



Policy Name:	Collections Policy		
System	System	Effective Date:	July 2, 2001
Motion Number:	21-49	Reviewed Date:	October 28, 2021
Policy Number:	SYS-09	Next Review Date:	February 2025

Purpose

Materials for the collection are selected and maintained to support the mission of the Library and to anticipate and meet the needs of our patrons. The Library collects material in a variety of print, audio-visual, electronic, and non-traditional formats.

The specific purposes of this policy are:

- To state the principles of selection upon which material is chosen
- To define responsibility for selection and to identify the delegation of that responsibility
- To provide direction for staff members in collection development and maintenance
- To outline our commitment to Intellectual Freedom and diverse collections

Responsibilities

The Barrie Public Library Board assumes ultimate responsibility for the collection and for implementation of the Collections Policy. The Library Board delegates this responsibility to the CEO who in turn delegates it to qualified staff members. Staff members are responsible for following the guidelines established to carry out collection development tasks.

Suggestions from patrons are always welcome and are given due consideration.

The Library believes in the intellectual freedom of the individual and the right of parents and legal guardians to develop, interpret, and enforce their own code of ethics upon their minor children. Parents and legal guardians are responsible for children's reading and viewing.

To assist individuals in making these decisions, the Library will include ratings & content information in the cataloguing records and on the item when made available by the publisher or vendor.

Principles of Selection

Intellectual Freedom

The Library endorses the *Statement on Intellectual Freedom and Libraries* adopted by the Canadian Federation of Library Associations (Appendix A).

Academic Materials

Materials with an academic focus collected by the Library may meet the needs of students, but this is not the primary reason for their selection. Textbooks and academic materials will be purchased by the Library only when they provide the best coverage of a subject for a public library. Workbooks and study guides intended for personal study that rely on fill-in-the-blank type exercises will not be selected for inclusion in the collection.

Canadian Content

Recognizing its responsibility to make Canadian content available to the public, the Library endeavors to develop a collection which represents significant local and Canadian authors, artists, film makers, and composers.

Equity, Diversity, and Inclusion

The collection will be consciously developed to promote equity and inclusion by reflecting a diverse range of backgrounds and identities, with particular attention to content created by and representative of marginalized and unrepresented groups.

Truth and Reconciliation

The Library endeavours to build our collection in accordance with the recommendations and calls to action outlined in the *Canadian Federation of Library Associations' Truth and Reconciliation Report*.

Selection Criteria

The primary aim of selection is to establish a balanced collection which adequately represents various points of view on a subject. All selection must be considered in terms of the following criteria. An item need not meet all of these criteria in order to be acceptable:

- Suitability for meeting the needs of the community and appeal to the interests of the community
- Artistic excellence, literary merit, technical quality, quality of presentation
- Reputation and/or significance of the author generally and in the local community
- Accuracy, authoritativeness, objectivity
- Comments by reviewers
- Originality of thought
- Permanent value
- Popular demand and current trends
- Relation to existing collections and other material on the subject
- Balance of viewpoints in the collection including those considered extreme or minority
- Skill, competence, and purpose of the author and/or publisher
- Budgetary and space considerations
- Contemporary significance, current usefulness
- Suitability of physical form for library use
- Availability of materials at other libraries
- Significance of work to local interest

Guidelines for the evaluation of electronic/online resources also include:

- Comparison of content with other available formats
- Cost
- Customer assistance requirements
- Ease of access, scalability & sustainability
- Hardware requirements
- Licensing requirements
- Networking capabilities
- Staff training requirements

Format

Materials will be purchased in a variety of formats for Library patron use. New formats are considered, and collections may be established, based on demand or when a significant portion of the community has access to the necessary technology to make use of the format. Formats may be removed from the collection as they move towards obsolescence or limited use.

Whenever possible, the Library will provide access to information in an electronic format to meet the needs of the community. Some material (e.g. government documents) may only be available in an electronic format.

The Library may not have the ability to select individual titles that are included as part of a larger subscription to a digital resource. Each digital resource also has their own privacy policies for patrons who want to understand the detailed terms of accessing the service or resource. The Library will not be held responsible for terms of use policies set by the vendor(s).

Special Collections

The Library of Things is a collection of non-traditional items that complement the Library's mission and provide diverse opportunities for learning and engagement. To further this goal, the Library of Things may include:

- Musical instruments
- Recreation, hobby, and crafting equipment
- Science and technology equipment
- Audiovisual equipment and assistive devices

The Library of Things is not intended to be comprehensive and the Library is limited by a finite amount of storage space for these items. The Library of Things will follow the same selection and collection maintenance policies and procedures as other collections.

Local History

Materials regarding the history of Barrie and the communities of Oro-Medonte, Springwater, Essa and Innisfil may be collected; however, the Library does not intend for this collection to be comprehensive or archival. Referrals may be made to the Simcoe County Archives and the Archives of Ontario.

Suggestions for Purchase

The library welcomes input from the community in developing the collection. All suggestions for purchase are evaluated using the same selection criteria as for other materials and are not automatically added to the collection. Interlibrary Loan is offered as an option for items not purchased wherever possible.

Donations of Materials

Offers to donate items to the collection are appreciated; however, donations will not be accepted due to associated processing costs that place a financial burden on the system.

Donations requested by the library or gift copies from local authors and donations of local content may be accepted with the understanding that such materials may be sold at the Library, donated, or disposed of elsewhere. The Library cannot guarantee the permanence of a gift in the collection and the Library has no obligation to inform the donor of the disposition of donated materials.

Collection Maintenance

To keep the collection timely and attractive, materials are withdrawn when they are outdated, worn, or no longer used. The criteria for selection are also utilized in the removal of materials. Replacement of items

depends upon the demand for the title, the availability of more current materials on the subject, and the extent of the coverage of the subject in the collection.

Request for Review of Library Materials

The Library recognizes that some materials in the collection may offend some individuals or groups because of language, moral implication, religious or political point of view expressed; however, selection will not be made based on any anticipated approval or disapproval. Selection is based solely on the evaluation by staff members of the item's merit, authenticity, honesty of presentation and use to the community.

The Library Board does not advocate particular beliefs or points of view and the presence of an item in the collection does not indicate endorsement of its content.

The presence of an item in the Library's collection is an affirmation of the principle of intellectual freedom as embodied in the Canadian Federation of Library Associations' Statement on Intellectual Freedom and Libraries (Appendix A). It does not indicate an endorsement of its contents by the Library Board. The following will not cause an item to be automatically included in or excluded from the collection:

- Race, religion, nationality or political views of an author
- Frankness or coarseness of language
- Controversial content
- Endorsement or disapproval of an individual or group

The Library will not label or amend items to indicate warnings or show approval or disapproval of content. The Library may not have the ability to withdraw or deselect individual titles that are included as part of a larger subscription to a digital resource.

The Library recognizes the right of individuals to express opposition to authors' ideas or to their creative exercise of language in materials selected for the Library. However, the Library will not remove items purchased in compliance with this policy. Although people have the right to reject for themselves material of which they do not approve, they do not have the right to restrict the intellectual freedom of others.

The Library does not collect material that violates the *Criminal Code* of Canada or case law definitions of "obscene material", "hate propaganda" or "seditious material".

Physical access to materials will not be restricted except in the following circumstances:

- For the express purpose of protecting an item from damage or theft
Example: Placing video games or commonly stolen items behind the staff desk or fragile Local History items as 'Staff Managed'.
- Restricted based on an acquisition agreement
Example: Daisy Talking Books are restricted to Centre for Equitable Library Access (CELA) registered users by agreement with the Canadian National Institute for the Blind (CNIB).
- When legally required

If a patron believes that an item in our collection falls outside the criteria outlined in this policy, they are invited to complete the "Request for Review of Library Materials" form to start the review process.

Appendix A

Statement on Intellectual Freedom and Libraries, Canadian Federation of Library Associations

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.

Approved by Executive Council: June 27, 1974

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