



## BRACEBRIDGE PUBLIC LIBRARY POLICIES AND PROCEDURES

CATEGORY: Collection Development  
#1

SUBJECT: General Collection Development

POLICY REPLACING: General  
Collection Development May 13, 2014

BOARD APPROVAL DATE: June 10, 2014

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### RATIONALE:

The goal of the Collection Development Policy is to provide a framework whereby the library is able to maintain as extensive and comprehensive a collection of materials as the budget will allow, so that the varied interests and requirements of our diverse clientele can be met.

The objective of collection building is to fulfill the purpose statement of the Bracebridge Public Library as it endeavours to create a 21<sup>st</sup> century library for the people of Bracebridge.

*"The Bracebridge Public Library is an essential community hub providing everyone with materials and experiences that open minds, explore our world, inspire discovery, entertain and foster lifelong learning."*

The library will assemble, preserve and make available a balanced and broad range of carefully selected materials in traditional print, digital print, non-print and other forms which technology may present.

### BACKGROUND or GUIDING PRINCIPLES:

Basic to the library's Collection Development Policy is the Statement on Intellectual Freedom ratified by the Canadian Library Association (See Page 2 of Policy Handbook). The Library also follows the Ontario Public Libraries Guidelines to ensure an appropriate collection size for our community, within the limits of budget and space.

The collection should be extensive and comprehensive, serving the needs of the entire community. Selection is based upon literary, educational, informational and recreational value.

Responsibility for the selection and discarding of library materials is vested in the Chief Executive Officer. Under the CEO's direction, staff members participate in the selection of materials. The Selection Committee, comprised of the CEO, Reference staff and the Children's Services Coordinator, is the primary source of suggested titles.

The Bracebridge Public Library Board stands solidly behind the CEO in implementing the Collection Development Policy.

### POLICY STATEMENT:

To build collections of merit and significance, materials must be measured by objective guidelines. All acquisitions, whether purchased or donated, are considered in terms of the following standards:

1. Literary and/or artistic merit, based on positive reviews and critical assessment.
2. Contribution of the item to the balance of the collection and the availability of material on the subject.
3. Present and potential relevance to community interests and needs.
4. Reputation, skill and/or significance of the author.
5. Appropriateness and effectiveness of medium to content.
6. Suitability of physical form for library use.
7. Budgetary consideration.



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8. Availability of material through the inter-library loan system.
9. Popular demand in the community
10. Professional development of staff and improvement of library services and administration

Clearly, an item need not meet all of the criteria in order to be acceptable. When judging the quality of materials, several standards and combinations of standards may be used. Some materials may be judged primarily on artistic merit while others are considered because of scholarship, value as human documents, or their ability to satisfy the recreational and entertainment needs of the community.

In general, textbooks are not chosen for the collection but may be added to provide current information on subjects for which there is no material available in any other form. The collection undergoes continuous evaluation for the purposes of de-selection. Materials will be discarded as a result of damage, lack of use, duplication or obsolescence.

### **AUDIOVISUAL MATERIAL**

The library collects audiovisual materials that support the cultural, recreational and information needs of the community.

Audiovisual materials are subject to the same selection/de-selection criteria and donation policy as other formats in the collection.

### **GIFTS AND DONATIONS**

The library accepts gifts of books, subscriptions and other materials if they are suitable to the needs of the library and in excellent condition. The library reserves the right to decline donated materials. The same principles of selection which are applied to purchases are applied to gifts. Donated materials become the property of the library and may be used or disposed of as the library deems appropriate. Magazines and textbooks are not generally accepted as donations. Generally, the library will not accept donations of non-fiction material that is older than 5 years with the exception of material that is destined for the Muskoka Collection. The library may ask that a completed donation form accompany the donation.

### **MAINTENANCE OF THE COLLECTION**

To keep the collection attractive and timely, books and other materials are withdrawn when they are worn, out-dated or no longer useful. Replacement depends on the demand for the title, the availability of more current material on the subject and the extent of the coverage of the subject in the collection. Due to its historic value, de-selection will not apply to the Muskoka Collection.

### **CONTROVERSIAL MATERIAL**

The library does not advocate all the ideas and opinions found in its collection. The presence of material in the library does not indicate an endorsement of its contents by the library.

Titles are selected on the basis of the content as a whole and without regard to the personal history of the author. In no case is an item excluded merely because of the race, nationality, sexual orientation, religious or political views of the writer, producer, performer, etc.

The library recognizes that some materials may be controversial and that any given item may offend some patrons. Selection will not be made on the basis of any anticipated approval or disapproval, but solely on the evaluation of the item's literary or artistic merit, authenticity,



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honesty of presentation and use to the community. Every effort is made to see that all points of view on a controversial issue are represented.

Hate literature is defined as anything that is calculated to bring into hatred, ridicule, or contempt, any person or group of persons, by reason of race, national origins, sexual orientation, colour, or religion. The Library shall strive to prevent the inclusion of hate literature in its collection, through careful evaluation of material selected for purchase or accepted by donation.

*A Request for Reconsideration of Library Materials* form is available for those who have an objection to a title. Completed requests may be submitted to the Library Board and will be reviewed against the collection standards outlined in this policy. De-selection will not be determined as a result of pressure by any group or individual.

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

Responsibility for items borrowed by children rests with their parents and/or legal guardians. Selection of materials is not restricted by the possibility that children may obtain materials that some parents may consider inappropriate. The library supports the right and obligation of parents to develop, interpret and enforce their own code of acceptable conduct within their own family, and does not act "in loco parentis" for children.

Library staff accept the responsibility to guide children in the appropriate use of the collection. (Bracebridge Public Library defines a child as a minor who has not yet begun high school)

### **SUGGESTIONS**

Suggestions from the public for the purchase of books or other materials are welcomed and will be referred to the selection committee. Consideration is given to suggestions for purchase according to the library's general selection policy.

### **SELECTIVE DEPOSITORY STATUS**

As a Selective Depository for provincial, District and municipal documents, the library selects, preserves and administers these documents according to prescribed procedures.

### **LOCAL HISTORY – MUSKOKA COLLECTION**

The library acknowledges the significance of local history and will take a broad view of works by and about local authors, as well as general works relating to the area whether or not such materials meet the standards of selection in other respects. However, the library is not under any obligation to add to its collection everything about the area or produced by local authors, printers or publishers if it is not deemed to be in the public interest.

The library will maintain an archival collection of print and non print materials relating to the heritage of Bracebridge and the District of Muskoka, housed in the Muskoka Collection.

Whenever possible, multiple copies of local interest materials will be purchased to serve both the circulating collection and the Muskoka Collection.

### **RELATED DOCUMENTATION:**

Request for Reconsideration of Library Materials form

Canadian Library Association Statement on Intellectual Freedom

Ontario Public Libraries Guidelines 6<sup>th</sup> edition w/ amendments August 2013



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**PREVIOUS REVISIONS:**

Collection Development Policy September 2003

Collection Development Policy #1 – General Collection development May 13, 2014

- Amended June 20, 2014