



Policy Name:	Collection Development Policy		
System	System	Effective Date:	July 2, 2001
Motion Number:	19-58	Reviewed Date:	September 26, 2019
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.

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 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.

Parents and legal guardians are responsible for children's reading and viewing, not library staff members. 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.

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

The Library also 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.

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.

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:

- 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
- 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

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

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.

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 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.

Ontario Genealogical Society

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.

Suggestions for Purchase

The library welcomes input from the community concerning the collection. All suggestions for purchase are evaluated using the same selections 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

The Library accepts donations of materials as per the current donation guidelines 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. In general, donations of materials are not added to the collection; however, materials donated by local authors may be added if they meet the selection criteria.

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

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 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 indicate warnings or show approval or disapproval of content.

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 to follow classification schemes that limit borrowing of materials by age
Example: Films rated 18A or R by the Ontario Film Review Board
- Voluntary restriction of materials rated for mature audiences
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, patrons are required to complete the form "Request for Review of Library Materials" 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

Amended: September 27, 2015