

# North Perth Public Library



Policy Title: **Collection Development**

Policy Type: **Operational**

Effective Date: **June 2021**

Policy Number: **OP-01**

Last Review/Revision Date: **Aug 2021**

The North Perth Public Library collections support the library's mission to connecting to information and resources. It is a goal for the collection of the North Perth Public Library to provide equitable access to ideas and knowledge through providing a diverse, a multi-format collection, 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.

## Section 1: Scope and Size of the Collection

1. The library provides a collection of books and materials that is responsible to the needs and interest of its diverse community:
  - a. Including a variety of alternative formats,
  - b. Including multilingual materials in response to community need
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 which include, but are not limited to, the following areas: fiction and non-fiction for adults, young adult (YA) and junior; magazines, picture books, music, local history and local interest, adult literacy, and government resources.
6. The library participates in consortia and in pools to broaden the scope and size of the collection.
7. To provide users with print disabilities with a broader collection the library works with the Centre for Equitable Library Access (CELA)

## Section 2: Selection of Materials

1. The board delegates the overall responsibility for the collection to the Chief Executive Officer (CEO).
2. Selection responsibility for specific portions of the collections may be delegated to staff who will use professional resources, judgement, knowledge, and experience to choose materials.
3. Staff will solicit advice from the community, and community groups to help make collection decisions.
4. All acquisitions, whether purchased, leased or donated, shall be considered in terms of the following criteria:
  - reputation and authority of the author and/or publisher;
  - recommendations of reviewers, or critics;
  - strengths and weaknesses of the existing collection;
  - popular demand and current trends;
  - availability of materials through other libraries in the community or area;
  - importance of subject matter in relation to community needs;
  - suitability and quality of physical form, layout and construction including accessibility;
  - timeliness and accuracy of the information contained therein;
  - Canadian content;
  - Budgetary and space considerations
5. The Library will “provide access to, or arrange for the provision of access to, accessible materials where they exist” as per the *Integrated Accessibility Standards Regulation (O. Reg. 191/11, s. 19 (1))*. Staff will endeavour to provide accessible materials in a timely manner and in consultation with the customer making the request.
6. As outlined in our Respect and Acknowledgement document (FN-04), the North Perth-Public Library will provide collections relating to Indigenous cultures, languages, and peoples, including books, audio and video materials. Our collection will include titles by and about First Nation communities and will include titles presented in the First Nation Communities Read program. Our teen and adult materials will also include First Nations and Metis graphic novels, and a selection of DVDs on history, culture and native issues.

### Section 3: Collection Maintenance

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 based on the follow criteria adopted from the [CREW Method](#) for weeding:
  - a. The library's selected service responses and resultant goals
  - b. The needs and demands of the library's community of users
  - c. The availability of more suitable material
  - d. The ability of the budget to provide funds to purchase more satisfactory items
  - e. The relationship of a particular item to others on that subject
  - f. Cooperative agreements with other libraries and the ability for patrons to use
  - g. other libraries in the area
  - h. The degree to which the library serves as an archive or local history centre
  - i. The possible future usefulness of a particular item
  - j. The availability of more current information on the Internet
  - k. The ability of the library to borrow the item through interlibrary loan
4. Withdrawn material may be discarded or sold.
5. Replacement shall depend on it meeting the selection criteria previous in section 3 of this document

### Section 4: Gifts and Donations

1. 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, and contribute to a balanced collection.
2. The same criteria of selection and withdrawal that are applied to purchased materials are also applied to gifts and donations.
3. No condition may be imposed by the donor on the Library relating to any item after its acceptance. Materials not added to the collection are discarded or sold, and the donor will not necessarily be informed of such disposition.
4. Permanent or temporary memorials may be established at the Library at the discretion of the CEO in consultation with the Library Board.

## Section 5: Requests from Members of the Community

1. Suggestions from the public for the purchase of books or other materials are welcomed and shall be considered in light of the terms of the Library's selection policy.
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 through the Request for Reconsideration form. Responses to these requests are guided by the board's position that:
  - a. 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 intellectual freedom of others (see Foundational Document FN-04)
  - b. it is the right of parents and legal guardians to develop, interpret and enforce their own code of ethics upon their minor children.
3. The North Perth Public Library complies with laws enacted at all levels of government. Therefore it does not collect material which has been designated obscene or pornographic under the Criminal Code of Canada or material which has been banned by the courts.

### **Related Documents:**

- North Perth Public Library *FN-03 Intellectual Freedom*
- North Perth Public Library *FN-04 Respect and Acknowledgement Declaration*
- North Perth Public Library *OP-09 Accessibility in the Library*