

TITLE	DATE PASSED	REPLACES
Collection Development Policy	September 7, 2023	3A/99, 3B/99, 3C/99, 3D/99
POLICY #	SECTION	DATE LAST REVIEWED
2_FS.02.2023	2_Foundations of Service	

Purpose

Collection development and assessment is an ongoing consideration for public libraries. It arises from the formal and informal assessment of educational, informational, and recreational needs of the community. This collection development policy strives to meet the changing interests and concerns of the community.

1. Selection

- 1.1. The library director is responsible for the selection of library materials.
 - 1.1.1. The library director may provide other library staff with the authority to implement the policy in making day-to-day decisions.
- 1.2. Materials are selected to meet the information and entertainment needs of the residents of the community, and to meet the goals of the library board’s plan of service.
- 1.3. The library director uses sources such as trade publications, reviews, requests by users, and other resources to develop the library collection.
- 1.4. The library director evaluates and selects materials according to the following criteria:
 - 1.4.1. Currency of information
 - 1.4.2. Popular demand
 - 1.4.3. Relevance to plan of service and the service goals and objectives
 - 1.4.4. Relevance to community needs and interests, considering population demographics including relative numbers of different age groups, incomes, education levels and other factors which influence people’s preferences and needs
 - 1.4.5. Cultural representation to meet community needs
 - 1.4.6. Relevance to local Indigenous communities
 - 1.4.7. Accessibility to print-disabled library users
 - 1.4.8. Popularity of format (e.g. DVD over VHS)
 - 1.4.9. Price and availability
 - 1.4.10. Space considerations
 - 1.4.11. Relationship to existing collection
 - 1.4.12. Canadian content, especially where such is critical, such as law, government or finance
 - 1.4.13. Availability of item or similar material elsewhere (e.g. other libraries, online licensed databases)
 - 1.4.14. Durability (e.g. durable binding and paper)
 - 1.4.15. Timelessness or permanence of the material
 - 1.4.16. Role in classic literature
 - 1.4.17. Recommendation or notation by reviewers and critics
- 1.5. An item need not meet all of the above criteria to be acceptable. Multiple copies may be purchased to meet the need for high-demand titles.

2. Donations

- 2.1. The board encourages donations of books and other materials to the Peace River Municipal Library. Such gifts are greatly appreciated.
- 2.2. The same principles of selection are applied to gifts as purchased materials. In general, acceptable material donations are less than three years old and in good condition, i.e. not musty, mouldy, damp, worn, malodourous, cracked, etc.
- 2.3. The library director may consider spending funds donated for collection development on materials or topics specified by the donor. However, the library director has final authority over the use of funds donated for collection development.
- 2.4. All material donations become the exclusive property of the Peace River Municipal Library and are not returned.
- 2.5. Material donations may be used as the library sees fit, and may or may not become part of the collection. Material donations are accepted with the understanding that if the library does not add them to the collection, the library may at any time dispose of donations in any way it deems appropriate. Material donations that are not added to the collection are generally sold at the library's regular book sale, donated to another library or organization (e.g. schools, seniors' centres, correctional facility), or recycled.
- 2.6. Receipts are not issued for donated materials or funds.

3. Weeding

- 3.1. Materials that no longer fit the stated mission and service priorities of the board, library and community are withdrawn from the collection.
- 3.2. Materials are examined regularly to determine suitability for the collection on the following criteria:
 - 3.2.1. physical condition and appearance (e.g. damage, markings in the book, yellow pages, outdated cover art)
 - 3.2.2. currency and accuracy of subject matter
 - 3.2.3. usage (i.e. not checked out in 3 years)
 - 3.2.4. relevance to the needs and interests of the community
 - 3.2.5. availability elsewhere (e.g. other libraries, online licensed databases)
- 3.3. The library director generally keeps materials of local interest (i.e. local histories, local authors, and other materials specifically relating to the community) in the collection as long as possible, so long as the materials are still in good physical condition and the information in them is still accurate.
- 3.4. The library director considers replacement copies when a title is withdrawn from the collection due to loss, damage, or wear, but still fits selection criteria.
- 3.5. Weeded materials are disposed of at the discretion of the library director, generally by donation to another library or organization (e.g. schools, seniors' centres), sale to the public, or recycling.
- 3.6. Hazardously outdated materials (i.e. medical or legal materials more than five years old) are not be sold to the public or donated and instead are recycled or destroyed. Following outdated medical or legal information in a used book could cause physical harm or legal problems for members of the public.

4. Intellectual Freedom and Challenged Materials

- 4.1. The Peace River Municipal Library subscribes to the Statement on Intellectual Freedom and Libraries of the Canadian Federation of Library Associations, as outlined in our policy *Statement of Intellectual Freedom*.
- 4.2. The Peace River Municipal Library does not believe its role, or that of its staff, is to censor materials or act in any way as the supervisor of public morals.
- 4.3. If an individual strongly objects to an item, they may complete a *Request for Reconsideration of Library Material* form, and submit this form to the library manager for review. Only requests for reconsideration submitted on this form are considered.
- 4.4. The library director reviews the written request, usually within 30 days of receipt.
- 4.5. The procedure for such requests for reconsideration of library materials is as follows:
 - 4.5.1. The complainant will discuss the complaint with the library manager.
 - 4.5.2. The library director and complainant will review the policies *Collections Development* and *Statement of Intellectual Freedom*.
 - 4.5.3. The complainant will be provided a *Request for Reconsideration of Library Material* form (see Appendix A).
 - 4.5.4. Upon receipt, the library director will conduct a review of the material, including:
 - 4.5.4.1. Reading and/or viewing the challenged item.
 - 4.5.4.2. Seeking out and reading reviews and other evaluations of the challenged item.
 - 4.5.4.3. Determining if challenged item meets the *Collection Development* and *Statement of Intellectual Freedom* policies.
 - 4.5.5. Once a decision is reached, the library director will inform the complainant in writing.
- 4.6. Should the complainant wish to appeal the library director's decision, they may appeal to the board and must then complete an *Appeal - Request for Reconsideration of Library Material* form (see Appendix B).
- 4.7. The library director shall inform the board chair.
 - 4.7.1. At the next board meeting, the board shall form a material review committee (2 members of the board and the library manager).
 - 4.7.2. The committee will conduct a review of material, including:
 - 4.7.2.1. Reading and/or viewing the challenged item.
 - 4.7.2.2. Seeking out and reading reviews and other evaluations of the challenged item.
 - 4.7.2.3. Determining if challenged item meets the *Collection Development* and *Statement of Intellectual Freedom* policies.
 - 4.7.2.4. Provide a written report of committee recommendation to the board.
 - 4.7.3. Upon receipt of the recommendation, the board will reach their decision.
 - 4.7.4. The board chair shall communicate the board decision to the complainant in writing.

Resources

Kpekoll. (2018, April 9). *Sample reconsideration form*. American Libraries Association.

<https://www.ala.org/tools/challengesupport/selectionpolicytoolkit/sampleforms>

Policies and bylaws : A guide for public library boards in Alberta. Policies and bylaws : a guide for public library boards in Alberta - Open Government. (2022, July 15).

<https://open.alberta.ca/publications/policies-and-bylaws-a-guide-for-alberta-public-library-boards>

Policy Manual - Grande Prairie Public Library. (n.d.).

<https://gppl.ca/content/download/66114/file/POLICY%20MANUAL%20-%20January%202023.pdf?version=2>

Appendix A - Request for Reconsideration of Library Material

Date _____

Name _____

Address _____

City _____ State/Zip _____

Phone _____ Email _____

Do you represent yourself? Or an organization?

Name of Organization (if any) _____

1. Resource on which you are commenting:

Book (e-book) Movie Magazine Audio Recording

Digital Resource Game Newspaper Other

Title _____

Author/Producer _____

2. What brought this resource to your attention?

3. Have you examined the entire resource? If not, what sections did you review?

4. What concerns you about the resource?

5. Are there resources you suggest to provide additional information and/or other viewpoints on this topic?

6. What action are you requesting the library director consider?

Appendix B – Appeal - Request for Reconsideration of Library Material

Date _____

Name _____

Address _____

City _____ State/Zip _____

Phone _____ Email _____

Do you represent yourself? Or an organization?

Name of Organization (if any) _____

1. Resource on which you are commenting:

Book (e-book) Movie Magazine Audio Recording

Digital Resource Game Newspaper Other

Title _____

Author/Producer _____

2. What brought this resource to your attention?

3. Have you examined the entire resource? If not, what sections did you review?

4. What concerns you about the resource?

5. Are there resources you suggest to provide additional information and/or other viewpoints on this topic?

6. What action are you requesting the library board consider?
