

Collection Development Policy

Collection-1 Policies Guiding Selection

The responsibility of the Library to the community in its selection is two-fold. It must meet the needs of the community, yet being tax-supported by these same people, it must temper its selection with judgment. The collection should be extensive, comprehensive and cosmopolitan, serving the cultural, information and recreational needs of the entire community. In so doing, it co-operates with groups and agencies in the community to stimulate cultural and educational activities. While conforming to the interests, needs and abilities of the community, the Library is in no way restricted by them. Consideration is given to the fact that interest may not come into existence without the material to create it. The Library has a responsibility to foster interest as well as sustain it.

Collection-2 Goals of the Collection

GOALS

The Library's major goals in the selection of library materials are as follows:

1. To maintain a well-balanced and broad collection of materials for pleasure, information and research.
2. To provide materials for the education and enlightenment of the community.
3. To provide recreational resources.

The Library provides services to all, regardless of race, creed, colour, occupation or financial position, age or sex.

To achieve these goals, the Library staff shall endeavour to:

1. Select materials which represent all sides of a wide range of issues.
2. Consider materials in terms of timeliness, demand, quality and authority.
3. Develop collections of materials in a variety of formats.
4. Acquire materials in formats specifically for use of the physically disabled.
5. Acquire materials for all ages and levels of comprehension.
6. Develop collections on specialized topics such as Local History.

Collection-3 Collection as part of the system

The Board recognizes that the information needs of the community cannot be met through the resources of Brockville Public Library alone. The Board views the Library's permanent collection as one essential element in an information system which also includes interlibrary loan, the sharing of resources and cooperative resource development with neighbouring libraries, and supplementary deposit collections coordinated by the Ontario Library Service.

Collection-4 Responsibility for the collection

It is the ultimate responsibility of the Library Board to establish all major policies for the operation and management of the Brockville Public Library. The guidelines set forth below for selection by the professional staff have been adopted as policy by the Library Board. The selection and discarding of books and other library materials is vested in the Chief Librarian and, under the Chief Librarian's direction, in the members of the staff.

Collection-5 Content of the collection

Brockville Public Library will provide as wide a spectrum of materials as budget and space limitations will allow, with emphasis on:

- a) Materials which record and communicate historical, scientific, social and cultural knowledge;
- b) Materials of current and future significance and interest;
- c) Materials which stimulate imagination, creativity and curiosity;
- d) Materials which increase the individual's ability to function as a productive member of society;
- e) Materials which entertain and thus enhance the individual's enjoyment of life.

Collection-6 Types of Materials

The Library shall provide in its collection those types of materials that best help it to meet its goals and objectives. Books shall be of primary importance. Other types of material shall include periodicals, pamphlets and clippings; and non-print materials such as audio, video, digital and online databases.

Collection-7 Balanced expenditures

- 1. In planning the annual materials budget, balanced consideration will be given to the following main areas of collection development:
 - a) Current materials, to keep the collection up-to-date
 - b) Materials to build the collection in those areas in which it is lacking.

- 2. In expending the materials budget, adequate and consistent attention shall be given to all major parts of the collection.

Collection-8 Weeding

1. In order to maintain an active working collection of high standard, materials shall be withdrawn using the CREW method, from the collection on a regular and systematic basis for the following reasons:
 - a) To remove materials which are no longer useful in the light of the goals and objectives of the library
 - b) To remove materials whose contents are out-of-date and therefore potentially misleading
 - c) To remove materials which are no longer of interest to the community
 - d) To remove damaged or worn-out materials;
 - e) To make room for new materials coming into the collection.
2. The CEO shall have overall responsibility for the materials withdrawn from the collection.
3. Withdrawn materials should be sold to produce extra income for the Library.

Collection-9 Gifts and donations

The Library accepts gifts of books, pamphlets, periodicals, recordings and other materials, only if they are suitable to the needs of the Library. The same principles of selection which are applied to purchases are applied to gifts. Gifts of books and other materials are accepted on the understanding that the Library retains unconditional ownership of the gifts, and that if it cannot use them, the Library may discard them at any time and in any way it sees fit. The Library is not responsible for informing the donor of such disposition. Except for temporary exhibit purposes, the Library does not accept storage responsibility for books, documents, or objects owned or controlled by groups or individuals.

Collection-10 Suggestions from the public

Suggestions from the public for the purchase of books or other materials shall be considered in light of the terms of the Library's selection policy.

Collection-11 Composition of the collection

The composition of the Library collection shall reflect the needs and interests of the community of Brockville as determined by analysis and experience on the part of the Library staff. The collection shall be composed of the following major parts:

1. Adult print collection

- a) Fiction

The Library recognizes the need to accommodate the varying tastes, interests, purposes and reading skills of its clients. While there is no single standard of literary quality, preference will be given to fiction that contributes to the balance of the collection with regard to:

- § Types and styles of literature;
- § Subjects treated;
- § Patron appeal.

While it is not possible to keep all retrospective materials, access to these works will be maintained through the interlibrary loan network.

b) Reference

A collection of general and specialized encyclopaedias, dictionaries, atlases, handbooks, gazetteers and maps, bibliographies, yearbooks and directories will be maintained. Reference materials will be brought up-to-date as new editions become available.

c) Non-Fiction

A collection of circulating books covering all topics represented by the Dewey Decimal Classification will be maintained; e.g. applied sciences; art and architecture; business; economics; history; geography; literature; music, etc.

2. Young adult

A collection specifically selected for young adults, from ages 12 to 16 years will be maintained. The importance of adolescence as a crucial growing phase is recognized and accordingly materials dealing with awareness of self, hero-worship, conformity, sex, concern with the future, and evaluation of beliefs will be selected. As paperback is the book format of choice for this age group, it will be preferred over hardcover where appropriate.

3. Children

A collection of fiction, non-fiction and reference titles will be maintained for children up to the age of 12 years.

4. Other materials

a) DVD's recordings

DVD's are selected to meet the recreational, informational and educational needs of children, young adults and adults. The library offers a wide variety of videos representing differing tastes, interests and backgrounds.

The educational video collection includes a broad range of subject areas in which there is actual or anticipated demand for information in this format useful to the general public.

The entertainment video collection consists of feature films, a variety of dramatized films, high-demand new releases, films not currently available locally, those containing historical significance, films from other countries or by independent filmmakers, films with national, regional or local interest, biographical films and film versions of literary works.

b) Government documents

The Library staff shall seek to provide the community with access to current government policies, information and legislation. The Library is a selective depository library for the Ontario and Federal government. Selection and retention of these items follows the same general principles as for all other materials.

c) Local history

A particular interest in local history is acknowledged. The staff will endeavour to maintain a comprehensive collection of works and archival materials about Brockville and area.

d) Magazines and newspapers

A wide variety of magazines for all ages and reading levels will be provided.

Newspapers will be acquired to provide current news coverage from local to international levels and to provide a unique source of local history information. The magazine and newspaper collection will supplement the reference collection by providing current resources.

e) Materials for the physically disabled

Large-print reading materials and talking books will be provided for this user group.

f) Multilingual materials

Materials in languages other than English and French will be provided to library clients through the interlibrary loan system and through the multilingual collections provided through the Ontario Library Service.

g) Vertical file (Information file)

Current material on topical issues will be available in a vertical file. The vertical file includes: charts, pictures, maps, clippings, pamphlets and brochures.

Collection-12 Intellectual freedom

The public library is a democratic institution, and no individual or minority group should be allowed to limit the community's freedom to read. Democracy cannot flourish unless material representing all viewpoints is freely available.

Brockville Public library subscribes to the following statement on "Intellectual Freedom", ratified by the Canadian Library Association as amended in 1985, which affirms its commitment to the following basic policies:

- 1) All persons in Canada have the fundamental right, as embodied in the nation's Bill of Rights, 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.
- 2) Libraries have a basic responsibility for the development and maintenance of intellectual freedom.
- 3) 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.
- 4) It is the responsibility of libraries to guarantee the right of free expression by making available all the library's public facilities and services to all individuals and groups which need them.
- 5) Libraries should resist all efforts to limit the exercise of these responsibilities while recognizing the right of criticism by individuals and groups.
- 6) Both employees and employers in libraries have a duty, in addition to their institutional responsibilities, to uphold these principles.

The library also subscribes to the Ontario Library Association (OLA) “Statement on the Intellectual Right of the Individual” and to the OLA “Children’s Rights in the Public Library”.

Collection-13 Children’s reading

The Library has an open access policy. All library materials are available to anyone, regardless of age. Responsibility for children’s reading or viewing or listening rests with their parents and legal guardians. Selection of materials for the adult collection is not restricted by the possibility that children may obtain materials their parents consider inappropriate. The Library believes in the freedom of the individual and the right and obligation of parents to develop, interpret and enforce their own code of acceptable conduct upon their own household.

Collection-14 Complaints about the collection

The Library does not advocate all the ideas and opinions found in its collection. The presence of a book, periodical, or other material in the Library does not indicate any endorsement of its contents by the Library. The Library recognizes that many books are controversial and that given items may offend some patrons. Selection will not be made on the basis of any anticipated approval or disapproval, but solely on the best available evaluation of the merit of the material and its use in the community. However, a patron may express an objection in writing by filling out a “Request for Reconsideration” form. This request will be reviewed by the Chief Librarian and if necessary by the Library Board.

Collection-15 Adoption and review of the policy

This policy will be reviewed by the Board every two years. Revisions will be made as necessary.