



Section of Policy Manual: Operational	Policy No. : MAT-01
Subject: Collection Development	Policy Approval Date: February 9, 2017
Year of next review: February 9, 2022	Last Review/Revision Date: N/A

### **Section 1: Purpose**

1. To uphold the mission of Gravenhurst Public Library, the Library collects material in a variety of print, audio-visual, and electronic formats. The purpose of this policy is to guide the development of these collections in the following ways:
  - a) To provide staff guidelines to assist in the development and maintenance of collections to meet library goals and anticipate and meet the needs of Library patrons.
  - b) To define the responsibility for selection and to identify the delegation of the responsibility.
  - c) To inform the public about the principles by which materials are selected for the inclusion in the Library collections.
  - d) To protect intellectual freedom.

### **Section 2: Intellectual Freedom**

1. The Gravenhurst Public Library upholds the Ontario Library Association's (OLA) declaration of Intellectual Rights and Freedoms. According to the OLA, "in affirming its commitment to the fundamental rights of intellectual freedom, the freedom to read and the freedom of the press, as embodied in the Canadian Charter of Rights and Freedoms, the Ontario Library Association declares its acceptance of the following positions:
  - a) 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.
  - b) 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.
  - c) That freedom of expression includes freedom for a creator to depict what is ugly, shocking and unedifying in life.



- d) 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.
- e) 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.
- f) 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.
- g) 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.”

### **Section 3: Responsibilities**

The CEO/ Chief Librarian is responsible for selection and deselection of library materials. The CEO/ Chief Librarian delegates this responsibility to the Collections and Digital Literacy Librarian. The Collections and Digital Literacy Librarian is responsible for carrying out collection development tasks by following the guidelines established throughout this document.

### **Section 4: Goals of Material Selection**

1. Gravenhurst Public Library strives to provide the Gravenhurst community with excellence in library service by anticipating and responding to collection needs in the community. Gravenhurst Public Library endeavours to do this by ensuring the currency, accuracy, and accessibility of our collection. To accomplish this, Gravenhurst Public Library will attempt to:
  - a) Safeguard the community's right to intellectual freedom by providing access to a wide variety of materials, representing different viewpoints, in a variety of formats.
  - b) Provide resources for information, including reference and research, and materials for recreation and leisure.
  - c) Acquire a well-balanced collection, including timely and popular materials, as well as classic or culturally significant materials.



## **Section 5: Selection Criteria**

1. All collection purchasing decisions will be made using the selector's professional judgment. The following principles will help guide the selector in making their choices:
  - a) Authority, reputation, and significance of author/ artist/ creator, and accuracy and objectivity of material.
  - b) Artistic/ literary excellence, including materials that have won or been nominated for recognized awards.
  - c) Positive reviews by professional reviewers or agencies that are recognized as industry standards.
  - d) Relation of work to existing collections and other material on the subject.
  - e) Popularity of the material and current trends within the Gravenhurst community and the global community. Gravenhurst Public Library strives to meet the needs of the community, and thus will attempt to meet the interest of the community through the purchase of popular materials.
  - f) Value, including permanent value and contemporary value. Materials that are experimental or innovative may be purchased if they are considered to have a contemporary value or will help to meet the needs of the Gravenhurst Community.
  - g) Materials format and ease of use and storage.
  - h) Suitability of format, style, and subject for intended audience.
  - i) Availability of materials at other libraries.
  - j) Space and budgetary limitations.
  - k) Age of materials; new materials should be recently published or have some relation to current popular culture.
2. Selection of materials cannot be influenced by anticipated approval or disapproval of content by the community or anticipated controversy of materials.
3. These selection criteria are guidelines only. While it is ideal that materials selected meet the majority of these criteria, the selector may choose to purchase material which is outside of the selection criteria. As well, materials comprised of one or all of these selection criteria may not be selected for acquisition. Ultimately decisions regarding the acquisition of material are at the discretion of the selector.

## **Section 6: Patron Requests for Materials**

The Gravenhurst Public Library is a community led organization. As such, we welcome input from the community regarding selection of materials. Patrons who



wish to request items for consideration may fill out a Materials for Consideration Request Form (Appendix A), found at the Gravenhurst Public Library circulation desk. Materials requested will be considered using our selection criteria mentioned above. Decisions regarding the purchase of requested items will be left to the discretion of the Collections and Digital Literacy Librarian.

### **Section 7: Donations of Materials**

Gravenhurst Public Library accepts gift materials that are in good to excellent condition. These donated materials may be added to the collection based on need and condition of material. Persons donating materials understand that their donated materials may be sold, donated to other organizations, or, depending on condition and space, recycled. By donating materials, donors understand that these items become the property of the library and any decisions regarding them are made solely by the library.

### **Section 8: Request for Review of Library Materials**

1. Materials in the collection do not necessarily represent the thoughts and opinions of the Gravenhurst Public Library Board, the CEO/ Chief Librarian, or library staff. Any person(s) from the community having a question about a specific title within Gravenhurst Public Library's collection may fill out a Request for Review of Library Materials Form (Appendix B), found at the circulation desk. Gravenhurst Public Library recognizes the importance of participation from the community in regards to the collection. As such, individuals have the right to express concern regarding materials selected. Items that comply with the selection criteria will not be removed.
2. Gravenhurst Public Library prides itself on upholding intellectual freedoms as set out by the International Federation of Library Associations and referenced in Section 2. Materials in the collection uphold these intellectual freedoms. Questioned materials will be reviewed by the CEO/ Chief Librarian, using the selection criteria. Removal of material will be at the discretion of the CEO/Chief Librarian. In order to uphold intellectual freedom, the following will not be cause for immediate removal of an item:
  - a) Controversial content
  - b) Language
  - c) Political views, race, religion, or nationality of a character or of an author
  - d) Endorsement or disapproval of an individual or group



3. Access to controversial materials will not be restricted or labeled as such. Items that are reviewed will not be labeled or amended to reflect the views of the library. While the Library recognizes patrons' rights to restrict consumption of materials for themselves based on what they approve or disapprove of, patrons' right to intellectual freedom takes precedence.

### **Section 9: Collection Maintenance**

1. Gravenhurst Public Library strives to keep our collection current, accurate, and updated. As such, materials are withdrawn when they are worn, damaged, outdated, inaccurate, and/ or no longer used. The selection criteria outlined in Section 5 will be considered when evaluating materials for withdrawal. Items that adhere to some of the collection criteria may still be withdrawn. Final decisions regarding de-selection of materials are ultimately dependant on the discretion of the Collections and Digital Literacy Librarian.
2. The selection criteria outlined in Section 5 will be considered when evaluating worn or damaged items for replacement.



**APPENDIX A**  
**Materials for Consideration Request Form**

Book Title/Author Name	Patron Name	Patron Barcode	Date of Request (mm/dd/yy)	Format (ie hardcover, audio, ebook)	Hold?	How did you learn about this item?
	1.					
	2.					
	3.					
	4.					
	1.					
	2.					
	3.					
	4.					
	1.					
	2.					
	3.					
	4.					
	1.					
	2.					
	3.					
	4.					



**APPENDIX B**

**Request for Review of Library Materials Form**

**Request Initiated By:**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Library Card Barcode: \_\_\_\_\_

Apartment #: \_\_\_\_\_ Building/ House #: \_\_\_\_\_ Street: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

If this request is being made on behalf of a group or organization, please name:

\_\_\_\_\_

**Item Information:**

Author: \_\_\_\_\_ Title: \_\_\_\_\_

Publisher: \_\_\_\_\_ Format (i.e. book, cd, dvd, etc): \_\_\_\_\_

**Request Information:**

1. How did you learn about this item?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Did you read/ view the entirety of the work?      Yes      No

If "no," which sections did you read/ listen to/ view? Please be specific, including page numbers or time stamps if possible.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. What concerns you about this material? Please be specific, including page numbers or time stamps if possible.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. In its place, what other item(s) would you recommend to provide information on this subject?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_