

The Meaford Public Library collection supports its mission to open doors to a world of information, education and recreation, thereby enhancing the economic, social and cultural vitality of our community. It is the goal of Meaford Public Library to provide equitable access to ideas and knowledge. This policy sets out the parameters for the development of the collection and decisions on the selection of materials and is the basis for collection evaluation, planning and budgeting. It also serves to acquaint the general public with the principles of selection. This policy, like all other policies, will be reviewed and/or revised as the need arises or on a designated periodic basis.

### **Section 1: Scope and Size of the Collection**

1. The library provides a collection of books and materials:
  - a) in a variety of formats
  - b) for all ages
  - c) that is responsive to the needs and interests of the community
  - d) that reflects the diversity of the community
  - e) that are bound by the principles of the Canadian Library Association's (CLA) Position Statement on Intellectual Freedom, approved by the CLA Executive Council June 27, 1974; Amended November 17, 1983; and November 18, 1985
2. 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.
3. The presence of an item in the library does not indicate an endorsement of its content.
4. It may happen that materials in the collections meet the needs of students, but this is not the primary reason for their selection. It is the responsibility of schools to provide materials which support their curricula.
5. The library develops collections which include, but are not limited to the following areas:
  - a) fiction and non-fiction for adults, young adult (YA) and junior
  - b) magazines

- c) music
  - d) DVD / Blu-Ray movies
  - e) local history and local interest
  - f) large print
  - g) audio books
  - h) e-books
  - i) subscription electronic databases
  - j) adult literacy
  - k) French language items
6. The staff are responsible for developing profiles for each area of the collection to further define the scope of the collections. These profiles are tools for collection development and evaluation.
  7. The library participates in consortia and in pools to broaden the scope and size of the collection. To provide users who have print disabilities with a broader collection, Meaford Public Library will join accessible format initiatives like the Centre for Equitable Libraries Access (CELA).
  8. Recognized, professional standards will be used to determine the appropriate size of the collection. Planning for budgets and facilities must reflect these standards.
  9. To continue to develop a precise Meaford Public Library collection, inventory of the collection is done periodically.

## **Section 2: Selection of Materials**

1. The Meaford Public Library Board delegates the responsibility for the collection to the Chief Executive Officer (CEO), who may in turn delegate to qualified staff.
2. Library materials may be purchased from library suppliers, local retail outlets, subscription agencies, online book suppliers or other means.
3. In selecting materials, staff will use professional resources, judgment, knowledge and experience.
4. The staff will proactively solicit advice from, as well as anticipate the needs and interests of, the community.
5. What is ordered and what remains in the collection is based on the following criteria:
  - a) recommendations by critics or reviewers
  - b) public demand
  - c) relationship of subject to existing collection
  - d) importance of subject matter to community needs

- e) authority or significance of author
- f) quality of writing, production and illustrations
- g) authority and standards of publisher
- h) suitability of format for library use
- i) Canadian content
- j) accessibility criteria and features
- k) limitations of budget and space

### **Section 3: Withdrawal of Items**

1. An up-to-date, attractive and useful collection is maintained through a continual withdrawal and replacement process.
2. The ongoing process of withdrawal is the responsibility of the CEO. This responsibility may be delegated to qualified staff.
3. Withdrawn material may be discarded, sold, or donated.
4. Replacement shall depend on demand for the title, availability of the title, availability of more current material on the subject, and the extent to which the subject is already covered in the collection.

### **Section 4: Gifts and Donations (Insert Gifts and Donations Policy)**

1. The Meaford Public Library **may accept**, at the discretion of the Chief Librarian/CEO, or appointed person, unsolicited materials on the understanding that the Meaford Public Library has unconditional ownership of the materials. All donations will be used as the Library deems appropriate. The library reserves the right to dispose of a gift of library material without notifying the donor if later examination indicates that the library cannot use it.
2. Restricted monetary gifts will be accepted on the condition that the specific use requested is consistent with the goals and objectives of the Library. Unrestricted monetary gifts will be used at the discretion of the Library Board of Trustees in accordance with this gift policy and/or the Library's collection development policy. A receipt will be given to the donor.
3. The Library cannot appraise any items for tax purposes.
4. The Library does not accept items for permanent exhibit.

### **Section 5: Requests from Members of the Community**

1. Suggestions from the community for the purchase of items are always welcome and are given due consideration.

2. Requests for the re-consideration of, withdrawal of, or restricted access to, a specific item in the collection from a member of the community must be received by the CEO in writing. Responses to these requests are guided by the Meaford Public Library 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.
  - b) It is the right of parents and legal guardians to develop, interpret and enforce their own code of ethics upon their minor children.

Adopted: January 2003

Revised: November 2014