

Grimsby Public Library – Collection Management Policy

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Notes:

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- Revised: December 14, 2016
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- Revised: January 13, 2021

Purpose

To provide a statement of philosophy and direction to identify the key objectives in the selection and deselection of material for the Library collections that reflects the Library's mission statement and goals.

A strong collection of books and resources is the core of excellent library service. This Collection Management Policy applies to all print, audio-visual, digital and electronic formats of physical and virtual library resources. The Grimsby Public Library Board believes that the public library exists to open a window to the world. The Grimsby Public Library is committed to developing and maintaining collections that best serve and inspire the community by:

- Acquiring and organizing educational, informational and recreational materials to promote universal access, the communication of ideas, an informed and literate community, and an improved quality of life;
- Inspiring a love of reading and the exploration of ideas and knowledge;
- Recognizing and accommodating the diverse needs, abilities, and interests of individuals including providing access to the collection in accessible formats;
- Being aware of the rapidly evolving information world and considering the Library's responsibility to provide access to the sociocultural record.

Collection management is an ongoing process requiring professional judgment to balance competing needs and demands while maximizing the fiscal resources entrusted to the Library. The responsibility for selection of all materials lies with the CEO/Chief Librarian acting in accordance to the policies established by the Grimsby Public Library Board.

Guidelines

General Criteria for Selection

Materials are selected for differing tastes and interests. The Library purchases material for use by the entire community. All acquisitions, whether purchased or donated, shall be considered in terms of the following criteria:

- Suitability of subject, format and style for the intended audience and library use;
- Opportunity to provide a wide range of materials to inspire imagination and reflection;
- Reputation and competency of the author and/or publisher;
- Attention from reviewers, critics and the public;
- Enduring value and quality of writing and/or visual content;
- Canadian, Indigenous and local content;
- Materials representative of diversity
- Popular demand and trends;
- Balance of special interests with general demand;
- Materials in other languages;
- Materials that emphasize early literacy and other initiatives for children
- Topical interest;
- Relevance to existing collections;
- Publication date;
- Historical value
- Space, price and budgetary considerations.

An item need not meet all the above criteria in order to be acceptable. Materials that do not meet these criteria may be purchased to satisfy demand. If there is considerable interest in the subject and a public desire to read and judge the book first-hand, a title may be acquired which is not considered accurate according to expert opinion.

Collection Maintenance - Weeding

Materials shall be withdrawn from the collection on a regular basis in order to:

- maintain a collection which reflects the current and future needs of the community;
- remove out of date and worn material from the collection;
- ensure the collection can be displayed in an appealing, attractive and accessible manner;

The CEO/Chief Librarian shall have overall responsibility for the materials withdrawn from the collection. Withdrawn and donated materials not added to the collection will generally be sold in a book sale, donated to another organization or, if not suitable for sale, recycled. The revenue from the sale of these materials will be used to supplement the Library's collection budget.

Replacements

Missing and withdrawn materials are not automatically replaced. Replacements are purchased using the same general selection criteria as new materials.

Gifts and donations

As stated in the Grimsby Public Library Board's Policy on gifts and donations, the addition of items to the collection remains at the discretion of library staff. Items not added to the collection may be sold or recycled.

Suggestions from the Public

Suggestions from the public are encouraged and suggestion forms shall be available for this purpose. Suggestions will be considered in accordance with the Collection Management policy.

Works by self-published authors, submitted by donation or for purchase by the Library, will be considered for acquisition based on the criteria outlined in the General Criteria for Selection section.

Intellectual Freedom

The Grimsby Public Library Board endorses the Canadian Federation of Library Association's 'Intellectual Freedom and Libraries statement (see Appendix A). The Library selects materials based on the belief that all individuals have the right to access expressions of knowledge, creativity and opinion of significance or value. This freedom of access is critical to the health of our democratic society.

The presence of an item in the collection does not indicate an endorsement of the Grimsby Public Library Board but rather affirms the principles of intellectual freedom as addressed in the Intellectual Freedom and Libraries statement from the Canadian Federation of Library Associations. The Library will not mark an item to show approval or disapproval nor expurgate or edit material in any way. The library board, in establishing this Collection Management Policy, was cognizant of Section 2(b) of the Canadian Charter of Rights and Freedoms, which guarantees everyone freedom of thought, belief, opinion and expression, including freedom of the press and other media of communication.

Responsibility for the reading activities of children and teens rests with their parents or legal guardians. The Library's selection of material and classification of material does not eliminate the possibility that children may obtain items that their parents or

legal guardians may consider inappropriate. The Grimsby Public Library Board believes in the freedom of the individual and in the right and obligation of parents to develop, interpret and enforce their own code of acceptable conduct within their own household.

Exclusions from the Collection

- The Grimsby Public Library complies with all enacted federal, provincial and municipal laws and therefore does not retain or collect materials, which are banned under Canadian law.

Resource Sharing/Inter-Library Loan (ILLO) Services

- Items unavailable at the Grimsby Public Library can be requested from other library systems by using regular Inter-Library Loan services, and the Libraries in Niagara Cooperative (LiNC) shared online catalogue.

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Handling of Challenged Materials

The Board recognizes the right of an individual or group to make a complaint to the Library concerning an item in the collection. In the event of a complaint, the steps for resolution are as follows:

- Individuals or groups seeking to have an item or items reclassified or removed from the collection must complete a Request for Reconsideration of Library Materials form (Figure 1 - Appendix B).
- Upon receiving the request, the CEO/Chief Librarian shall review the recommendation and will read and/or review the material in question. The principle of the Collection Management policy will be considered in consultation with outside review sources. When the review is complete, the individual or group will receive an explanation in writing for the decision.

Appendix A

Canadian Federation of Library Associations: Intellectual Freedom and Libraries

The Canadian Federation of Library Associations recognizes and values the Canadian Charter of Rights and Freedoms as the guarantor of the fundamental freedoms in Canada of conscience and religion; of thought, belief, opinion, and expression; of peaceful assembly; and of association.

The Canadian Federation of Library Associations supports and promotes the universal principles of intellectual freedom as defined in the Universal Declaration of Human Rights, which include the interlocking freedoms to hold opinions and to seek, receive and impart information and ideas through any media and regardless of frontiers.

In accordance with these principles, the Canadian Federation of Library Associations affirms that all persons in Canada have a fundamental right, subject only to the Constitution and the law, to have access to the full range of knowledge, imagination, ideas, and opinion, and to express their thoughts publicly. Only the courts may abridge free expression rights in Canada.

The Canadian Federation of Library Associations affirms further that libraries have a core responsibility to support, defend and promote the universal principles of intellectual freedom and privacy.

The Canadian Federation of Library Associations holds that libraries are a key institution in Canada for rendering expressive content accessible and affordable to all. Libraries are essential gateways for all persons living in Canada to advance themselves through literacy, lifelong learning, social engagement, and cultural enrichment.

Libraries have a core responsibility to safeguard and facilitate access to constitutionally protected expressions of knowledge, imagination, ideas, and opinion, including those which some individuals and groups consider unconventional, unpopular or unacceptable. To this end, in accordance with their mandates and professional values and standards, libraries provide, defend and promote equitable access to the widest

possible variety of expressive content and resist calls for censorship and the adoption of systems that deny or restrict access to resources.

Libraries have a core responsibility to safeguard and foster free expression and the right to safe and welcoming places and conditions. To this end, libraries make available their public spaces and services to individuals and groups without discrimination.

Libraries have a core responsibility to safeguard and defend privacy in the individual's pursuit of expressive content. To this end, libraries protect the identities and activities of library users except when required by the courts to cede them.

Furthermore, in accordance with established library policies, procedures and due process, libraries resist efforts to limit the exercise of these responsibilities while recognizing the right of criticism by individuals and groups.

Library employees, volunteers and employers as well as library governing entities have a core responsibility to uphold the principles of intellectual freedom in the performance of their respective library roles.

**Appendix B
Request for Reconsideration
of Library Materials**



As stipulated in the Library's Collection Management Policy, individuals or groups seeking to have an item or items reclassified or removed from the collection must complete a Request for Reconsideration of Library Materials form. Upon receiving the request, the Chief Librarian shall review the recommendation and will read and/or review the material in question. The principle of the Collection Management policy will be considered in consultation with outside review sources. When the review is complete, the individual or group will receive an explanation in writing for the decision.

Contact Information:

Name: _____

Address: _____

Postal Code: _____ Library card: 026162000 _____

Phone: _____ Email: _____

Are you submitting this request on behalf of a group? No Yes (please specify)

Material to be reconsidered:

Title: _____

Author /Creator: _____

Format: Book AudioBook DVD Other _____

To what in this material do you object? Please be specific, including page numbers, etc:

Have you reviewed the entire work? Yes No

If not, what portions have you examined?

What action would you like to see taken?

Reclassify and move to a different Collection

Remove from the Library Collection

Other _____

Additional comments:

For Staff Only:

Date reviewed: _____ Staff member : _____

Recommendation/Action:

Initial patron contact: Phone Email Letter Date: _____

Date of final notification in writing: _____