



Leeds and the Thousand Islands Public Library Board

Policy

SECTION: OPERATIONAL	NO: OP-02
TITLE: Collection Development	Date: March 2022
	Next Review Date: March 2025

1.0 Policy Statement

1.1 The purpose of this policy is to set parameters for the development of the collection and criteria for selection and withdrawal of materials, as well as providing the basis for evaluating, planning and budgeting for the collection.

2.0 Purpose of the Collection

2.1 The Leeds and the Thousand Islands Public Library's collection will support the information, recreational, cultural, and educational needs of our community, as well as the programming and activities of the Library.

3.0 Size and Scope of the Collection

3.1 The Leeds and the Thousand Islands Public Library provides a collection of books and materials:

- 3.1.1 For patrons of all ages
- 3.1.2 In a variety of physical and electronic formats, including accessible formats for individuals with print and physical disabilities
- 3.1.3 That reflect the needs and interests of the community
- 3.1.4 That support the diverse demographics represented in our community

3.2 The Leeds and the Thousand Islands Public Library will develop collections which include, but are not limited to, the following areas:

- 3.2.1 Fiction and non-fiction for adults, young adults and children
- 3.2.2 Picture books and books for young readers
- 3.2.3 Magazines and periodicals
- 3.2.4 Audiovisual materials, including audio books, DVDs and Blu-ray.
- 3.2.5 Government information
- 3.2.6 Local history material
- 3.2.7 Electronic books and databases

- 3.3 The Leeds and the Thousand Islands Public Library is committed to providing materials that present a variety of viewpoints, recognizing that some materials may be regarded by certain individuals as controversial in nature.
- 3.4 The Leeds and the Thousand Islands Public Library provides French Language material for children and youth. When developing French Language collections priority will be given to Canadian content and/or content translated into Canadian French.
- 3.5 Inclusion of an item in the Leeds and the Thousand Islands Public Library's collection does not indicate an endorsement of its content by the Library.
- 3.6 Recognized professional standards and guidelines will be used to determine the appropriate size of the collection. Physical space limitations and shelving capacity will also be deciding factors regarding the size of the collection.
- 3.7 While the Leeds and the Thousand Islands Public Library aims to provide materials that supplement the educational needs of students of all ages, this is not a primary consideration for selection. The Leeds and the Thousand Islands Public Library does not collect materials to meet any specific curriculum.

4.0 Responsibility for the Collection

- 4.1 The Leeds and the Thousand Islands Public Library Board delegates the responsibility for the collection to the CEO.
- 4.2 The CEO may delegate responsibility for collection development and maintenance to Library staff.

5.0 Selection of Materials

- 5.1 Materials selected for the Leeds and the Thousand Islands Public Library's collection will meet high standards in quality, content, expression and format. The Library will also consider popularity, patron demand, and current trends during the selection process.
- 5.2 The Leeds and the Thousand Islands Public Library staff will make use of professional resources such as reviews, publication lists, bestseller lists, and vendor lists in the selection of material.
- 5.3 The Library may engage vendors in the selection process for library materials on the condition that the Library CEO or delegate will have final approval of selected materials.
- 5.4 All acquisitions, whether purchased or donated, shall be considered against the following criteria:
 - 5.4.1 Suitability of subject and style for the intended users;
 - 5.4.2 Reputation and authority of the author and publisher;
 - 5.4.3 Comments of reviewers, critics, and publishers;
 - 5.4.4 Gaps in the existing collection;
 - 5.4.5 Demand in the community for a specific topic or title;
 - 5.4.6 Popular demand and current trends;
 - 5.4.7 Availability of materials through Interlibrary Loan;
 - 5.4.8 Suitability and quality of physical format, layout, and construction;
 - 5.4.9 Timeliness and accuracy of the information;

- 5.4.10 Purchase price and other budgetary considerations; and
- 5.4.11 Canadian content.

6.0 Withdrawal and Weeding of Material

- 6.1 In order to maintain an attractive, relevant, and high-quality collection, materials shall be withdrawn from the collection on a regular and systematic basis.
- 6.2 Materials shall be withdrawn if they are out-of-date, no longer of interest to the community, damaged or worn-out, or to make room for new additions to the collection.
- 6.3 The ongoing process of evaluation and withdrawal is the responsibility of the CEO. This responsibility may be delegated to other qualified members of the Library Staff.
- 6.4 The Library staff may refer to recognized professional guidelines, such as the Texas State Library and Archives Commission's CREW Manual (Continual Review, Evaluation, and Weeding), or other professional best practices when evaluating the collection.
- 6.5 Withdrawn materials may be discarded, donated or sold in the Library's used book sale.

7.0 Gifts and Donations

- 7.1 The Leeds and the Thousand Islands Public Library accepts gifts and donations of books and other materials with the understanding that these items will be considered for addition to the collection following the same selection criteria as purchased items.
- 7.2 The same criteria for withdrawal will be applied to both purchased materials and donated items.
- 7.3 Donated material not added to the collection may be discarded or sold.
- 7.4 The Leeds and the Thousand Islands Public Library reserves the right to suspend book donations at any time due to space and staffing constraints, or other factors that limit the ability to quickly and efficiently process donated items.

8.0 Suggestions from the Community

- 8.1 The Leeds and the Thousand Islands Public Library welcomes suggestions from the community for additions to the collection. All suggestions will be given due consideration and will be subject to the Library's acquisition process and selection criteria.

9.0 Organization of the Collection

- 9.1 The Leeds and the Thousand Islands Public Library shall ensure that collections are organized following recognized professional guidelines and standards to facilitate ease of use for patrons and staff.
- 9.2 Access to the Library catalogue shall be made available to the public through the Library's website.

10.0 Requests for Reconsideration

- 10.1 It is the position of the Library Board that individuals have the right to reject for themselves materials of which they do not approve, but that they do not have the right to restrict the intellectual freedom of others.
- 10.2 The Leeds and the Thousand Islands Public Library Board recognizes the right of an individual to make a complaint to the Library administration concerning the content of the collection. Requests by individuals for the removal of, reconsideration of, or restricted access to an item in the Library's collection must be received in writing.
- 10.3 Individuals requesting an item be removed from the Leeds and the Thousand Islands Public Library's collection will be asked to complete the Request for Reconsideration of Library Material Form (Appendix 1).
- 10.4 Upon receipt, the CEO shall review requests for reconsideration of material within the context of the selection criteria outlined in this policy.
- 10.5 If the inclusion of the item in the Library collection is found by the CEO to be legitimate and justifiable based on the guidelines set out by Board policy, the policy shall be explained in writing to the complainant and no further action need be taken.
- 10.6 If the complainant is not satisfied with the CEO's response, they can appeal the decision to the Library Board. The Board will communicate their decision to the complainant in writing. The decision of the Library Board will be final.
- 10.7 If the inclusion of the item in the Library collection is found by the CEO to be questionable based on the guidelines set out in this policy the item will be temporarily withdrawn from the collection and the Board will be asked by the CEO to decide on the matter. The Board will communicate their decision to the complainant in writing.
- 10.8 Some of the Library's digital content is provided using third-party vendors. The Library subscribes to services in which the third-party vendor, and not Library staff, determines the specific titles or materials made available through the service. In these circumstances, the Library may be unable to reconsider specific materials that Library users object to. However, if the Library Board finds that these materials are not consistent with the collection development policy they may inform the third-party vendor of user concerns and/or take these concerns into consideration in determining whether to continue using the vendor.

Related Documents:

CREW: A Weeding Manual for Modern Libraries from the Texas State Library and Archives Commission
Request for Reconsideration of Library Material Form (Appendix 1)

History			
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