



OP-01 Collection Development

POLICY PURPOSE

The North Perth Public Library (NPPL) collections support the library's mission to connect the community to information and resources. It is a goal for the collection of the NPPL to provide equitable access to ideas and knowledge through providing diverse, multi-format collections, and one that reflects our community.

This policy outlines the parameters for the development of the collections and decisions on the selection of materials that are housed at the North Perth Public Library. It is the basis for collection evaluation, planning, and budgeting.

KEY POINTS SUMMARY

- The NPPL follows local policy and national and international regulations on human rights for collection development
- Collection decisions are ultimately up to the NPPL CEO
- Collection additions are determined by best practices and included criteria
- Special collections have rules that apply to them only

POLICY DETAILS

Organizational Commitment

The NPPL is committed to intellectual freedom and freedom of access to information. Collections are purchased in alignment with this policy and with the following NPPL policies:

- North Perth Public Library FN-03 Intellectual Freedom

- North Perth Public Library FN-04 Respect and Acknowledgement Declaration
- North Perth Public Library FN-05 Diversity and Inclusion
- North Perth Public Library OP-09 Accessibility in the Library

As well as endorsing:

- [Canadian Charter of Rights and Freedoms section 2b](#)
- [Canadian Federation Library Association Statement on Intellectual Freedom](#)
- [Ontario Library Association Children's Rights in the Library](#)
- [Convention on the Rights of the Child](#)
- [Huron & Perth Charter of Rights for Children and Youth](#)

Responsibilities

- The NPPL CEO has ultimate responsibility over the collection and its contents.
- Purchasing may be delegated to other staff in support of collection development.
- The presence of an item in the library does not indicate an endorsement of its content or viewpoint. The NPPL does not knowingly acquire material that the Canadian courts have found to be obscene, hate propaganda, or seditious.

Selection Criteria

- The library provides a collection of books and materials that respond to the needs and interests of its diverse community, including:
 - a. a variety of alternative formats,
 - b. multilingual materials,
 - c. special collections to highlight community assets,
 - d. development and promotion of multiple voices to reflect diversity and inclusivity,

- Selection is made by use of authoritative book reviews, knowledge of the reputation and reliability of the author and other selection aids.
- 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.
- The library participates in consortia and in pools to broaden the scope and size of the collection.
- To provide users with print disabilities with a broader collection the library works with the Centre for Equitable Library Access (CELA)
- All collection materials, whether purchased, leased or donated, shall be considered to be included in the collection by:
 - a. Clarity, accuracy, and logic of presentation;
 - b. artistic and literary merit of the work as a whole;
 - c. recommendations of reviewers, or critics;
 - d. reputation and authority of the author and/or publisher;
 - e. strengths and weaknesses of the existing collection;
 - f. popular demand and current trends;
 - g. availability of materials through other libraries in the community or area;
 - h. importance of subject matter in relation to community needs;
 - i. timeliness and accuracy of the information;
 - j. Canadian content;
 - k. Budgetary and space considerations
 - l. Alternative formats to ensure equity of access;
 - m. Balance of viewpoints in the collection including those considered extreme or minority;
 - n. Development and promotion of multiple voices to reflect diversity and inclusivity

- o. Local connection

Specialized Collections

The NPPL purchases collections specific to strategic priorities and goals of the library including:

Children and Youth Collections: NPPL provides collections for children and youth in all formats. Caregivers are responsible for monitoring access and use of library collections by the children in their care. More information is available in NPPL OP-12 Children and Youth Services.

Indigenous Collections: In the spirit of Truth and Reconciliation, the NPPL actively acquires materials for all ages with Indigenous content and by Indigenous authors residing in Canada. NPPL will provide collections relating to Indigenous cultures, languages, and peoples, including books, audio and video materials.

Perth County Information Network: The NPPL shares a physical collection with all libraries in the Perth County Information Network (PCIN). Each library purchases and maintains their own collection based on local policies and community needs. In using PCIN physical resources, the NPPL assumes no responsibility over partner libraries' materials, and local policies will dictate how collections are developed.

downloadLibrary: The NPPL shares a digital collection under the consortium of downloadLibrary. Each partner in the consortium curates and purchases based on community requests, local needs, and collective consortium policies. Any materials requests for reconsideration will be discussed at the consortium committee level.

Interlibrary Loans: NPPL participates in interlibrary loans with libraries outside of Perth County to ensure members have the greatest possible access to

resources of interest to them. NPPL assumes no responsibility over materials owned through participating interlibrary loaning libraries.

Local and Self-Published Authors: Local and self-published authors' works must comply with criteria listed in this policy. Authors and creators who live in North Perth are welcome to donate copies of their work, but this does not guarantee inclusion to the collection. Work likely to be included to the collection are those of significant local interest, books that have received media attention, and any local author title published by a recognized Canadian publisher. Non-fiction titles will not be purchased by a self-published author, with the exception of local history.

De-selection and Collection Maintenance

- Material that is worn, damaged, lost or seldom used may be removed from the collection (weeded).
- Items will be withdrawn based on the criteria adopted from the [CREW Method](#) for weeding.
- Withdrawn material may be discarded or sold.

Gifts and Donations

- The NPPL accepts gifts of collection materials, or financial contributions to enhance current collections, with the understanding that they will be used or disposed of as NPPL deems appropriate.
- In accepting donations or bequests, NPPL does not:
 - a. Guarantee that all donations or bequests will become part of the collection;
 - b. Provide income tax receipts; and

- c. Evaluate or appraise donations or bequests for fair market value or taxation purposes

Community Collection Requests

- Suggestions from the public for the purchase of books or other materials are welcomed.
- Purchase requests must be done through the [online form](#) or directly to staff at a service point.
- All suggestion will be reviewed and considered for purchase based on the criteria in this policy.

Request for Re-Consideration

- NPPL recognizes the right of individuals to express opposition to author or artists' ideas or to their creative expression in items selected for the library.
- A NPPL library patron may object to a specific library resource by filing a Reconsideration Form located on the NPPL [website](#). All complaints will be reviewed and addressed with a written response.
- NPPL complies with any law enacted at the federal, provincial or municipal level, and therefore does not collect or maintain items which have been judged obscene or pornographic or have been banned by the courts. The relevant sections of the [Criminal Code of Canada](#) are sedition, hate propaganda and obscenity.
- The presence of an item in the collection does not indicate an endorsement of its contents by the NPPL, but rather is an affirmation of

the principle of intellectual freedom as embodied in the [Canadian Federation Library Association Statement on Intellectual Freedom](#) .

RELATED DOCUMENTS

- NPPL FN-03 Intellectual Freedom
- NPPL FN-04 Respect and Acknowledgement Declaration
- NPPL OP-09 Accessibility in the Library

SCOPE:

This policy applies and affects the NPPL Board, staff, third parties, patrons, and volunteers.

Approved by the Library Board: October 2002

Reviewed: 2005, 2007, 2013, 2014, June 12, 2018, August 2021, June 2021, June 13, 2023, June 11, 2024