

Policy Name	Collection Development Policy		
Section	Operational	Effective Date	October 24, 2023
Policy Number	OP-09	Reviewed Date	
Motion Number		Next Review Date	2027

Purpose

Materials for the collection are selected and maintained to support the mission of the Library and to respond to and anticipate the needs of our patrons. The Library collects materials in a variety of print, audio-visual, electronic and non-traditional formats. This policy sets out the parameters for the development of the collections and decisions on the selection of materials and the basis for collection evaluation, planning and budgeting.

The specific purposes of this policy are:

- To state the principles of selection upon which material is chosen;
- To define responsibility for selection;
- To provide direction for staff in collection development and maintenance; and
- To outline our commitment to Intellectual Freedom and diverse collections.

Scope

WBPL's Collection Policy serves as a fundamental outline for both materials selection and maintenance that is to be understood and acknowledged by all Library staff. Staff may be required to refer to the policy when answering questions pertaining to materials both owned and requested.

Definitions

The **collection** refers to all Library material resources and includes multiple formats including print, audiovisual and electronic works.

An **electronic resource** is defined as any work encoded and made available for access through the use of a computer. It includes both online data and electronic data in physical formats.

Policy

Wasaga Beach Public Library is dedicated to being fiscally responsible with collection management to ensure that funding is used appropriately to best serve the Wasaga Beach community. The Library is cognizant of collection best practices as outlined by Administrators of Rural and Urban Public Libraries of Ontario (ARUPLO) – Guidelines



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for Rural/Urban Public Library Systems, and strives to maintain a collection that offers ample materials in multiple formats to meet members' varied needs.

Section 1.1 - Scope and Size of the Collection

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. However, the Library does not collect material that violates the Criminal Code of Canada ([Criminal Code \(RSC, 1985, c. C-46\) - Laws.justice.gc.ca](#)) or case law definitions of "obscene material", "hate propaganda" or "seditious material".

- The presence of an item in the Library does not indicate an endorsement of its content.
- Materials with an academic focus collected by the Library may meet the needs of students, but this is not the primary reason for their selection. Textbooks and academic materials will be purchased only when they provide the best coverage of a subject for a public library.
- The Library develops collections that include, but are not limited to the following areas: fiction and non-fiction for adults, young adults (YA), teens, and junior; magazines and newspapers, local history and local interest, literacy and special collections.
- The Library recognizes a responsibility to make Canadian materials available to the public. The collection will represent local and Canadian authors, publishers, artists, and film makers.
- The Library recognizes a responsibility to make materials showcasing the historical past of Wasaga Beach available to the public. Works by and about local authors, historical events and buildings shall be acquired if they meet the selection standards of the Library.
- The staff is responsible to continuously evaluate each area of the collection to further define the scope of the collections.
- When possible, the Library will participate in consortia purchasing and collective efforts with other libraries to broaden the scope and size of the physical and digital collections.
- Professional standards will be used to guide the appropriate size of the collection. Planning for budgets and facilities will take into account these standards.

Section 1.2 – Collection Selection Criteria

Professional standards will be used to guide the selection of collection materials.



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Equity, Diversity and Inclusion: The collection will be consciously developed to promote equity, diversity, and inclusion by reflecting a diverse range of backgrounds and identities, with particular attention to content created by and representative of marginalized and unrepresented groups.

Truth and Reconciliation: The Library endeavours to build our collection in accordance with the recommendations and calls to action outlined in the Canadian Federation of Library Association's Truth and Reconciliation Report.

Multilingual Materials: The Library will collect materials in languages other than English and French that are relevant to the community. The decision to establish or discontinue a language collection is based on census data, input from the community, and other supporting statistical evidence.

Local Authors: The Library will strive to support local (Simcoe County) authors by considering the acquisition and/or donation of local author materials utilizing a more lenient judging criteria taking into account self-published work. Materials by local authors will be identified as such.

The primary aim of materials selection is to establish a balanced collection which adequately represents various points of view on a subject. Selection will not be made or rejected on the basis for anticipated or express approval or disapproval, but on the evaluation of the CEO and library staff of the item's merit. Selection will be considered in terms of the following criteria:

- Meeting the needs of the community and appeal to the interests of the community
- Artistic excellence, literary merit, technical quality and/or quality of the presentation
- Reputation and/or significance of the author
- Accuracy, authoritativeness, objectivity
- Reviews and critiques
- Permanent value
- Popular demand and current trends
- Relation to existing collections and other material on the subject
- Accessibility criteria and features
- Budgetary and space considerations
- Physical form for library use
- Availability of material at other libraries
- Canadian content
- Resources that reflect the values of diverse peoples and perspectives

Guidelines for the evaluation of electronic/online resources also include:

- Comparison of content with other available formats
- Cost
- Customer assistance requirements
- Ease of access, scalability and sustainability
- Hardware requirements
- Licensing requirements
- Staff training requirements

Section 1.3 – Collection Format

Materials will be purchased in a variety of formats for Library patron use. New formats are considered, and collections may be established, based on demand or when a significant portion of the community has access to the necessary technology to make use of the format. Formats may be removed from the collection as they move towards obsolescence or limited use.

The collection shall be composed of:

- Adult, Young Adult and Junior books
- Adult and Junior Reference books
- Junior Easy/Picture books
- DVDs
- Videogames
- Audio books, which may include Playaways, Wonderbooks, Read-alongs
- Magazines and Newspapers
- Large Print books
- E-Resources, which may include e-books, e-audiobooks, digital subscriptions, databases
- Electronics, which may include Wi-Fi hotspots, tablets, Launchpads
- Beyond Books leisure and experiential items

Section 1.4 - Acquisition Sources

In selecting sources of material, preference will be given to vendors who provide one or more of the following:

- Canadian content
- Discounts
- Efficient and effective service
- Cataloguing and processing services
- Online ordering

Section 1.5 - Budget Considerations



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In planning the annual materials budget, consideration will be given to current materials and materials required to build subject areas that are in high demand. In expending the materials budget, adequate and consistent attention shall be given to all major areas of the collection.

Section 1.6 - Suggestions for Purchase

The Library welcomes input from the community in developing the collection. All suggestions for purchase are evaluated using the same selection criteria as for other materials and are not automatically added to the collection. Interlibrary Loan is offered as an option for items not purchased when possible.

Section 1.7 - Gifts and Donations

The Library accepts gifts of books, other material, or money for the purchase of specific items, with the understanding that they will be added to the collection only if appropriate, needed and contribute to a balanced collection as per WBPL's Donations Guidelines. The CEO and/or designated staff will determine if the donation meets the collection criteria and are suitable to the needs of the Library. All donated material automatically becomes the property of the Library. Items not added to the collection are discarded, donated or sold at the Library's discretion.

Section 1.8 - Collection Maintenance

An up-to-date collection is maintained through a continual withdrawal and replacement process. The decision to withdraw material will be based on the following criteria:

- Out-of-date content
- Material no longer of interest to the community
- Physical condition of material
- Unnecessary duplication
- Lack of space

The ongoing process of withdrawal is the responsibility of the CEO. This responsibility may be shared with other staff members. Withdrawn material may be discarded, sold, or distributed in the WBPL Little Free Library Book Houses. Discarded or surplus materials may also be utilized for community outreach purposes. Replacement of items depends on demand, availability of more current materials on the subject, and the extent of the coverage of the subject in the collection.

Section 1.9 - Request for Review of Library Materials

The presence of an item in the Library's collection is an affirmation of the principle of Intellectual Freedom. It does not indicate an endorsement of its contents by the Library Board or Library staff.



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The Library recognizes the right of an individual or group to express concern regarding an item in the collection. Any concern or complaint not satisfactorily resolved by Library staff should be brought to the attention of the CEO in writing by completing the Request for Reconsideration of Library Materials form.

Upon receiving a written complaint, the CEO shall review it in light of the Library Collection Policy. If questioned material is deemed relevant and appropriate based on the Collection Policy, the CEO shall convey, in writing, this decision to the individual or group and no further action need be taken by Library staff. If complainant is unsatisfied with this result, a further request may be made to the Library Board.

If material is deemed not to meet criteria set out in the Collection Policy, the item will be temporarily withdrawn from the library shelves. The CEO will then prepare a recommendation to the Library Board regarding the item. A final decision will be made by the Library Board and communicated in writing to the complainant.

Responses to these requests are guided by the Library Board's position that:

- People have the right to reject for themselves material of which they do not approve but they do not have the right to restrict the intellectual freedom of others
- It is the right of parents and legal guardians to determine and select the most appropriate materials for the minor-aged children in their care.

The following will not cause an item to be automatically included or excluded from the collection:

- Race, religion, nationality, sexual orientation or political views of an author
- Frankness or coarseness of language
- Controversial content
- Endorsement or disapproval of an individual or group

The Library will not label or amend items to show approval or disapproval of content.

Physical access to materials will not be restricted except for the sole purpose of protecting an item from damage or theft.

Section 1.10 – Copyright Considerations

Library staff may or may not be able to provide copies of library materials due to limitations posed by Canada's Copyright Act (**Copyright Act (R.S.C., 1985, c. C-42)**). According to the Act:

- Library staff and users cannot infringe on copyright by making a copy of a work, whether published or unpublished, except in extenuating circumstances regarding rare or unpublished materials as outlined by the Copyright Act;



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- The Library is permitted to provide any person requesting to use the copy for research or private study if the work is contained in an article published in a scholarly, scientific or technical periodical, or a newspaper or periodical;
- The Library cannot copy works of fiction, poetry, dramatic or musical work.

However, due to an Access Copyright License, WBPL has permission for copying materials from a repertoire of published works including books, journals, newspapers and magazines for educational and professional purposes. This license enables users to select, create and share materials while ensuring that the creators and publishers of that material are being amply rewarded.

Responsibility

The Wasaga Beach Public Library assumes responsibility for the collection and for implementation of the Collections Policy. The CEO is responsible for the selection and acquisitions of materials for the Library collection in conformity with Board policy. The CEO may delegate this responsibility to qualified staff. Staff members are responsible for following the guidelines established to carry out collection development tasks.

The Library believes in the intellectual freedom of the individual and the right of parents and legal guardians to develop, interpret, and enforce their own code of ethics upon their minor children. Parents and legal guardians are responsible for their children's reading and viewing.

Appendix

WBPL Form - ***Request for Reconsideration of Library Materials***

Administrators of Rural and Urban Public Libraries of Ontario – ***Guidelines for Rural/Urban Public Library Systems***, 3rd Edition, 2017

http://aruplo.weebly.com/uploads/2/8/3/7/2837807/aruplo_guidelines_2nd_edition_january_2012.pdf

Criminal Code (RSC , 1985, c. C-46) - Laws.justice.gc.ca

<https://laws-lois.justice.gc.ca/eng/acts/c-46/>

WBPL Donation Guidelines

Copyright Act (R.S.C., 1985, c. C-42)

<https://laws-lois.justice.gc.ca/PDF/C-42.pdf>

Related Materials/Policies

WBPL Foundation Policy – ***Intellectual Freedom***



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WBPL Foundation Policy – ***Respect and Acknowledgement Declaration***

WBPL Operational Policy – ***Resource Sharing***

[Policy History](#)

Approved by the Wasaga Beach Public Library Board,
Date

Policy

Motion: #####

Supersedes

Date: March 18, 2013

Policy: Collection

Motion: 43-05

Original Policy

Date: Nov. 05, 2005

Policy: Collection

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