



# Collection Development

## Operational

### Purpose

This Policy provides customers and staff with guidelines and objectives respecting the selection, de-selection, and access to the collection of the Brantford Public Library.

### Principles

- To support values underpinning a democratic society, including free, open and equitable access to a diversity of information and ideas, civic engagement and intellectual freedom
- To provide and maintain information that meets the specific needs of the public
- To support lifelong learning and supplement formal study
- Reflect the recreational and entertainment needs and interests of the community
- Reflect various cultural, educational, ethnic, socio-economic, linguistic, religious and philosophical backgrounds
- Inspire the love of reading and the exploration of ideas, culture and knowledge.

The Policy aligns with the Brantford Public Library's Principles & Values:

- We believe in intellectual freedom
- We believe in access for all
- We will be efficient and effective in all we do to provide quality service in a welcoming environment
- We work in partnership with other organizations to further the Library's mission.

### Policy

The Brantford Public Library is committed to developing broad, robust, relevant and responsive collections to meet the diverse needs and interests of Library customers.

#### **General Criteria for Selection**

Materials selected must have a relevant and high standard of quality, content, expression and format. Materials are selected according to the needs and demands of the community. Staff responsible for selections are trained in collection development and regularly participate in professional development activities.

Materials shall be considered according to the following criteria:

- Demand and relevance to the educational, informational, cultural and recreational needs and interests of a wide range of customers
- Relevance to community needs
- Importance as a historical document or as a current event
- Relation to the existing collection and other materials on the subject
- Popularity and local demand
- Comprehensive treatment of a subject and clarity
- Suitability of subject and style for intended customers
- Timeliness, integrity and accuracy of the information
- Reputation, skill and authority of the author and publisher
- Purchase price and other budgetary considerations
- Representation of multiple sides of controversial issues, where possible
- Suitability and quality of physical format, layout and construction
- Representation of challenging points of view to provide insight into human and social conditions
- Inclusion of works created by Indigenous peoples in Canada, concerning Indigenous knowledge, information about cultures, histories, Indigenous-settler relations and related issues
- Space and budgetary limitations.

Considering the materials budget, the Library will attempt to respond to exceptionally high demand by purchasing multiple copies and multiple formats. An item does not have to meet all the above criteria to be acceptable. Works that contain hate propaganda, as outlined in the Criminal Code, or incite hatred will not be considered. Certain criteria may be prioritized at the discretion of the Manager, Library Resources.

## **Donations**

The Brantford Public Library does not currently accept donations of books, DVDs, magazines, or other materials, except in circumstances noted below.

At the discretion of management, special items may be assessed and accepted as donations, for example, items that are of local historical importance.

To support local authors, recording artists and filmmakers, we review gift copies of their work as long as they are submitted in a format we currently support and meet the Library's Selection Criteria. More information can be found in the Library's Local Author Application Form.

## **Suggest for Purchase**

Customer requests for the purchase of library materials are encouraged and given consideration provided they meet the Library's Selection Criteria. Customers making suggestions are asked to complete the Suggest for Purchase form.

## **Interlibrary Loan**

Interlibrary loan is used to supplement service to Brantford Public Library customers. In partnership with the Ontario Library Service, Brantford Public Library 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.

### **Local History & Archives Collection**

The Library's Local History mandate is to ensure the collection, preservation and availability of materials that illustrate the history (and ongoing history) of the Brantford area. Material added to the Local History & Archives collection shall be held until it is eligible for de-accessioning.

### **Intellectual Freedom**

The Brantford Public Library recognizes its obligations under the Canadian Charter of Rights and Freedoms, which guarantees Canadians freedom of expression, including press freedom and other media. Refer to the Intellectual Freedom Policy for more detail.

### **Reconsideration of Library Materials**

As noted in the Intellectual Freedom Policy, the Library will review the selection of any materials upon receipt of a request.

### **Collection Maintenance & Deselection**

De-selection is the continuous and systematic withdrawal of materials to maintain the integrity and accuracy of the Library's collection. It is crucial to maintaining a healthy and relevant collection.

The Library continually identifies items from its collections for discard based upon the following criteria:

- Item contains outdated or false information
- Item is no longer of interest or in demand
- An overabundance of an item or subject as interest wanes
- Worn or damaged copies.

Once an item has been identified for possible de-selection based on the criteria above, the process of determining if an item still deserves a place in the Library's collection begins.

Retention is based on the following criteria:

- Is it of local, regional, or national significance, including works of local or Canadian authors, artists, recording artists or filmmakers and works about local history?
- Is it a famous author, artist, recording artist, or filmmaker or universally accepted as a classic?
- Is it unique to the collection because there is little or no information available on that topic elsewhere, and is the information still relevant and valuable?
- Is the item part of a multi-series, which the library intends to maintain fully in tact?

To minimize environmental impact and to increase efficiencies, withdrawn items will be redirected to another internal library service or to an external partnership.

## Legislative and Policy Authorities

### *Federal Legislation*

The Canadian Charter of Rights and Freedoms as amended. Section 2(b) of the Charter of Rights and Freedoms protects “freedom of thought, belief, opinion and expression, including freedom of the press and other media of communication”.

Criminal Code (R.S., 1985, c. C-46) as updated. Section 63 pertains to Unlawful Assemblies and Riots. Section 297 pertains to defamatory libel. Section 318 pertains to hate propaganda.

### *Provincial Legislation*

Film Classification Act, 2005, S.O. 2005, c.17 as updated.

Ontario Human Rights Code, 1990, c. H.19 as updated.

Accessibility for Ontarians with Disabilities Act (AODA)

### *Other Sources*

OLA Statement on Intellectual Freedom and the Intellectual Rights of the Individual:  
[https://accessola.com/wp-content/uploads/2020/08/2020\\_OLAIntellectualFreedomStatement.pdf](https://accessola.com/wp-content/uploads/2020/08/2020_OLAIntellectualFreedomStatement.pdf)

Canadian Federation of Library Associations: <http://cfla-fcab.ca/en/home-page>

## History

**Supersedes:** Not applicable

**Background documents, related policies:** Intellectual Freedom Policy; Membership and Circulation Policy; Gifts and Donations Policy

**Approval Date:** November 1995

**Revision History:** February 2012; May 2019; January 2022

**Projected Review Period:** Not applicable

**Author:** Manager - Library Resources

**Approval Level:** Brantford Public Library Board