



## Collection Development Policy

### Purpose

- To establish general guidelines for the selection of, and the access to materials for all Burlington Public Library collections that will reflect the Library's Mission Statement, Values and Goals.
- To define responsibility for selection and identify the delegation of that responsibility.
- To define the scope of the collections.
- To outline a process to handle objections to items presently in the collection.
- To establish criteria for recommendations to select and deselect materials.

### Selection Goal

The Library's goal in the selection of library materials in a variety of formats is to maintain a balanced and broad collection to serve the cultural, recreational, educational and informational needs of the community, to assess current unfilled requirements and to anticipate future needs.

### Responsibility for Selection

Responsibility for the selection and de-selection of materials resides with the CEO or designate. In practice, this responsibility is delegated to the Content Librarian and other qualified professional staff.

### Scope of the Collection

#### Children's Collections

- Consist of book collections of fiction and non-fiction, general periodicals, audio-visual and electronic resources for children from birth up to the end of grade eight.
- In addition, there are two collections at the Central Library for adults who are working with children or children's literature. The Children's Literature Collection supports research into authors, illustrators and issues relating to materials written for children. The Parent/Teacher Collection contains materials related to child safety, children and reading and children's education in the early years of the child's life.

#### Young Adult Collections

- Chosen to appeal to young people ranging from grades 7 to 9.
- Intended to bridge the Children's and Adult Collections; some duplication of both children's and adult materials exists where appropriate and popular with young adults.
- Emphasize the recreational interests of young people, including book collections of fiction, some classics appearing on local school reading lists, general periodicals, some audiovisual materials and electronic resources, including games.

### **Adult Collections**

- Emphasize standard works in major fields of knowledge, reference materials, general periodicals, current fiction, non-fiction, audio-visual and electronic resources.
- Burlington Public Library does not normally purchase materials intended for audiences above the university undergraduate level unless they are the only materials available to meet community demand.
- Burlington Public Library does not purchase textbooks used in the schools, colleges and universities, except when they provide the best coverage of a subject and are also useful to the general public.

### **Criteria for Selection**

The selection of materials and services is based on the professional judgment of library staff with appropriate consideration given to community needs and interests, existing resources in this library and other neighbouring libraries, the library's ability to technically support various formats as well as specific criteria related to the author, publisher and the content of the publication.

### **Sources of Selection Information**

Selection sources include, but are not limited to:

- Selection by vendors based on detailed profiles developed by Content Librarian for specific subject areas or formats. Material selected by vendors is monitored by Content Librarian and written feedback provided if necessary.
- Published reviews in both professional journals and popular reviewing media.
- Publishers' catalogues displays and promotional materials.
- Purchase suggestions from library customers.
- Subject bibliographies.

### **General Guidelines**

- All materials, whether donated or purchased, will be evaluated using the same criteria.
- An item need not meet all the criteria in order to be acceptable.
- If there is considerable topical interest in the subject and a manifest public desire to read and judge the book first-hand, a title may be included which is not considered accurate, according to expert opinion.
- No item is automatically included or excluded from the library collection only because it contains frank or coarse language or deals with controversial topics.

### **Local Materials and Local History**

The Library has a particular interest in local history and takes broad views of works about Burlington and works by local authors, whether or not such materials meet the standards of selection in other respects. However, the Library is not under any obligation to add to its collection everything about the area or produced by local authors, printers or publishers if it does not seem to be in the public interest.

### **Criteria for the Evaluation of All Materials**

- Suitability of subject, style and level for the intended audience.
- Suitability of format, durability and ease of use.
- Favourable attention of critics, reviewers and public.
- Relation to existing collection and other materials on the subject.
- Accessibility of material in other libraries.
- Interests and composition of the community and region.
- Popular demand and current trends.
- Quality of writing and/or visual art.
- Reputation, skill and competence of the originator or publisher of the work.
- Timeliness or permanence of the work.
- Availability of funds and space.
- Comprehensiveness and depth of treatment.
- Clarity, accuracy and logic of presentation.
- Balance of viewpoints in the collection.

### **De-selection and Collection Maintenance**

De-selection is the process whereby superseded, unused or damaged materials are withdrawn. Collection maintenance is an on-going process to assess gaps in the collection created through de-selection or changing community needs.

Evaluation techniques are used to measure collection usefulness in terms of scope and depth, as well as strengths and weaknesses. The measures and evaluation techniques used by library staff include but are not limited to the criteria for evaluation of all materials as outlined in the **Criteria for Selection of all Material**, above.

De-selection is a vital part of building and maintaining a responsive and viable collection. We actively and continuously monitor and appraise the performance of our collections, to balance both immediate demand and long term user needs, based on the criteria outlined in the *Burlington Public Library Weeding Guidelines*. Removal of items from the collection through the de-selection process is integral to maintaining a vital collection. Material of local historical importance and interest is retained where the content has enduring worth to the community.

### **Donations and Gifts**

Burlington Public Library accepts gifts of books, pamphlets, periodicals, recordings and other materials only if they are suitable for the needs of the library. Principles of selection, which are applied to purchases, are applied to gifts and donations. If accepted, the materials become the property of the Library and will be handled according to Library procedures and regulations.

If not accepted, the materials will be disposed of by staff. Appropriate means of disposal include, but are not limited to, recycling or adding items to the Library's sale of discards.

### **Recommendations for Purchase of Materials**

Recommendations from the public for the purchase of books or other materials are referred to the Content Librarian and are considered according to the criteria for selection in this policy.

### **Controversial Issues**

The Burlington Public Library will not exclude an item from its collection solely because of:

- The author's/creator's race, religion, nationality or their sexual, social or political views.
- Frankness or coarseness of language.
- Controversial content.
- Endorsement or disapproval of an individual or group.
- Language of the text.

The Burlington Public Library will neither undertake to mark items in order to show approval or disapproval nor remove parts of any materials.

### **Challenges to Material in the Collection**

An individual who questions the selection of library materials will be requested to complete a Request for Reconsideration of Library Materials Form. The completed form will be referred to Content Librarian who will prepare a complete re-evaluation of the material in question to assess the suitability of the item for the Library's collection based on the selection criteria. Staff will inform the individual of the decision in writing. An individual wishing to discuss this decision further may appeal to the CEO. Should an individual wish to pursue the challenge further they may appeal to the Burlington Public Library Board.

In practice, the re-evaluation response is reviewed by the Director of Content, Spaces and Technology and/or the CEO before being issued to the individual.

### **Access Statements and Guidelines**

Library users of all ages have open access to the library's collections, services and facilities with the exception of 1) the Daisy Book collection which is only available to those meeting the requirements established by those agencies publishing in this format; 2) films classified as "Restricted" by the Ontario Film Review Board according to the legal requirements of the Ontario Theatres Act are only available to those 18 and over.

Monitoring of a child's use of the library is the responsibility of the parent or guardian.

The Burlington Public Library is a resource where many points of view and modes of expression can be examined without hindrance. Few 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 Burlington Public Library recognizes the right of individuals to express opposition to author's ideas or their creative exercise of language in material selected for the library. However, Burlington Public Library will not endeavour to satisfy patrons by removing items purchased in compliance with the principles of this policy. Selection of material cannot be influenced by any approval or disapproval of its intellectual content by sectors of the community.

Burlington Public Library must serve all parts of its community. The diversity of its citizens will be reflected in the library's collections and services. Selection of an item for Burlington Public Library collections does not constitute endorsement of the viewpoint expressed in that item.

The Library recognizes its obligations under the Canadian Charter of Rights and Freedoms which guarantees Canadians freedom of expression including freedom of the press and other media.

The Library recognizes all laws dictated at the federal, provincial or municipal level, Including but not limited to:

- 1) The Criminal Code of Canada, in particular sections regarding sedition, hate propaganda and obscenity.
- 2) The Ontario Film Classification Act which states that restricted materials cannot be distributed to those under 18, and authorizes the Ontario Film Review Board to classify films available for rent, borrow or purchase in Ontario. Burlington Public Library classifies its films according to the Ontario Film Review Board ratings. All material rated 18A by the Ontario film Review Board requires an adult card to borrow.

The Burlington Public Library Collection Development Policy supports and complies with the following access guidelines and policies:

- [CLA Statement on Intellectual Freedom](#)
- [CLA Information and Telecommunication Access Principles](#)
- [CLA Statement on Internet Access](#)
- [OLA Statement on Intellectual Rights of the Individual](#)
- [OLA Position on Children's Rights in the Library](#)
- [Accessibility for Ontarians with Disabilities Act](#)
- Burlington Public Library Board Access to Collections and Services (Policy 11.1)
- Burlington Public Library Internet Access and Use Guidelines



### **Revision of Collection Development Policy**

This statement of policy will be revised as necessary or evaluated every four years.

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Associated Procedures: