff will exercise their professional judgement when considering non-fiction material. Works that purport to be authoritative (e.g. scientific) in nature must comply with all the criteria listed above in addition to clearly demonstrating they have been subject to a rigorous, professional, editorial/peer review mechanism.
  
8. The Library shall not knowingly collect material that promotes hatred and discrimination as defined by current Canadian legislation.



#### **Section 4: 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 delegated to other members of the staff.
3. Items will be withdrawn based on the ALA's CREW (Continuous Review, Evaluation, and Weeding) Method for weeding the collection. See Appendix A.
4. Withdrawn material may be discarded, recycled, donated or sold.
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.

#### **Section 5: Gifts and Donations**

1. While honouring the wishes of donors as appropriate, the Library accepts gifts of books, other materials, or money for the purchase of specific items, with the understanding that they will be added to the collection only if appropriate, needed, in good condition, and contribute to a balanced collection.
2. The Library reserves the right to refuse gifts and/or donations which it deems inappropriate or unsuitable for the library's collection (e.g. school textbooks, encyclopedias, dated and damaged materials, etc.).
3. The same criteria for selection and withdrawals that are applied to purchased and self-published materials are also applied to gifts and donations. Material not added to the collection may be discarded, recycled, donated or sold.
4. Donations will become the exclusive property of the Library and must be clear and unencumbered when given. The Library will not accept materials, which are not outright gifts.



## Section 6: Requests from Members of the Community

1. Suggestions from the community for the purchase of items are always welcome and are given due consideration as per the selection criteria listed above.
2. Requests for the re-consideration of, withdrawal of, or restricted access to, a specific item in the collection from a member of the community must be received by the CEO in writing, submitted on the ***Request for Reconsideration of Library Materials*** form. See Appendix B.
3. Responses to these requests are guided by the selection criteria listed above.

### Related Documents:

***FN - 04 - Intellectual Freedom***

***Administrative - 015 Accessible Customer Service (old policy numbering system)***

***OP XX- Accessibility: Meeting the Requirements of the AODA Regulations (new policy - number pending)***

<b>ORIGINAL DATE ADOPTED:</b>	PRE-2002	<b>ORIGINAL MOTION NUMBER:</b>	UNKNOWN
<b>DATE(S) AMENDED:</b>	March 17, 2009 April 18, 2017 April 16, 2019	<b>MOTION NUMBER(S):</b>	4-3/17/09 2017-4-05 2019-4-06



## Appendix A

### CREW Method

It is important to recognize that weeding is but one part of the collection development process, which in turn is a part of the totality of work that we do to make the library an important part of the community. The Library's collection is the most tangible part of any Library's service.

Materials selection and deselection are similar activities. First, they are both necessary parts in an effective collection development program; and second, both require the same type of decision-making criteria. The same factors that lead to the decision to add an item can also lead to a decision to remove that item sometime later.

*The CREW Method* provides guidance to librarians and staff in small and medium sized public libraries about how to cull outdated materials and materials no longer useful from their collections. Since its inception in 1976, *The CREW method* has become the benchmark tool for weeding library collections.

*CREW* is the acronym for Continuous Review, Evaluation, and Weeding. This method has been time tested and is considered so valuable that many libraries simply refer to the *CREW* method as their criteria for weeding in their collection development policies.

Criteria for Weeding – The *CREW* method gives six general criteria for considering weeding an item from the library's collection. These have been summed up with the acronym *MUSTIE*:

**M** – Misleading--factually inaccurate

**U** – Ugly--worn beyond mending or rebinding

**S** – Superseded--by a new edition or by a much better book on the subject

**T** – Trivial--of no discernible literary or scientific merit

**I** – Irrelevant to the needs and interests of the Library's community

**E** – Elsewhere--the material is easily obtainable from another library system



Appendix B



# REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS

Contact Information:

Name:

Phone No.:

Email Address:

.....  
Author/Producer:

Publisher:

Title:

Type of Material:

Have you read/viewed/listened to this material in its entirety? YES  NO

Please describe your concerns regarding this material:

What specific pages/selection illustrate your concerns:

Do you wish to be informed of our decision? YES  NO

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

Received by (Staff): \_\_\_\_\_ Date: \_\_\_\_\_



### Intellectual Freedom – FN - 04



#### Statement on Intellectual Freedom and Libraries

Approval History: ~ June 27, 1974 Amended November 17, 1983; November 18, 1985; and September 27, 2015

The Canadian Federation of Library Associations recognizes and values the Canadian Charter of Rights and Freedoms as the guarantor of the fundamental freedoms in Canada of conscience and religion; of thought, belief, opinion, and expression; of peaceful assembly; and of association.

The Canadian Federation of Library Associations supports and promotes the universal principles of intellectual freedom as defined in the Universal Declaration of Human Rights, which include the interlocking freedoms to hold opinions and to seek, receive and impart information and ideas through any media and regardless of frontiers.

In accordance with these principles, the Canadian Federation of Library Associations 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. Only the courts may abridge free expression rights in Canada.

The Canadian Federation of Library Associations affirms further that libraries have a core responsibility to support, defend and promote the universal principles of intellectual freedom and privacy.

The Canadian Federation of Library Associations holds that libraries are a key institution in Canada for rendering expressive content accessible and affordable to all. Libraries are essential gateways for all persons living in Canada to advance themselves through literacy, lifelong learning, social engagement, and cultural enrichment.





Libraries have a core responsibility to safeguard and facilitate access to constitutionally protected expressions of knowledge, imagination, ideas, and opinion, including those which some individuals and groups consider unconventional, unpopular or unacceptable. To this end, in accordance with their mandates and professional values and standards, libraries provide, defend and promote equitable access to the widest possible variety of expressive content and resist calls for censorship and the adoption of systems that deny or restrict access to resources.

Libraries have a core responsibility to safeguard and foster free expression and the right to safe and welcoming places and conditions. To this end, libraries make available their public spaces and services to individuals and groups without discrimination.

Libraries have a core responsibility to safeguard and defend privacy in the individual's pursuit of expressive content. To this end, libraries protect the identities and activities of library users except when required by the courts to cede them.

Furthermore, in accordance with established library policies, procedures and due process, libraries resist efforts to limit the exercise of these responsibilities while recognizing the right of criticism by individuals and groups.

Library employees, volunteers and employers as well as library governing entities have a core responsibility to uphold the principles of intellectual freedom in the performance of their respective library roles.

