



Otonabee – South Monaghan Public Library

Policy Type: **Operational**
Policy Title: **Collection Development**

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Chair Signature: _____ Date: _____

The OSM Public Library is committed to offering diverse collections that represent various cultures, languages, religious traditions, and communities in all formats, including books, audio, and videorecording materials as well as materials presented in an online format. Our collection will showcase a broad spectrum of authors, content creators, and experiences. We will employ inclusive subject headings and descriptors in our bibliographic database. This policy outlines the guidelines for developing collections, selecting materials, and serves as the foundation for collection evaluation, planning, and budgeting.

Section 1: Scope and Size of the Collection

1. The Library provides a collection of books and materials that is responsive to the needs and interests of our diverse community:
 - a. including a variety of alternative and accessible formats
 - b. including representation of a wide variety of opinion, lived experience, culture, language, religious tradition, and people
 - c. develop collections on specialized topics such as local history, and of local interest including materials for First Nations peoples.
2. The collections shall be balanced and represent diverse points of view and may include materials that some members of the public consider to be controversial in nature
3. The presence of an item in the Library does not indicate an endorsement of its content by the Library.
4. The Library curates collections that encompass a variety of areas, including but are not limited to: fiction and non-fiction for adults, young adult (YA), and children; magazines and periodicals, music and media, local history and local interest, literacy, and government documents. Materials in non-English languages will be made available based upon community demographics and public interest.
5. The Library participates in consortia purchasing and collective efforts with other libraries to broaden the scope and size of the collection.
6. Recognized, professional standards will be used to determine the appropriate size of the collection. Planning for budgets and facilities must reflect these standards.

Section 2: Selection of Materials

1. The Board delegates overall responsibility for the collection to the Chief Executive Officer (CEO).
2. The CEO, with designated staff, ensures that the collection is properly maintained and organized, and that an effective collection control system is in place.
3. The CEO is responsible for selecting the collection, though specific sections may be assigned to other Library staff members. When selecting materials, staff will rely on professional resources, judgment, knowledge, and experience.
4. The CEO will proactively solicit advice from, as well as anticipate the needs and interests of, the community.
5. What is purchased, and what remains in the collections, is based on the following criteria:
 - a. recommendations by critics or reviewers
 - b. public demand
 - c. relationship of subject to existing collection
 - d. importance of subject matter in relation to community needs
 - e. authority or significance of author
 - f. quality of writing, production, and illustrations
 - g. accessibility criteria and features
 - h. authority and standards of publisher
 - i. suitability of format for library use
 - j. Canadian content
 - k. currency and relevancy of the content
6. As outlined in our Respect and Acknowledgement document (FN-05), the OSM Public Library will provide collections relating to Indigenous cultures, languages, and peoples, including books, audio and videorecorded materials. Our collection will include titles by and about First Nation communities and will include titles presented in the First Nation Communities Read program.

Section 3: Size of the Collection

1. The Board recognizes that given the limitations of available physical space, the size of the collection must be limited to:
 - a. ensure adequate space for public and staff circulation and activities
 - b. avoid overcrowding of the collection which would hamper access to materials and give an impression of disorder and lack of control
2. Each year material will be replaced as per Section 4 or as deemed by the CEO

Section 4: Withdrawal and Replacement of Items

1. To maintain an active working collection of high standards, materials shall be withdrawn from the collection on a regular and systematic basis for the following reasons:
 - a. to remove materials which are no longer useful in the light of the goals and objectives of the

library

- b. to remove materials whose contents are out-of-date and therefore potentially misleading
 - c. to remove materials which are no longer of interest to the community
 - d. to remove damaged or worn-out materials
 - e. to make room for new materials coming into the collection
 - f. remove materials with low usage
2. The CEO shall have overall responsibility for the materials withdrawn from the collection.
 3. Withdrawn material may be discarded, donated, or sold at the Library's discretion.
 4. Materials that remain unsold be recycled or destroyed.
 5. Replacement will be based on the demand for the title, its availability, the presence of more current material on the subject, and how extensively the subject covered in the collection.

Section 5: Gifts and Donations

1. The Library appreciates donations of books, other materials, or funds for purchasing new items. These contributions will be included in the collection only if they are considered suitable, needed, and help maintain a balanced collection, as approved by the CEO.
2. The same criteria for selection shall be applied to gifts as is applied to all other materials considered for inclusion in the collection.
3. All donated material automatically becomes the property of the OSM Public Library.
4. The same criteria of selection and withdrawal applied to purchased materials also apply to gift and donations.
5. Donated materials that are not added to the Library's collection may be discarded, donated, or sold at the Library's discretion. The donor may not be notified of this decision.

Section 6: Requests from Members of the Public

1. Suggestions from the public for the purchase of items are always welcome and are given due consideration.
2. Requests from community members to reconsider, withdraw, or restrict access to specific items in the collection must be submitted in writing to the CEO. Responses to these requests will be guided by the Board's stance that:
 - a. individuals have the right to reject material for their own use if they disapprove of it, but they do not have the right to restrict the intellectual freedom of others
 - b. parents and legal guardians have the right to decide and choose the most suitable materials for the minor-aged children under their care.

Section 7: Controversial Materials

1. The Board recognizes that some books and materials may be regarded by certain individuals or groups as controversial, whether because of bias, frankness of language, political expression, or moral implication. Selection should not, and will not, be made based on anticipated approval or disapproval by any individual or group in the community, but rather on the evaluation, by the CEO and designate, of the publication's literary or artistic merit for authenticity, honesty of presentation, topical interest, and use to the audience for who it is intended. The primary aim of materials selection is to establish a balanced collection that adequately represents various points of view on many subjects.
2. The Library Board and staff do not endorse the ideas and opinions found within the Library's collection. The inclusion of materials in the Library does not imply the Library's endorsement of their content.
3. The Library's collection will include materials that represent diverse viewpoints on contemporary problems and issues. Books or other materials that are factually reliable will not be banned or removed from Library shelves due to doctrinal or partisan objections.
4. The Library makes every attempt to ensure that materials provided in a digital format follow the above guidelines

Section 8: Excluded from the Collection

1. The Library collection offers materials for self-study but is not primarily intended to provide required reading for academic courses. Materials necessary for formal education at elementary, secondary, and post-secondary levels may not always be available. Textbooks will be acquired only when they offer the best coverage of a topic and are beneficial to the public.
2. Materials that clearly promote religious, racial, or other forms of social intolerance are beyond the scope of this collection.
3. Materials that are banned under Canadian law will automatically be excluded from the Library's collection.

Section 9: Children's Reading

Parents and legal guardians are responsible for overseeing their children's reading/viewing activities. The selection of materials for the adult collection will not be limited by the chance that children might access content their parents deem inappropriate. The Board supports individual freedom and believes it is the right and duty of parents and guardians to establish, interpret, and enforce their own standards of acceptable behaviour within their households.

Section 10: Complaints about the Collection

1. The Board recognizes the right of an individual or group to make a complaint to the CEO concerning the collection.
2. Requests by individuals or groups to have an item or items removed from the Library's collection shall be referred in writing on a Request for Reconsideration of Library Materials form to the CEO.

3. Upon receiving the written complaint, the CEO shall review it in the light of the Board's policy concerning the Library collection.
4. If the inclusion of the item in the Library collection is found by the CEO to be legitimate and justifiable based on the guidelines set out by Board policy, the policy shall be explained in writing to the complainant and no further action need be taken.
5. If the inclusion of the item in the Library collection is found by the CEO to be questionable based on the guidelines set out by Board policy, the item will be temporarily withdrawn from the collection and the Board will be asked by the CEO to decide on the matter. The Board will communicate that decision in writing to the complainant.

Related Documents:

OSM Public Library Policy **FN-04 – Intellectual Freedom**
OSM Public Library Policy **FN-05 – Respect and Acknowledgement Declaration**
OSM Public Library Policy **OP-05 – Resource Sharing**
OSM Public Library Policy **OP-15 – Accessibility in the Library**
OSM Public Library Policy **PG-02 – Children in the Library**