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Policy Title:	<b>Collection Development Policy</b>	
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## ***OP – 07 Collection Development Policy***

### **PURPOSE:**

To provide staff of Hanover Public Library (HPL) 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:* The various items of the Library grouped by category, e.g. Fiction collection, Local History collection.

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

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

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

*Materials:* All of the physical items that comprise library collections regardless of format.

*Resources:* All of the items including physical and electronic items available to users through the library.

### **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 those who need help 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 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 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.

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 by HPL 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 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 User**

HPL recognizes that many materials are controversial and that any given item may offend some users. The materials selected for the library's collection will vary to suit the needs of different individuals or groups within the community. Not all materials selected, therefore, will be suitable for every user or group of users. While the library staff will attempt to guide individuals and groups to materials suitable for their use, the ultimate responsibility for the choice made by the user, lies with the user.

### **Use by Children**

Selection for and access to the collection is not restricted by age. HPL 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 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.

### **General Criteria**

- Relevance to our community and 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
- 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 individuals.

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 and currency of information, 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 individual 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 users. The library will maintain an appropriate up to date collection to compliment 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.

### **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 in order 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, HPL aims to acquire Canadian materials in all categories of selection. Special attention will be paid to acquiring works by local authors, or referring to our area.

## **Local History**

HPL 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.

In order to provide greater access to unique local information, HPL 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 HPL for a specific purpose.
- All materials become the property of HPL. 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.
- HPL 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. HPL 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.

HPL 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 for condition, relevance, currency, level of use, in the context of other materials in the collection, budget and space needs. 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

### **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, 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 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 or removal of a collection item 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 CEO/Chief Librarian will give the matter full consideration in consultation with the Library Board and staff.

### **Related Documents:**

Hanover Public Library. ***BL 04 –Children and Teens Services policy***

Hanover Public Library. ***Intellectual Freedom Policy***

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

Ontario. ***Municipal Freedom of Information and Protection of Privacy Act,***  
(MFIPPA) R.S.O. 1990, c. M56

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