



Section of Policy Manual: Collection	Policy No. : MAT-01
Subject: Collection Development	Policy Approval Date: <b>March 14, 2024</b> Date first approved: February 9, 2017
Year of next review: February 2028	Last Review/Revision Date: February 2024

**Section 1: Purpose**

1. Materials for the collection are selected and maintained to support the mission of the Gravenhurst Public Library and to anticipate and meet the needs of our patrons. The Library collects a variety of print, audio-visual, electronic, and non-traditional formats. The purpose of this policy is to guide the development of these collections in the following ways:
  - a) To state the principles of selection upon which material is chosen.
  - b) To define responsibility for selection and to identify the delegation of the responsibility.
  - c) To provide direction for staff members in collection development and maintenance.
  - d) To outline our commitment to Intellectual Freedom and diverse collections.

**Section 2: Intellectual Freedom**

1. The Gravenhurst Public Library upholds the Ontario Library Association’s (OLA) statement on Intellectual Freedom and the Intellectual Rights of the Individual. According to the OLA, “Ontario Libraries have the important responsibility to facilitate expressions of knowledge, creativity, ideas, and opinions, even when viewed as unconventional or unpopular. The OLA declares its acceptance of the following principles for libraries:
  - a) Equitable access to library service to the public is based upon the right of the citizen, under the protection of the law, to judge individually on questions of politics, religion and morality.
  - b) Intellectual freedom requires freedom to critically examine and create other ideas, opinions, views, and philosophy of life, other than those currently approved by the local community or by society in general and including those ideas and interpretations which may be unconventional, uncommon or unpopular.



- c) The free traffic in ideas and opinions is essential to the health and growth of a free society and that the freedom to read, listen, view and create is fundamental to such free traffic.
- d) It is the responsibility of libraries to maintain the right of intellectual freedom and to implement it consistently in the selection of books, periodicals, films, recordings, and other materials including the provision of access to electronic sources of information and access to the internet. Materials are not excluded from library collections based on race, place of birth, origin, ethnic origin, ethnicity, citizenship, age, creed, disability, family structure, sex, and sexual orientation.
- e) It is part of the Library's service to its public to resist any attempt by any individual or group within the community it serves to abrogate, censor or curtail access to information, the freedom to read, view, listen or participate by demanding the removal of, or restrictions to library information sources in any format."

### **Section 3: Responsibilities**

- 1. The CEO/ Chief Librarian is responsible for selection and deselection of library materials. The CEO/ Chief Librarian delegates this responsibility to the Collections and Digital Literacy Librarian. The Collections and Digital Literacy Librarian is responsible for carrying out collection development tasks by following the guidelines established throughout this document.
- 2. While Library staff may assist users in selecting library materials, the prime responsibility for the choice of materials lies with the Library users. Parents and legal guardians are responsible for monitoring and limiting the use of library materials.

### **Section 4: Principles of Material Selection**

- 1. Gravenhurst Public Library strives to provide the Gravenhurst community with excellence in library service by anticipating and responding to collection needs in the community. Gravenhurst Public Library endeavours to do this by ensuring the currency, accuracy, and accessibility of our collection. To accomplish this, Gravenhurst Public Library will attempt to:
  - a) Safeguard the community's right to intellectual freedom by providing access to a wide variety of materials, representing different viewpoints, in a variety of formats.
  - b) Respond to the educational, cultural, leisure and other information needs of the community.



- c) Reflect diversity in culture, language, faith, ethnicity, gender and sexual identity/orientation.
- d) Provide material equitably to all age groups, people from all socio-economic statuses and for persons of different educational backgrounds and abilities.

### **Section 5: Selection Criteria**

1. All collection purchasing decisions will be made using the selector's professional judgment. The following principles will help guide the selector in making their choices. An item does not need to meet all listed criteria to be acceptable:
  - a) Authority, reputation, and significance of author/ artist/ creator, and accuracy and objectivity of material.
  - b) Artistic/ literary excellence, including materials that have won or been nominated for recognized awards.
  - c) Positive reviews by professional reviewers or agencies that are recognized as industry standards.
  - d) Relation of work to existing collections and other material on the subject.
  - e) Popularity of the material and current trends within the Gravenhurst community and the global community. Gravenhurst Public Library strives to meet the needs of the community, and thus will attempt to meet the interest of the community through the purchase of popular materials.
  - f) Value, including permanent value and contemporary value. Materials that are experimental or innovative may be purchased if they are considered to have a contemporary value or will help to meet the needs of the Gravenhurst Community.
  - g) Special attention shall be given to materials about Canada and by Canadian authors, as well as about the local community and by local authors.
  - h) Materials format and ease of use and storage.
  - i) Suitability of format, style, and subject for intended audience.
  - j) Availability of materials at other libraries.
  - k) Space and budgetary limitations.
  - l) Age of materials; new materials should be recently published or have some relation to current popular culture.
2. Selection criteria for electronic/online resources include:
  - a) Cost.
  - b) Comparison of content with other available formats/resources.
  - c) Customer assistance requirements



- d) Ease of access, scalability & sustainability.
- e) Hardware and/or licensing requirements.
- f) Staff training requirements.

### **Section 6: Patron Requests for Materials**

The Gravenhurst Public Library is a community led organization. As such, we welcome input from the community regarding selection of materials. Patrons who wish to request items for consideration may fill out a Materials for Consideration Request Form (Appendix A), found at the Gravenhurst Public Library circulation desk. Materials requested will be considered using our selection criteria mentioned above. Decisions regarding the purchase of requested items will be left to the discretion of the Collections and Digital Literacy Librarian.

### **Section 7: Donations of Materials**

Gravenhurst Public Library accepts gift materials that are in good to excellent condition. These donated materials may be added to the collection based on need and condition of material. Persons donating materials understand that their donated materials may be sold, donated to other organizations, or, depending on condition and space, recycled. By donating materials, donors understand that these items become the property of the Library and any decisions regarding them are made solely by the library.

### **Section 8: Request for Review of Library Materials**

1. Materials in the collection do not necessarily represent the thoughts and opinions of the Gravenhurst Public Library Board, the CEO/ Chief Librarian, or library staff. Any person(s) from the community having a question about a specific title within Gravenhurst Public Library's collection may fill out a Request for Review of Library Materials Form (Appendix B), found at the circulation desk. Gravenhurst Public Library recognizes the importance of participation from the community in regards to the collection. As such, individuals have the right to express concern regarding materials selected. Items that comply with the selection criteria will not be removed.
2. Gravenhurst Public Library prides itself on upholding intellectual freedoms as set out by the International Federation of Library Associations and referenced in Section 2. Materials in the collection uphold these intellectual freedoms. Questioned materials will be reviewed by the CEO/ Chief Librarian, using the selection criteria. Removal of material will be at the discretion of the CEO/Chief Librarian. In order to uphold



intellectual freedom, the following will not be cause for immediate removal of an item:

- a) Controversial content
  - b) Language
  - c) Political views, gender, sexual identity/orientation, race, religion, or nationality of a character or of an author
  - d) Endorsement or disapproval of an individual or group
3. Access to controversial materials will not be restricted or labeled as such. Items that are reviewed will not be labeled or amended to reflect the views of the patron or organization making the request. While the Library recognizes patrons' rights to restrict consumption of materials for themselves based on what they approve or disapprove of, patrons' right to intellectual freedom takes precedence.

### **Section 9: Collection Maintenance**

1. Gravenhurst Public Library strives to keep our collection current, accurate, and updated. As such, materials are withdrawn when they are worn, damaged, outdated, inaccurate, and/ or no longer used. The selection criteria outlined in Section 5 will be considered when evaluating materials for withdrawal. Items that adhere to some of the collection criteria may still be withdrawn. Final decisions regarding de-selection of materials are ultimately dependant on the discretion of the Collections and Digital Literacy Librarian.
2. The selection criteria outlined in Section 5 will be considered when evaluating worn or damaged items for replacement.

### **Related Documents**

**Public Libraries Act.** R.S.O.1990, c.P44

Intellectual Freedom and the Intellectual Rights of the Individual (OLA)

GPL Policy SER-01 Resource Sharing

GPL Policy PAT-02 Circulation of Materials



**APPENDIX A**  
**Materials for Consideration Request Form**

Book Title/Author Name	Patron Name	Patron Barcode	Date of Request (mm/dd/yy)	Format (ie hardcover, audio, ebook)	Hold?	How did you learn about this item?
	1.					
	2.					
	3.					
	4.					
	1.					
	2.					
	3.					
	4.					
	1.					
	2.					
	3.					
	4.					
	1.					
	2.					
	3.					
	4.					



**APPENDIX B**

**Request for Review of Library Materials Form**

**Request Initiated By:**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Library Card Barcode: \_\_\_\_\_

Apartment #: \_\_\_\_\_ Building/ House #: \_\_\_\_\_ Street: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

If this request is being made on behalf of a group or organization, please name:

\_\_\_\_\_

**Item Information:**

Author: \_\_\_\_\_ Title: \_\_\_\_\_

Publisher: \_\_\_\_\_ Format (i.e. book, cd, DVD, etc.): \_\_\_\_\_

**Request Information:**

1. How did you learn about this item?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Did you read/ view the entirety of the work?      Yes      No

If "no," which sections did you read/ listen to/ view? Please be specific, including page numbers or time stamps (ex. audiobook) if possible.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. What concerns you about this material? Please be specific, including page numbers or time stamps (ex. audiobook) if possible.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. In its place, what other item(s) would you recommend to provide information on this subject?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_