
St. Marys Public Library



Policy Type: **Operational Policy**

Policy Number: **OP-01**

Policy Title: **Collection Development**

Policy Approval Date: **November 2022**

Policy Review Date: **November 2026**

1. Objective

- 1.1 The collections support the St. Marys Public Library mission to stimulate the imagination and inquiry, through literature, reference and culture. The purpose of the Collection Development Policy is to provide guidance for library staff and patrons, outlining a clear understanding of the criteria involved in acquisition and management of the Library's collection in order to fulfil the overall mission, vision and values.

2. Policy Statement

- 2.1 This policy sets out the parameters for the development of the collections and decisions on the selection of materials and is the basis for collection evaluation, planning and budgeting.

3. Collection Development Philosophy

- 3.1 In establishing this policy, the Library Board recognizes section 2(b) of the Canadian Charter of Rights and Freedoms which guarantees the freedom of thought, believe, opinion, and expression, including freedom of the press and other media of communication;
- 3.2 Recognizing the intellectual freedom and libraries statement provided by the Canadian Federation of Library Association, libraries have a core responsibility to safeguard and foster free expression and the right to safe and welcoming environment. To that extent, the St. Marys Public Library Board:
 - a. Acknowledges and accepts the responsibility to safeguard and facilitate access to all resources of which promotes expression of knowledge, imagination, ideas and opinions regardless of materials which some individuals and groups consider unconventional, unpopular or unacceptable;
 - b. While the Library recognizes the rights of individuals to reject any library materials for personal use, the library will defend and promote equitable access to the widest possible range of content, and will resist censorship, or the adoption of systems, that deny or restrict access to resources;
 - c. Will uphold the principles of intellectual freedom in the performance of collection development;
 - d. Access to materials, barring legislative or legal limitations, will be permitted to all patrons, regardless of age, sex, gender, nationality etc. Parents, not staff, are responsible for monitoring and limiting the use of Library materials by children;
 - e. The Library will not purchase, retain or accept materials for the collection that contravenes Federal or Provincial law; and
 - f. The library is committed to developing indigenous collections in accordance with policy FN-05 Respect and Acknowledgement Declaration.
- 3.3 The St. Marys Public Library will have a collection dedicated to children and teen materials. To ensure

the collections are comprehensive, the Chief Executive Office, with support from the Collection Development Clerk will:

- a. Ensure the maintenance and organization of a comprehensive children's and youth collection based on the Collection Development Policy;
- b. Ensure the collections reflect the changing educational needs and personal interests of children and teens. As well as trends in society; and
- c. Ensure that adequate funds are allocated to support the development and maintenance of these two collections.

4. Library Goals

4.1 For the Library to remain a vital information center to the Town of St. Marys and surrounding catchment, the Library will:

- a. Assemble and administer, in organized collections, books and related educational, informational and recreational materials in order to promote the communication of ideas, an enlightened citizenship and enriched personal lives;
- b. Provide contemporary and popular materials in a variety of formats according to patron demand, market trends and availability;
- c. Provide a progressive, user-oriented service which responds to and anticipates the educational, cultural, leisure and other information needs of the community;
- d. Provide a wide range of resources for self-development and independent study, and to complement formal education;
- e. Provide materials which stimulate and support enjoyment of, and participation in, cultural life,
- f. Place special emphasis on acquiring materials created by Canadians and materials about Canada; and
- g. Provide access to information of local interest or concern, including local history and authors, when possible.

4.2 The St. Marys Public Library supports The Canadian Federation of Library Associations' (CFLA-FCAB) statement that:

- a. A diverse and pluralistic society is central to our country's identity. Libraries have a responsibility to contribute to a culture that recognizes diversity and fosters social inclusion.
- b. The St. Marys Public Library strives to deliver inclusive service. We recognize and energetically affirm the dignity of those we serve, regardless of heritage, education, beliefs, race, religion, gender, age, sexual orientation, gender identity, physical or mental capabilities, or income.
- c. The St. Marys Public Library understands that an acceptance of differences can place individual and collective values in conflict. We are committed to tolerance and understanding.
- d. The St. Marys Public Library acts to ensure that people can enjoy services free from any attempt by others to impose values, customs or beliefs.

5. Selection Criteria and Maintenance

5.1 All acquisitions, whether purchased, donated or leased, are selected to meet high standards in quality, content, expression and format. Criteria include:

- a. Suitability and quality of physical form, layout and construction;
- b. Suitability of subject and style for intended audience;
- c. Timeliness and accuracy of the information;
- d. Present and potential relevance to community needs;
- e. Strengths and weaknesses of the current collection;
- f. Demand in the community for a certain subject or title; and
- g. Purchase price and other budgetary considerations.

5.2 Lost materials are replaced as the CEO and/or Collections Clerk deems appropriate, which may include replacement with materials other than the item lost Loans;

- 5.3 Multiple copies of single titles will only be purchased for express loan items, and are purchased at the discretion of the CEO and/or Collections Clerk;
- 5.4 The collection materials are available primarily in English. The Library provides materials in languages other than English primarily through participation in PCIN, the interlibrary loan network and, where available, through digital resources;
- 5.5 In order to maintain an active working collection of high standards, materials are withdrawn from the collection on a regular and systemic basis based on:
 - a. The circulation health of the item (circulation rate);
 - b. Worn or damaged materials;
 - c. The relevancy of information; and
 - d. Other practices deemed relevant by the CEO.
- 5.6 The Board recognizes the right of an individual or group to make a request for reconsideration of a specific item in the collection. Requests by individuals or groups to have an item or items reconsidered for the Library's collection must be submitted in writing to the CEO. Responses to these requests are guided by the board's position that:
 - a. 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 (see Foundational Document FN-04)
 - b. It is the right of parents and legal guardians to develop, interpret and enforce their own code of ethics upon their minor children.

6. Local History

- 6.1 The Library will, when possible, collaborate with the St. Marys Museum, to provide access to local history through books, materials, and electronic databases;
- 6.2 The Local History collection covers history of the following:
 - a. The St. Marys and surrounding area from the earliest period to the present;
 - b. All subjects pertaining to local history; and
 - c. Through print or digital resources, as they become available.
- 6.3 Materials in the St. Marys Public Library's Local History are permitted for circulation to the public with a Library card.

7. Accountability

- 7.1 In accordance with the Constitution of the Board, the CEO provides overall direction to the Library. As such, accountability for the overall development, maintenance, and management of the collection of materials is the responsibility of the CEO, which delegates this professional activity to qualified and knowledgeable employees;
- 7.2 Accountability for the application of this policy resides with the Library Board, ensuring that:
 - a. The CEO acts in accordance with this policy;
 - b. The CEO develops a detailed collection development procedure, and that those guidelines are adhered to and followed; and
 - c. The terms of the policy are applied.

8. Gifts, Memorials and Donations

- 8.1 The St. Marys Public Library welcomes gifts, memorial donations and monetary donations to be used towards the collection development. While donors may request specific items for the collection, materials selection will be subject to this policy, along with the collection development procedures;
- 8.2 In-kind donations will be accepted by the Library. It is understood that all gifts and donations to the Library are freely given without any conditions;

- 8.3 The Library reserves the right to remove or dispose any donated materials, at any time, when deemed appropriate and based on the criteria within this policy; and
- 8.4 Materials not added to the St. Marys Public Library collection may be directed to the Friends of the Library for the bi-annual book sale.

9. Related Documents

Canadian Federation of Library Associations, Position Statement on Diversity and Inclusion, 2008

Constitution Act, 1867 to 1982, Canadian Charter of Rights and Freedoms

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

Criminal Code, R.S.C., 1985, c. C-46

Public Libraries Act, R.S.O.1990, c. P44

Constitution of the Board, St. Marys Public Library By-Law

Intellectual Freedom Policy, St. Marys Public Library Policy

Respect and Acknowledgement Declaration Policy, St. Marys Public Library Policy

10. History

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