

Policy Name	Collection Development Policy		
Section	Operational	Effective Date	October 24, 2023
Policy Number	OP-09	Reviewed Date	August 24, 2026
Motion Number	WBPL-2026-56	Next Review Date	2029

Purpose

The Collection Development Policy defines roles, provides direction, and defines responsibilities for library staff regarding the selection, acquisition, maintenance, and retention of material.

This policy applies to all library collections and all materials acquired, whether through purchase, consortia agreements, or donation.

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 collection and decisions on the selection of materials and the basis for collection evaluation, planning and budgeting.

Scope

WBPL's Collection Development Policy serves as a fundamental outline for both materials selection and maintenance that are 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.

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.

Section 1.1 - Scope and Size of the Collection

- 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 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.
- Staff are 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
- Items that are primarily written or generated by artificial intelligence will not be accepted.

Controversial Materials

The Library's collection is free and open to all. Parents and legal guardians are responsible for monitoring and limiting the use of library materials by their children.

The Library recognizes that many materials are controversial and that any given item may offend some members. Selection of materials is made solely on the evaluation of the item in accordance with the criteria set forth within this policy. In the case of controversial issues, an effort is made to see that all points of view are represented.

The Library does not affix labels of approval or disapproval on its material.

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

Individuals may request that a selection decision be reconsidered by completing the [Request for Reconsideration of Library Material](#) form on the Library's website. Individuals are encouraged to discuss their concerns with the Library CEO prior to completing the form.

Exclusions from the Collection

Materials that are prohibited under Canadian law and/or by court order will not be held in the collection or knowingly be acquired by the Library.

Materials are not excluded because of the author's or content creator's race, place of birth, origin, ethnic origin, ethnicity, citizenship, age, creed, religion, disability, family structure, sex, or sexual orientation.

Section 1.2 – Collection Selection Criteria

The Library will use the following criteria to develop its collection. An item does not have to meet all the criteria to be included in the collection:

- Meets the needs of the community and appeals to the interests of the community
- Author/publisher's reputation or significance
- Provides adequate subject coverage and is intended for a general audience.
- Clarity, accuracy and style of the writing, illustrations or production.
- Considers how the item and its subject fits with the existing collection.
- Meets either existing or anticipated popular demand.
- Is in a suitable format for library use -- considering durability, size, accessibility, and other physical factors.
- Recommendations of critical reviewers and the public.
- Provides a diversity of viewpoints.
- Budgetary and space considerations
- Licensing requirements of digital content

Equity, Diversity and Inclusion: The Library provides a collection in a variety of formats that represent a diversity of ideas, viewpoints, and experiences that reflect the local community and beyond. The Library is committed to providing equitable access and an inclusive collection to everyone, regardless of race, ethnicity, age, gender identity, religion, sexual orientation, ability, or economic status.

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

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

Accessibility

In accordance with the Accessibility for Ontarians with Disabilities Act (2005), Integrated Accessibility Standards, the Library provides access to materials in alternate formats where they exist, using the selection criteria outlined in this policy.

The Centre for Equitable Library Access (CELA) collection and other participating library collections through interlibrary loan service are available to library members with disabilities.

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.

Section 1.4 - Suggestions for Purchase

The Library welcomes input from the community in developing the collection. All suggestions for purchase are evaluated using the selection criteria identified in this policy. Interlibrary Loan is offered as an option for items not acquired when possible.

Section 1.5 - 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 and the criteria established in this policy.

The CEO and/or designated staff will determine if the donation meets the collection criteria. 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 1.6 - 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
- Public demand no longer requires multiple copies
- 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, donated, sold, or distributed in the WBPL Little Free Library Book Houses.

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.



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Responsibility

The Wasaga Beach Public Library Board assumes responsibility for the collection and for implementation of the Collection Development Policy. The CEO is responsible for the selection, acquisition and maintenance of materials for the library collection in conformity with Board policy. The CEO may delegate this responsibility to qualified staff.

Intellectual Freedom

Basic to the Collection Development Policy is the library's policy on Intellectual Freedom, which is appended to this policy.

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**

WBPL Donation Guidelines

Related Materials/Policies

WBPL Foundation Policy – **Intellectual Freedom**

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
March 18, 2013	Collection	43-05	Original Policy
November 5, 2005	Collection	10-13	March 2013 updates
October 24, 2024	Collection		November 2005 update