
**BARRIE PUBLIC LIBRARY
COLLECTION DEVELOPMENT POLICY**

MOTION #17-44

Revised September 28, 2017

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1. PURPOSE OF THE POLICY

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

The specific purposes of this policy are threefold:

- to state publicly 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 in collection development and maintenance.

2. RESPONSIBILITIES

The Barrie Public Library Board assumes ultimate responsibility for the collection and for implementation of the Collection Development Policy.

The Library Board delegates this responsibility to the CEO who in turn delegates it to qualified staff. Qualified library staff members are responsible for following the guidelines established to carry out collection development tasks.

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

Parents and legal guardians are responsible for children's reading and viewing, not the staff of the Barrie Public Library. The Barrie Public 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.

Barrie Public Library respects and follows the Ontario Film Review Board ratings for videos distributed in the province. Borrowing of videos classified as 18A or Restricted is limited to cardholders meeting this age restriction.

Barrie Public Library voluntarily supports and follows the Entertainment Software (ESRB) rating system for video games. Borrowing of Mature 17+ games is limited to cardholders meeting this age restriction.

3. GENERAL PRINCIPLES OF SELECTION

3.1 Intellectual Freedom

The Barrie Public Library endorses the Statement on Intellectual Freedom and Libraries adopted by the Canadian Federation of Library Associations:

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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.

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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

Amended: November 17, 1983, November 18, 1985, September 27, 2015

3.2 Balance

The primary aim of selection is to establish a balanced collection which adequately represents various points of view on a subject. The Barrie Public Library Board recognizes that some materials in the collection may offend some individuals or groups because of language, moral implication, or religious or political point of view expressed. However, selection will not be made on the basis of any anticipated approval or disapproval, but solely on the evaluation by staff 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.

3.3 The Library And The Education Community

It is the responsibility of institutions engaged in formal education to provide materials which support their curricula. It may happen that materials collected by the Library meet the needs of school projects, but this is not the primary reason for their selection. Textbooks and academic materials will be obtained by the Library only when they provide the best coverage of a subject. Materials will neither be excluded nor included solely on the basis of academic focus. Workbooks and study guides intended for personal study that rely on fill-in-the-blank type exercises may not be selected for inclusion in the collection.

Referrals may be made to the collections of local educational institution libraries.

3.4 Canadian Materials

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

3.5 Selection Criteria

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While a selection policy must be general, certain methods and principles can be followed. All selection must be considered in terms of the following criteria:

- 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
- skill, competence and purpose of the author
- budgetary and space considerations
- contemporary significance, current usefulness
- suitability of physical form for library use
- availability of materials at other libraries

Items chosen for the collection should meet most - not necessarily all - of these criteria.

3.6 Format

Materials will be purchased in a variety of formats for Library patron use. Selection criteria, listed in Section 3.5, will be applied to selection and deselection of all Library material.

Multimedia formats are considered and collections may be established 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.

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.

4. SPECIAL COLLECTIONS

4.1 Local History

Materials regarding the history of Barrie and the townships of Oro-Medonte, Springwater, Essa and the Town of Innisfil will 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.

4.2 Ontario Genealogical Society (OGS)

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The collection of the Simcoe County Branch of the Ontario Genealogical Society is housed in the Library. The Simcoe County Branch of the Ontario Genealogical Society is solely responsible for the development and maintenance of its collection.

4.3 Information Barrie

Community Information Database

Information Barrie adheres to the Data Policy of the Information Providers Coalition of Simcoe County. The Community Information database is a collection of records that Information Barrie collects, organizes and makes available on human services. Human services refer to those service sectors of society which are directed to the personal and social growth of people. These services seek to:

- enable access to basic material necessities of life
- cure and prevent illness
- promote emotional stability
- facilitate adaptation to new environments
- compensate for liabilities of age, or family dismemberment
- enhance learning
- provide opportunities for recreation and leisure

Those human services which are part of the government, voluntary and nonprofit sectors are the primary focus of data collection.

Inclusion in the database does not constitute endorsement, nor does exclusion indicate lack of endorsement.

Printed information on these services may also be available within the Library.

5. DONATIONS OF MATERIALS

The Library accepts donations of materials as per the current donation guidelines with the understanding that such materials may be sold at the Barrie Public Library, donated, or disposed of elsewhere. The Library has no obligation to inform the donor of the disposition of donated materials. Author donated material may be added to the collection, with particular consideration given for local authors.

Gifts of money will be accepted on the understanding that selections of items will be made in accordance with the established collection development practices.

As an official Charitable Organization, tax receipts will be issued upon request for substantial donations of books and other materials. The value of used materials must be validated by a recognized independent authority. Any costs associated with the validation must be borne by the donor.

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6. 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 that particular title, the availability of more current materials on the subject, and the extent of the coverage of the subject in the collection.

Information Barrie fully updates each record in the community information database annually as defined in InformOntario (Association of Community Information Centres in Ontario) standards. To ensure accurate information, Information Barrie will only enter or change data that has been obtained or verified from a primary source. Secondary source information can only be used when the source is judged by Information Barrie to be very reliable.

7. REQUEST FOR REVIEW OF LIBRARY MATERIALS

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. It does not indicate an endorsement of its contents by the Barrie Public 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
- language
- controversial content
- endorsement or disapproval of an individual or group

The Library will not label or amend items to show approval or disapproval of content of materials.

The Barrie Public 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 Barrie Public Library will not remove items purchased in compliance with this policy. Selection of material cannot be influenced by any anticipated approval or disapproval of its intellectual content by groups within the community. 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 Barrie 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 has been banned by the courts.

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

1. For the express purpose of protecting an item from damage or theft
 - Example: Placing video games or commonly stolen item behind the staff desk or fragile Local History items as Staff Managed. All items are listed in the catalogue with instructions of how to access them.
2. Restricted based on an acquisition agreement
 - Example: Daisy Talking Books are restricted to by agreement with the Canadian National Institute for the Blind (CNIB)
3. When legally required to follow classification schemes that limit borrowing of materials by age
 - Example: Films rated 18A or R by the Ontario Film Review Board
4. Voluntary restriction of materials rated for mature audiences in consideration of community standards
 - Example: Limit borrowing of Mature 17+ Games to follow ESRB classifications or videos rated R by jurisdictions other than the Ontario Film Review Board

In the event of objection or complaint, the Library patron is asked to complete the form, “Request for Review of Library Materials and Displays” to start the review process.

Motion #01-51	Revised July 5, 2001
Motion #02-45	Revised October 10, 2002
Motion #03-38	Revised October 23, 2003
Motion #04-39	Revised October 28, 2004
Motion #06-39	Revised November 23, 2006
Motion #09-20	Revised June 25, 2009
Motion #11-16	Reviewed April 28, 2011
Motion #13-22	Revised July 24, 2013
Motion #14-36	Revised November 27, 2014
MOTION #15-27	Revised June 25, 2015
MOTION #16-34	Revised June 23, 2016
MOTION #17-44	Revised September 28, 2017