



<b>Policy Title:</b> Collection Development Policy	<b>Policy Number:</b>
<b>Policy Type:</b> Operational	<b>Policy Heading:</b> Collections
<b>Date Created:</b> November 15, 1995 Revised February 2012	<b>Date Approved:</b> April 18, 2019
<b>Chair/CEO Signature:</b>	
<b>Supersedes:</b>	<b>Date Revised/Amended:</b> April 2019
<b>Background documents, related policies:</b>	
<b>Authors:</b> A. Feridooni, D. Kirk	

Policy Purpose:

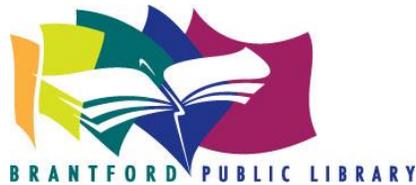
This collection development policy has been created:

- to clearly state the policies of the Library Board,
- to identify responsibility for collection development and provide staff with consistent guidelines for development and maintenance of the collection,
- to provide a process for public input,
- to assist in budget allocation for materials, and
- to defend freedom of information and protect against censorship.

Principles:

Brantford Public Library's Principles and Values that relate to this policy include:

- We believe in intellectual freedom.
- We believe in access for all.
- We will be innovative and timely in our response to technology and the information needs in our community.



Content:

## **Policy Framework**

### **PURPOSE OF THE COLLECTION**

The Library Board believes that the public library is the principal source for information that is freely available to everyone. Therefore, the Brantford Public Library shall:

- acquire and organize educational, informational and recreational materials to promote the communication of ideas, an informed community and an improved quality of life,
- provide materials through which inquiring minds may discover original and sometimes controversial ideas essential to a society that depends on the free circulation of ideas for its existence,
- provide a progressive, user-oriented service which anticipates and responds to the educational, cultural, leisure and other information needs of the community of Brantford and the surrounding area, and
- acquire in a timely manner as many formats (print, digital and audio) as needed based on availability and budget.

### **RELATIONSHIP TO THE VISION AND MISSION OF THE LIBRARY**

The Library's vision statement is as follows:

A community connected through innovation, discovery and creativity.

The Library's mission statement is as follows:

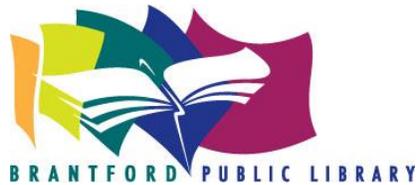
Brantford Public Library provides free access to information, ideas and opportunities for discovery, and spaces in which to use and share them. Our expertise and services are accessible and help empower the citizens of Brantford.

### **THE LIBRARY AND THE COMMUNITY**

As a public, tax-supported institution, the Library must serve all sections of a diverse community. Materials are selected on the basis of their interest and information to all people in the community. The Library encourages comments and opinions regarding the collection from customers. Discussion and the exchange of ideas between customers and the Library help to ensure that the collection more accurately reflects and supports the needs and interests of customers. The Library welcomes suggestions for the purchase of material from customers. These suggestions shall be considered in light of the Library's selection criteria. In addition, the Library carefully monitors demand through the use of surveys and reports, including reports generated by the Library's Information System, to be innovative and timely in our response to changing needs in the community.

### **INTELLECTUAL FREEDOM**

The Brantford Public Library Board endorses the *Statement on Intellectual Rights of the Individual, adopted by the Ontario Library Association and the Canadian Federation of Library Associations' Statement on Intellectual Freedom and Libraries* (see Appendix 1).



In accordance with these statements, Library staff develops collections to represent as many viewpoints as possible within constraints of budget, space, and availability of resources.

The presence of materials in the library does not constitute endorsement of their contents by the Library Board.

The Library will not label, edit or remove parts of any material to show approval or disapproval of the content.

The Library Board does not purchase, retain, or make accessible in its permanent collection, resources and materials in violation of the statutes of Canada or Ontario.

### **GIFTS/DONATIONS**

The Brantford Public Library welcomes gifts/donations of books and other materials that align with the Library's selection criteria. The Library reserves the right to reject or discard any materials, especially due to age or physical condition. Donations will be used primarily to supplement the Home Delivery Services collection. Gifts/donations that are not added to the collection are usually put in the library book sales. Once received, materials are the exclusive property of the Brantford Public Library. The library does not accept any gifts/donations with conditions imposed (e.g., consignment, return).

Cash donations and bequests of money may be made to the Brantford Public Library. The donor may request that these funds be used for the development of specific collections, but the Library Board reserves the right to select materials it deems appropriate.

### **Authority and Responsibility**

#### **RESPONSIBILITY FOR SELECTION**

The Chief Executive Officer (CEO)/Chief Librarian is responsible for collection development and maintenance, acting in accordance with the general policies established by the Library Board. In practice, the CEO/Chief Librarian delegates these responsibilities to members of the library staff who are qualified by reason of education or training. Any library materials so selected are held to have been selected by the Board.

The CEO/Chief Librarian may elect to bring to the attention of the Board any acquisition which in her judgment may be of concern to the Board.

The presence of any material in any format in the library does not indicate endorsement of its contents by the Library Board.

#### **RESPONSIBILITY OF THE CUSTOMER**



The library realizes that some materials are controversial and that any given item may offend some customers. While the library staff is available to assist individuals and groups to select material, the ultimate responsibility for the choice of materials lies with the customer.

### **RESPONSIBILITY FOR CHILDREN'S READING**

The Brantford Public Library provides access to its materials to all customers. Except where limited by law, responsibility for children's use of library materials rests with parents and legal guardians. Collection development decisions are not restricted by the possibility that children may obtain materials that their parents consider inappropriate. The Library believes that individuals have the freedom to choose their own reading material and that it is the right and obligation of parents to develop, interpret, and maintain their own values in their family.

### **PUBLIC LIBRARY/SCHOOL LIBRARY ROLES**

The library attempts to provide materials which complement and augment the reference, research, and leisure needs of students of all ages. The library does not duplicate the collections of school libraries. The library acquires textbook and other curriculum related material only if they may be useful to the general reader or are valuable sources of information on a particular subject.

### **Criteria**

#### **SELECTION CRITERIA**

Materials selected will meet high standards in quality, content, expression and format.

Whether purchased or donated, materials shall be considered according to the following criteria:

- Suitability of subject and style for intended users;
- Comments of reviewers, critics and publishers;
- Strengths and weaknesses of the existing collection;
- Timeliness and accuracy of the information;
- Reputation and authority of the author and publisher;
- Purchase price and other budgetary considerations;
- Contribution to balance of treatment of a controversial subject;
- Contemporary significance or permanent value;
- Suitability and quality of physical form, layout and construction;
- Space requirements;
- Availability of materials through other libraries in the area;
- Demand and relevance to needs and interests of the community;

Taking the materials budget into consideration, the Library will attempt to respond to exceptionally high demand with purchase of multiple copies and multiple formats.



An item does not have to meet all of the above criteria in order to be acceptable. Materials which do not meet these criteria may be recommended for purchase to satisfy heavy reader interest.

Providing access to the history of Brantford and the surrounding area is an important function of the Library. Works by and about local authors, and materials relating to the history of Brantford and area shall be added to the collection, subject to community needs. However, the Library does not add everything published about the area or produced by local authors if it does not meet our selection criteria.

In most cases, the Library will not purchase self-published materials that are not reviewed in established review journals. Exceptions may be made for self-published materials of local interest or popular demand that meet the selection criteria.

In accordance with the Board's principle to be innovative and timely in our response to changing community needs, the Library continues to investigate changing formats that are consistent with its goals. New formats will be considered for purchase based on factors such as: budget considerations; community needs; impact on existing resources; and availability of format. These considerations will also be taken into account when deciding to remove a format from the collection.

The Brantford Public Library provides access to a wide range of materials in alternate formats, according to standards established by federal and provincial legislation, including the *Accessibility for Ontarians with Disabilities Act (AODA)*.

## **CRITERIA FOR SPECIFIC COLLECTIONS**

### **Criteria for Digital/Virtual Collections**

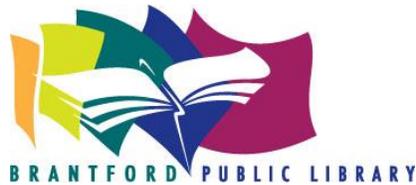
One of the roles of the Library is to provide useful, current sources of information for individuals, businesses, and organizations. The Library recognizes the increasing importance of electronic media to provide information which may not be found within the building itself. To provide rapid and easy access to electronic resources, the Library will attempt to provide, within budget limitations, the necessary equipment, connections, and personal assistance. We will collect this content in the most accessible formats available to the public library market.

### **Databases/eJournals**

Databases serve to provide extensive research materials for the purposes of education and recreation, supporting the library mission. Databases will be selected based on content, accessibility and pricing.

The library uses the same selection criteria that is used for all material but takes into account some additional criteria:

- a) Ease of use



- b) Time period covered
- c) Continuous access for multiple users
- d) Vendor support
- e) Compatibility with the library's equipment and software
- f) Ease of installation and maintenance

### **eBooks/eAudiobooks**

The increasing popularity of eBooks and eAudiobooks are recognized. The selection criteria for fiction and non-fiction eBooks/eAudiobooks are governed by the same criteria that the library uses for other material follows the general guidelines described for hardcover fiction and non-fiction items, recognizing that not all eBooks/eAudiobooks are available for purchase by public libraries.

### **Electronic Gaming**

The library has a growing collection of video games for popular platforms. Additional selection criteria that the library uses when purchasing electronic games are:

- a) Audience
- b) Ratings
- c) Platform – may not have games for all platforms

### **Downloadable and Streaming Content**

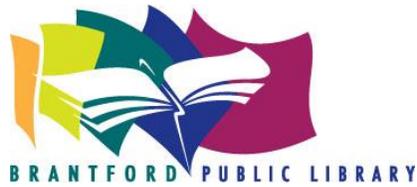
The increasing importance of various media in the provision of information is recognized. The purpose of downloadable content is to serve the educational, cultural, and recreational needs of library customers. Downloadable content complements the Library's physical collection.

### **SELECTION TOOLS**

To find material which meets the selection criteria, the Library makes use of various resources. Since it is not possible for the professional Library staff to personally read and review the large number of books published annually, certain sources are used to facilitate the selection process. Standard reviewing tools such as professional journals are the primary source for authoritative information about current material. Selections are also made from publishers' announcements of forthcoming materials. By keeping up-to-date on what is making news, the Library attempts to anticipate demand for certain subjects. Making use of circulation statistics, surveys, and customer requests help to determine the strengths and weaknesses of the collection. In certain cases, the Library may make use of experts in the community to evaluate specific sections of the collection.

Selection of materials done by any vendors on behalf of the Library is based on detailed profiles (ARPs) created by the Library's selectors for specific collections or formats. Material chosen by these vendors is monitored by the selectors.

### **WEEDING**



## **Guidelines for Weeding**

It is necessary to weed materials systematically to maintain the currency and relevance of the collection. Outdated materials, materials no longer of interest or in demand, unneeded duplicates, and worn or damaged copies are removed from the collection regularly.

Local history materials are given special consideration because of their historical value in Brantford. Even if this material meets weeding criteria, it will not usually be discarded.

## **Criteria for Weeding**

Not all criteria need to be met nor does the meeting of the criteria automatically mean that an item should be weeded. The following criteria are considered:

- Frequency of circulation
- Timeliness
- Accuracy
- Physical condition
- Availability of other copies

## **External Resources**

### **INTERLIBRARY LOAN**

Interlibrary loan is used to supplement service to Brantford Public Library customers. Brantford Public Library, in partnership with the Southern Ontario Library Service, provides an interlibrary loan service by which library materials are made available from one library to another on a local, provincial and national level. By this means, the Library attempts to make available materials it does not own or which fall outside the scope of this collection policy. In return, materials from this library's collection are loaned to other libraries for use by their customers.

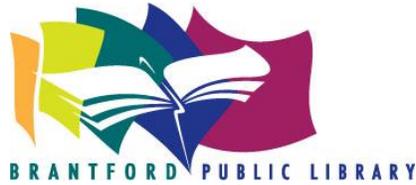
### **WLU COURTESY CARD**

The WLU Courtesy Card is available for free to all customers with a valid Brantford Public Library card. Thousands of books in the Wilfrid Laurier University Library, University of Waterloo Library, and University of Guelph Library can be borrowed with this card.

## **Complaints about the Collection**

The Brantford Public Library is aware that some materials are controversial and may offend some customers. The Library recognizes the right of an individual or group to make a complaint about the inclusion of material in the library's collection.

Customers making complaints about any material in the collection will be directed to the Manager, Support Services or the Coordinator-Collections. If neither of these people are available another Manager or Coordinator will obtain the necessary information on the "Request for Reconsideration of Library Materials" form (see Appendix 2) and inform the Manager, Support Services or the Coordinator-Collections as soon as possible. The Manager,



Support Services will contact the customer in writing after carefully reviewing the complaint in relation to the Board's Collection Development Policy.

If this response is not satisfactory, the customer may appeal the decision to the CEO/Chief Librarian. The CEO/Chief Librarian will make the final decision on the contested material, based on Board policy, and will explain the outcome in writing to the complainant.

### **Revisions**

The ***Brantford Public Library Collection Development Policy*** is reviewed as needed so that it adequately reflects changes in the Library's goals and users' needs. Amendments and revisions to the policy are made as needed by the Board.

To achieve this, the Chief Executive Officer/Chief Librarian will monitor new developments and the implementation of this policy and bring forward issues and recommendations for Board consideration.

### **Rules/Legislative requirements/Regulations:**

*Accessibility for Ontarians with Disabilities Act (AODA)*