

## Hanover Public Library POLICIES

---

---

Policy Title: **Materials Selection Policy**

Policy type: Operational

Revision date: October 24, 2013

Signature of Chair:

---

---

### **PURPOSE:**

To provide staff with the necessary guidelines to assist them in the development of collections that will meet library objectives and the needs of our users.

To inform the public about the principles by which materials are selected for inclusion in the library collections.

### **VISION:**

Free access to information and ideas is a democratic right of every citizen. Libraries ensure this right by providing access to a range of thoughts, ideas, information and expression of the creative imagination.

### **UNDERLYING PRINCIPLES:**

#### STATEMENT ON INTELLECTUAL FREEDOM

Canadian Library Association

All persons in Canada have the fundamental right, as embodied in the nation's Bill of Rights and the Canadian Charter of Rights and Freedoms, 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.

Libraries have a basic responsibility for the development and maintenance of intellectual freedom.

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.

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 who need them.

Libraries should resist all efforts to limit the exercise of these responsibilities while recognizing the right of criticism by individuals and groups.

Both employees and employers in libraries have a duty, in addition to their institutional responsibilities, to uphold these principles.

## **Hanover Public Library POLICIES**

### **ACCESSIBILITY (AODA/IASR) STATEMENT**

In accordance with our statement of commitment to meet the accessibility needs of persons with disabilities, and the requirements of IASR section 19, we will provide access to, or arrange for the provision of access to, materials in accessible formats where they exist.

### **COLLECTION DEVELOPMENT STATEMENT**

The Hanover Public Library (Board and staff) believes that selection of library materials should be customer driven and customer focused and chosen for values of interest, information, and the enlightenment of all the people in the community it serves. The interests and needs of customers direct the development and management of collections in our Library. Through their use of our collection, customers guide the selection of new materials, the maintenance of existing holdings, and the allocation of shelf space. Customer feedback is continually encouraged. It is the Library's mission to enhance the quality of life for all of the public using our collection.

To build an interesting and inspiring collection appropriate to our community, materials will be considered in accordance with the general objectives of the Library, and within the context of available funds.

This selection policy applies to all materials selected by the Hanover Public Library including print (books and magazines), audio-visual, electronic (e-books, e-audio), CNIB books, as well as special collections and formats.

All acquisitions whether purchased or donated will be considered in terms of the following criteria.

### **I. RESPONSIBILITY FOR SELECTION:**

Final responsibility for selection of books and other materials rests with the Library Board, through the Chief Librarian who operates within the framework of policies established by the Library Board. The CEO may in turn delegate to qualified staff. In selecting materials, staff will use professional resources, judgment, knowledge and experience. Suggestions from Library patrons and staff are welcomed and given serious consideration.

# Hanover Public Library POLICIES

## II. SELECTION CRITERIA

### General Criteria

- Suitability of format and medium for library use.
- Suitability of subject and format for intended audience.
- Relation to existing collection and other material on subject.
- Public demand and public and critical reception of the item.
- Reputation and/or significance of author.
- Quality of writing, production and illustration.
- Canadian content or relevance.
- Timeliness or expected useful life.
- Purchase price.

Items need not meet all criteria to be acceptable.

No materials are excluded from selection solely on the basis of the race or ethnic origin, ancestry, citizenship, place of origin, colour, creed, age, record of offences, marital status, family status, disability, sexual orientation, gender, or political opinion of the creator of the work.

Where various formats exist, selection will take accessible formats into consideration.

The presence of an item in the collection does not imply any endorsement of its content or point of view.

Physical access to materials will not be restricted except for the express purpose of protecting an item from damage or theft.

Selection will not be inhibited by the possibility that minors may discover certain materials. Access to the collection is not restricted by age; responsibility for the use of the collection by children rests with their parents or guardians.

Each item must be judged on its own merit and the audience for which it is intended.

Current materials may be selected even though they could be considered offensive by some individuals.

## **Hanover Public Library POLICIES**

### **Criteria for Specific Collections**

#### **Adult Non-Fiction**

The following factors affect the selection of adult non-fiction materials: cost, format, existing collection in subject area, accuracy and currency of information, quality of writing and readability of material. Current and popular titles of interest will be included but a well-rounded collection must also include serious and esoteric works. Textbook materials are not generally included.

#### **Adult Fiction**

Adult fiction is chosen from a variety of sources, for a variety of reasons. Works are selected if they represent an important movement, genre, trend or national culture. Fiction works must be of a level to sustain interest, present effective characterization and should provide pleasure reading for recreation and creative use of leisure time.

#### **Juvenile/Teen Collections**

The juvenile department provides materials appropriate for children from infants to age 18. The objective of the collection is to foster the joy of reading for both educational and recreational purpose. Materials selected reflect a wide range of age and mental, emotional or social development. Some may be selected as appropriate for their specific audience even though they may be viewed as offensive by others. Materials are selected on the basis of cost, format, style, reading level and relation to the collection as a whole.

#### **Juvenile/Teen Nonfiction**

Content must be accurate, up-to-date, unbiased, and fulfill the need to maintain a balanced collection. Controversial subject books are chosen for their honest, non-sensational and balanced treatment of the subject.

#### **Juvenile/Teen Fiction**

Each fiction title is judged on its individual merit. Acknowledged children's classics are maintained in spite of words or opinions which may be currently unacceptable. French Immersion: the library recognizes that French Immersion classes are changing both the fiction and the non-fiction needs of the juvenile users. The library will house appropriate volumes.

## **Hanover Public Library POLICIES**

### **Non-Print Materials**

These items include compact discs, e-books, CNIB books, DVDs, microform and CD-ROM. Quality of content, cost, interest and utility are factors in selection. Microform is purchased for the Local History Collection.

### **Local History**

Materials relating to the Town of Hanover and the immediate surrounding area regardless of format are purchased if cost permits and the items satisfy minimal selection criteria.

### **Canadiana**

Recognizing the responsibility of a Canadian Public Library to make works about Canada and by Canadians available, the Library aims to acquire Canadian materials in all categories of selection, if they meet general selection criteria.

## **III. PUBLIC REQUESTS FOR PURCHASE OR RECONSIDERATION**

Requests for purchase of materials will be considered by library staff, taking into account collection selection criteria and availability of the material from other libraries.

The library recognizes the right of individuals to reject library material for their own use, but does not allow any individual or group to restrict the freedom of others to make use of that material.

Requests for reconsideration of an acquisition decision must be made in writing and include both the basis for the complaint and a signature. If a response is required, a full name and mailing address must be provided.

The Chief Librarian will give the matter full consideration in consultation with the Library Board and staff.

## **IV. GIFTS AND DONATIONS**

Gifts and donations may be accepted subject to the following provisions:

- It is understood that gifts are freely given without conditions attached, unless specifically negotiated beforehand or solicited by the library for a specific purpose.
- All material must meet the standards of selection criteria.

## **Hanover Public Library POLICIES**

- All materials become the property of the Hanover Public Library and will be processed, located and disposed of as determined by the needs and priorities of the library.
- Unsolicited material may be returned to the sender at their expense, discarded, or at the discretion of the selection staff put into the collection if the material meets all the standards of the selection criteria.
- The library reserves the right to refuse donations that do not meet selection criteria, that staff deem inappropriate, or may require space or housing that is not available, or may require the library to spend additional funds to maintain or manage.
- Memorial donations will be accepted upon the same criteria as above. A memorial plate with the donor's name may be inserted in the material if requested.
- Tax receipts are not usually issued for donations of materials. Tax receipts may be issued for monetary donations if requested.

These provisions also apply to any gifts or objects donated to the library.

### **V. COLLECTION MAINTENANCE**

Library materials are constantly reviewed by staff for condition, relevance, currency, level of use, and in the context of other materials in the collection, budget and space needs.

#### **Policy for weeding and discarding Library Materials**

Weeding is “de-selection” – the removal of materials from the library collection. The same care, thought and judgement should be exercised in this process as with the original selection. The purpose of weeding is to maintain a Library collection that is current, vital and relevant to the community's needs, as well as being visually appealing. This policy applies to all Library material in any physical format or medium.

The following general criteria are considered when weeding the collection:

- Accuracy and currency of content, duplication of information in other materials.
- Physical condition, cost to repair or replace.
- Availability of newer, more comprehensive or more accessible material.
- Popularity and relevance to collection and community needs.
- Availability and ease of borrowing materials from another library.
- Level of use, date of last circulation and number of recent circulations.

## **Hanover Public Library POLICIES**

### **Condition**

Items that are damaged may be repaired, replaced or discarded.

### **Content**

Outdated works which are no longer authoritative, have been superseded, or were once popular but are now irrelevant may be discarded. Any works containing obsolete theories or information may be discarded. Duplicate copies where heavy use is not apparent may be discarded.

### **Special considerations:**

Material should not be withdrawn solely on the basis that it contains controversial or unpopular opinions unless it meets other criteria outlined above.

Circulation or use is not the sole basis for withdrawal.

One volume of a multi-volume work should not be withdrawn by itself, withdraw all or none.

Where possible, early titles in a series should be retained as long as later titles are still popular.

The latest edition of a work should not be withdrawn while leaving older editions on the shelf.

From time to time a work merits retention but is too dilapidated to remain with the mainstream collection. Some materials are used seasonally or on an irregular basis. Some series have many titles dating back several years. In these cases, to make room for more heavily used materials, some may be selected for storage in the Archives Room where they can be retrieved by staff on request.

Materials of local significance, usually in the Local History collection, may be retained indefinitely even when damaged, worn or shabby.

### **Disposal**

Withdrawn materials shall be so marked. Depending on condition materials will be offered for sale as a fund-raising project for the Library, given to charitable institutions, recycled responsibly or otherwise disposed of.