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OP – 07 Collection Development Policy

PURPOSE:

To provide staff of Hanover Public Library (the library) with guidelines to assist them in the development of collections that will meet library objectives and the needs of our users.

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

DEFINITIONS:

Collections is the various items of the library grouped by category, e.g. Fiction collection, Local History collection.

Format is the way in which information is presented, e.g. print (book, periodical), audio-visual (DVD, audiobook), electronic (e-book, pdf file, web page).

Genre is a category within a collection, based on content e.g. Romance (fiction), True crime (non-fiction).

Medium is the physical material used to store, present or convey information, e.g. paper/ink, sound recording, computer readable file.

Materials is all of the physical items that comprise library collections regardless of format.

Library user is a library member or person who enters the library physically or electronically to make use of library services and resources.

Resources is all of the items including physical and electronic items available for use through the library. Sometimes also refers to staff capacity, assets and tools.

UNDERLYING PRINCIPLES:

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.

The principles expressed in the Intellectual Freedom Policy of this library are fundamental in guiding the selection of resources.

POLICY STATEMENT:

The Hanover Public Library believes that selection of library materials should be community driven and customer-focused. It is the library's mission to enhance the quality of life for all of the people using our collection. Free access to library resources is provided to empower people to reach their potential.

Materials will be chosen for interest, information, entertainment and enlightenment of all the people in the community it serves. The interests and needs of library users direct the development and management of collections in our library. Through their use of our collection, users guide the selection of new materials, the maintenance of existing stock, and the allocation of shelf space. Feedback and suggestions are welcome and encouraged.

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 and space.

The presence of any item in a library collection does not indicate an endorsement of its content.

SCOPE:

This policy applies to all print and non-print materials selected for the library from any source, including special formats and collections.

RESPONSIBILITIES:

Final responsibility for selection of books and other materials rests with the library Board, through the CEO/Chief Librarian who operates within the framework of policies established by the Hanover Public Library Board. The CEO/Chief Librarian may in turn delegate to qualified staff. In selecting materials, staff will use professional resources, judgment, knowledge and experience.

Responsibility of the library user

The library board recognizes that many materials are controversial and that any given item may offend some people. The materials selected for the library's collection will vary to suit the needs of different people or groups within the community. Not all materials selected, therefore, will be suitable for every person or group. Library staff will attempt to guide people and groups to materials suitable for their use, but people are ultimately responsible for their own choices.

Use by Children

Selection for and access to the collection is not restricted by age. The library believes in the freedom of the individual and the rights and obligations of parents and guardians to develop, interpret, and maintain their own code of values in their children. In support of this belief, the responsibility for the choice of library materials used with children rests with their parents or guardians.

ACCESSIBILITY:

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

Physical access to materials will not be restricted, except for the purpose of protecting an item from improper use, damage or theft. Some materials may be located in storage and can be retrieved by staff upon request.

SELECTION CRITERIA:

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

- Relevance to our community and library users, reflective of local interests,
- Suitability of format and medium for library use,
- Accessibility of format if choices are available,
- Suitability of subject, format and style 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, and
- Purchase price

Items need not meet all criteria to be acceptable.

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

Contemporary materials may be selected even though they could be considered offensive by some people.

No materials will be excluded 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.

Selection will not be inhibited by the possibility that children may discover certain materials.

Criteria for Specific Collections:

Adult Non-Fiction

The following additional factors affect the selection of adult non-fiction materials: accuracy, currency of information, and balance of viewpoints represented. 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. Fiction works must be of a level to sustain interest, present effective characterization and should provide pleasure reading for recreation and leisure.

Works may be selected to represent an important movement, genre, trend or national culture.

Children's and Teen Collections

The library provides materials appropriate for children from birth to age 18. The objective of the collection is to foster the joy of reading for both educational and recreational purposes.

Materials selected reflect a wide range of age and gender, as well as mental, emotional, sexual, or social development. Some may be selected as appropriate for their specific audience even though they may be viewed as offensive by others. The collection will include a wide range of formats, interest levels, and reading levels. Size and visual appeal are taken into consideration.

Children's/Teen Fiction

Each fiction title is judged on its own merit. Acknowledged children's classics are maintained in spite of words or opinions that may be currently unacceptable.

Children's/Teen Nonfiction

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

French Language

The library recognizes that French Immersion classes are changing both the fiction and the non-fiction needs of young people. The library will maintain an appropriate up-to-date collection to complement school collections.

Non-Print Materials

These items include audio, visual, and electronic resources. Quality of content, cost, interest and utility are factors in selection.

Care is taken in the selection of electronic or other online only resources. However, products may be leased or purchased from vendors where the library does not have specific control over content selections available within the resource. Content may change or be withdrawn without notice.

Fun and Fitness Items

These items include indoor/outdoor games, skill building materials, free passes and other items of interest to the community. Items will be selected based on community needs, suitable for a range of ages and skill levels, subject to space and storage limitations of the library, and available funds.

New Formats

Careful consideration is given to the introduction of new formats to library collections. Budget considerations, space and storage requirements, community needs, accessibility, and overlap with existing resources are all reviewed before items are selected and introduced to collections in a new format. The selection of material in any new format may result in the decision to retire specific items or material formats from its collections to accommodate trends in user demands and/or changes in technology.

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 the collection. Special attention will be paid to acquiring works by local authors, or referring to our area.

Local History

The library maintains a special collection to conserve local history and support research into Hanover's past by providing access to unique materials. Materials relating to the Town of Hanover and immediate surrounding area, regardless of format, are purchased as cost permits, provided the items satisfy minimal selection criteria. Artifacts and materials requiring specialist repair, preservation or controlled storage conditions are not collected.

Materials donated for use in the local history collection will be accepted provided they meet Local History selection criteria. Materials of local significance may be accepted even if physical condition is worn or shabby.

To provide greater access to unique local information, the library will facilitate the indexing and/or digitization of local history materials. This work will be performed as funding and resources permit, subject to copyright requirements, and in partnership with other local heritage organizations.

GIFTS AND DONATIONS:

Gifts and donations may be accepted for the collection, 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 materials become the property of the library. They will be processed, located and disposed of as determined by the needs and priorities of the library.
- Donated items that are not selected for use in the collection may be sold to benefit the library. Due to the volume of donations received, it is not possible to notify the donor of the status or the time frame of the decision.
- Unsolicited material may be discarded or returned to the sender at their expense.

- The library reserves the right to refuse donations that do not meet selection criteria, that staff deem inappropriate, that may require space or housing that is not available, or may require the library to spend additional funds to maintain or manage. The library will provide guidelines on request.
- Memorial donations will be accepted provided the item meets selection guidelines. A memorial plate with the donor's name may be inserted if requested.
- Tax receipts are not usually issued for donations of materials.

The library does not have resources for preservation of rare or fragile artifacts, and recommends these types of items be donated elsewhere.

COLLECTION MAINTENANCE:

Weeding is the removal of materials from the library collection. The purpose of weeding is to maintain a collection that is in good condition, current, vital and relevant to the community's needs. Weeding is essential maintenance to make space for newly acquired materials.

Library materials are constantly reviewed by staff. The same care, thought and judgement will be exercised in this process as with the original selection.

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, 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
- Space needs

Condition

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

Content

Items may be weeded if:

- They are outdated, obsolete, no longer authoritative or relevant
- They have been replaced, superseded, or are no longer popular
- They are duplicate copies where heavy use has declined

Relocation

As space permits, some materials may be retained in storage after removal from the open shelves. These materials can be retrieved on request. Items retained in storage may include older volumes of a series, classics, items that are used seasonally and duplicates of local history materials.

Disposal

Withdrawn materials shall be marked as such. 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.

PUBLIC REQUESTS FOR PURCHASE OR RECONSIDERATION:

In keeping with our policy statement, feedback and suggestions are welcome and encouraged. Requests for purchase of materials will be considered by staff, considering selection criteria and availability of the material from other libraries.

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

Requests for reconsideration or removal will be given due attention when provided in writing from a resident of the library service area. Request for reconsideration of a collection item must 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 CEO/Chief Librarian will give the matter full consideration in consultation with the Hanover Public Library Board and staff.

Related Documents:

Hanover Public Library. **OP-12 Children and Teens Services policy**

Hanover Public Library. **FN-04 Intellectual Freedom Policy**

Hanover Public Library. **Meeting the Requirements of the AODA Regulations**

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

Canada. **Canadian Charter of Rights and Freedoms**

Ontario. **Human Rights Code**, R.S.O. 1990, c. H.19