



Collection Development Policy

Purpose:

This policy has been created:

- To outline the authority, principles and criteria upon which selection decisions are made for library collections;
- To define Library users' rights and responsibilities as it pertains to use of Library collections; and
- To provide a process for public input.

This policy does not pertain to Internet use (see Public Computer and Internet Use Policy) nor to the rules of borrowing library materials (see Membership Policy).

Authority:

While overall responsibility for library collections rests with the Newmarket Public Library Board, the responsibility for selection and maintenance of library materials is given to the Chief Executive Officer (C.E.O). The C.E.O. may choose to delegate these responsibilities to qualified staff and/or to contract selection to outside agencies, subject to monitoring by staff.

Library staff may use multiple tools to select materials and are not responsible for reading or reviewing items individually. The presence of any material in the Library does not indicate endorsement of its content by the Library Board, or Library staff.

Principles:

The Newmarket Public Library ("the Library") supports the Canadian Library Association's statement on intellectual freedom. *All persons have the right to have access to all expressions of knowledge, creativity and intellectual activity ... It is the responsibility of libraries to guarantee and facilitate access to all expressions of knowledge and intellectual activity, including those which some elements of society may consider to be unconventional, unpopular or unacceptable. To this end, libraries shall acquire and make available the widest variety of materials.* (See Appendix I)

The Library also supports the Ontario Library Association's Position on Children's Rights in the Public Library. (see Appendix II). Accordingly, the Library develops collections that are accessible to and specifically meet the needs of children.

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

The Library's collection shall:

- respond to the educational, cultural, leisure and other information needs of the community;
- provide materials through which inquiring minds may discover a variety of viewpoints;
- reflect the cultural, linguistic and religious diversity of the community;
- provide suitable material to all age groups and for persons of different educational backgrounds.

Selection criteria:

Materials shall be considered according to the following criteria:

- Suitability of subject and style for intended users;
- Comments of reviewers, critics, and bestseller lists;
- 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 in the community, either anticipated or demonstrated;
- Artistic merit;
- Technical and production qualities;
- For digital material, the following may also apply:
 - Ease of access
 - Copyright restrictions
 - Extensiveness of content
 - Software compatibility

Selection criteria apply to all physical and digital material collected by the Library, whether purchased, leased or donated. An item does not have to meet all of the criteria in order to be acceptable.

Other considerations include:

- Multiple copies may be acquired when demand and budget permit.
- Special attention shall be given to materials about Canada and by Canadian authors, as well as about the local community and by local authors.
- The Library may acquire textbook format material only if it is useful to the general user or if there is otherwise a shortage of information on a topic in demand.
- New formats shall be carefully considered according to budget considerations, community needs, the need for specialized equipment, and the impact on existing resources.
- The Library shall not knowingly collect material that promotes hatred or discrimination, as defined by current Canadian legislation, against members of any particular group.
- Material in French shall be collected as demand and budget allow.
- Material in languages other than English and French may also be collected according to demand, budget, and availability.
- In accordance with the Access for Ontarians with Disabilities Act, access will be provided to materials in accessible formats and collected by the Library as demand and budget allow.

Rights and responsibilities of library users:

Collection Access and Choice:

Except where prohibited by law, library users of all ages shall be entitled to equal borrowing privileges and access to Library materials. While Library staff may assist users in selecting library material, the prime responsibility for the choice of materials lies with the library user. Parents and legal guardians are responsible for monitoring and limiting the use of library materials for their children.

Borrowing of video materials shall be restricted to users aged 18 or older in the case where the material has been thus rated in accordance with a recognized industry or government system.

The Library may control use of any collection material in order to protect items deemed susceptible to theft or damage by users, or to maximize the widest possible use of materials by library users.

The Library shall not label or classify materials in order to indicate the bias or point of view of item contents, nor shall it attempt to expurgate information contained in selected items.

Copyright:

Audio-visual materials are loaned for home use only. Unless indicated otherwise, they may not be broadcast, transmitted, edited, copied, or presented at any event other than in a private home, notwithstanding any exemptions granted by copyright legislation. The Library is not responsible for any copyright infringement committed by borrowers.

For copyright in print materials, please see the Photocopy Policy.

Software is loaned on the condition that it is licensed to Newmarket Public Library and that all copyrights and/or patents will be respected by borrowers.

Liability:

The Library assumes no responsibility for damage to personal equipment incurred during playback of the Library's audio-visual media.

Public input:

The Library shall provide a forum for suggestions for the purchase of material from library users. All suggestions shall be considered in light of the selection criteria outlined in the policy.

The Library shall welcome comments and opinions regarding the collection from all library users.

Reconsideration of Materials:

The Library is aware that some materials are controversial and may offend some library users, and recognizes the right of an individual or group to reject such material for personal use.

The Library shall provide access to a formal Reconsideration process for users who object to specific Library material.

Upon receipt of the written reconsideration request, the Library shall conduct a review of the materials in question. This review shall be conducted by a panel consisting of the staff member responsible for selection in the relevant area of the collection, the C.E.O. or designate, and a third professional staff member. The panel shall rely on the selection criteria laid out in this Policy in determining what, if any, action shall be taken. If it is determined that the item in question materially contravenes one or more criteria, the panel may recommend actions including removal, restriction, or re-classification. The final decision shall be communicated to the originator of the complaint in writing following the completion of the review.

Related policies:

Policy on Disposal and Donations of Library Material

Public Computer and Internet Use Policy

Photocopy Policy

Membership Policy

Appendix I

Canadian Library Association Statement of Intellectual Freedom

All persons in Canada have the fundamental right, as embodied in the nation's Bill of Rights and the Canadian Charter of Rights and Freedoms, to have access to all expressions of knowledge, creativity and intellectual activity, and to express their thoughts publicly. This right to intellectual freedom, under the law, is essential to the health and development of Canadian society.

Libraries have a basic responsibility for the development and maintenance of intellectual freedom.

It is the responsibility of libraries to guarantee and facilitate access to all expressions of knowledge and intellectual activity, including those, which some elements of society may consider to be unconventional, unpopular or unacceptable. To this end, libraries shall acquire and make available the widest variety of materials.

It is the responsibility of libraries to guarantee the right of free expression by making available the entire library's public facilities and services to all individuals and groups that need them.

Libraries should resist all efforts to limit the exercise of these responsibilities while recognizing the right of criticism by individuals and groups.

Both employees and employers in libraries have a duty, in addition to their institutional responsibilities, to uphold these principles.

Approved by Executive Council June 27, 1974; Amended November 17, 1983; and November 18, 1985

Appendix II

OLA Position on Children's Rights in the Public Library

Children in Public Libraries have the right to:

1. Intellectual freedom.
2. Equal access to the full range of services and materials available to other users.
3. A full range of materials, services and programs specifically designed and developed to meet their needs.
4. Adequate funding for collections and services related to population, use and local community needs.
5. A library environment that complements their physical and developmental stages.
6. Trained and knowledgeable staff specializing in children's services.
7. Welcoming, respectful, supportive service from birth through the transition to adult user.
8. An advocate who will speak on their behalf to the library administration, library board, municipal council and community to make people aware of the goals of children's services.
9. Library policies written to include the needs of the child.

Adopted at the Ontario Library Association
Annual General Meeting, November 1998