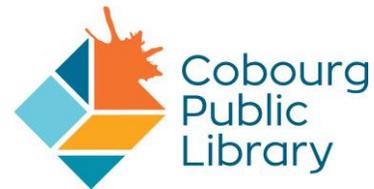


Policy Number	3.1
Title	Collection Management Policy
Section	3: Materials
Effective Date	September 22, 2004
Review Date	December 1, 2019



The development of relevant library materials collections is a critical means of achieving the Library's mission. In order to ensure that the collection remains a valuable asset to the community, Library staff pursue an active program of collection management.

All Library staff have some degree of responsibility for managing the collection. All staff must maintain familiarity with the existing collections. Staff monitor patron use, and feedback, in order to determine the community's need for current and retrospective materials suitable for informational and recreational purposes. Staff must anticipate how developing social, cultural, economic, and technological changes drive the future need for the acquisition of specific materials and material formats suitable for library use.

The deselection of materials (weeding) is also an important component of collection management. Staff carefully monitor the continued usefulness of materials and withdraw items from the collections when they become dated, worn out, or when they are no longer in demand. All withdrawn items will be disposed of as seen fit by professional staff.

Replacement copies are also purchased for in demand materials that have been lost, stolen, damaged or simply worn out. Such replacement buying is carried out taking into account the availability of the title, the range of other material available on the topic in the collection, anticipated demand and budgetary restraint.

Good collection management practices are proactive, not reactive.

The purpose of the Cobourg Public Library *Collection Management Policy* is to guide staff in the acquisition and deselection of materials. The Policy is also intended to familiarize library users with the principles upon which collection management decisions are made.

The *Collection Management Policy* applies to all formats including, but not limited to, print, audio-visual and electronic materials.

Commitment to Accessibility

The Library is committed to providing a collection of materials in a variety of formats which are accessible to users with disabilities. In accordance with this commitment, the professional staff will educate themselves on the existence and availability of accessible materials and will add them to the collection where it is appropriate and practicable.

Responsibility

The Chief Executive Officer (CEO) and the staff, under his/her direction, are responsible for implementing this policy.

Selection Guidelines

Staff selection activities are supported by attention to review media and other reviewing tools, interaction with jobbers, authoritative advice on genres or subject areas, and recommendations from library users.

It is possible that any acquired title may be regarded as offensive by some persons on political, religious or moral grounds. However, if the Library is to fulfil its obligation to the community as a whole, it must provide a balanced collection or materials that represent a variety of views, including those of a controversial nature. The presence of an item in the Library collection does not indicate an endorsement of its contents by the Library.

The Cobourg Public Library selects:

- Materials that support life-long learning
- Materials that encourage children to develop an interest in, and love of reading and learning
- Contemporary materials representing differing viewpoints, including materials which reflect current conditions, trends and controversies
- Materials that document or clarify the past
- Materials that inform and support an individual's efforts to function effectively as a member of the community
- Materials that expand an individual's understanding of the world in which they live
- Materials that entertain and may enhance an individual's enjoyment of life

Special consideration is given to materials with Canadian content, that relate to life in Canada or the lives and works of Canadians.

Selection Criteria

The acquisition of materials, whether purchased or donated, is based on a broad set of criteria, including, but not limited to, the following:

- The present and potential relevance to community needs
- The suitability of subject and style for the intended audience
- The comments of publishers, and reviews from the professional journals (for example, Quill & Quire, Library Journal, Booklist, etc.)
- The reputation and/or significance of the author
- The relationship to existing library resources
- The suitability of medium and format for library use
- The availability of materials through other libraries
- Budgetary considerations
- Expressed demand from the public
- The practical need for duplicates of high demand materials
- Significance as a 'document of the times'
- Price and availability

Acquisitions Exclusions

The Cobourg Public Library does not keep, or acquire material that violates the Criminal Code definitions of "obscene material", "hate propaganda" or "seditious material" and the case law interpreting those provisions including the application of The Canadian Charter of Rights and Freedoms.

No material will be excluded from selection solely because of the: race; ancestry; colour; citizenship; gender; sexual orientation; age, marital or socio-economic status; political or religious affiliation; disability; level of literacy; and/or language of the creator of the work.

Textbooks and curriculum-related works are not purchased unless they are considered useful to the general reader as an introduction to a subject, are the only source of information, or because their content is considered essential to the Library's collection.

The Cobourg Public Library does not buy promotional items.

Intellectual Freedom

The Library Board affirms its support of the principles embodied in: the *Statement of Intellectual Freedom* adopted by the Canadian Library Association, June, 1974 (Appendix "A"); the *Statement of Intellectual Rights of the Individual* adopted by the Ontario Library Association, June 26, 1997 (Appendix "B"); the *Statement on Internet Access* adopted by the Canadian Library Association, November 8, 1997 (Appendix "C"); the *Information and Telecommunications Access Principles Position Statement* adopted by the Canadian Library Association, June 18, 1994 (Appendix "D"); the *Access to Electronic Information Services and Networks: an Interpretation of the Library Bill of Rights* adopted by the American Library Association, January 24, 1996 (Appendix "E"); and, the document *Children's Rights in the Public Library* adopted by the Ontario Library Association, November 1998 (Appendix "F");

Suggestion for purchases

Recommendations from the public for the purchase of materials are referred to the appropriate staff member and are considered with regard to the *Collection Management Policy*.

Materials Donations

The donation of books and other materials are accepted with the understanding that they may be used, or disposed of, at the Library's discretion. Materials acquired in this manner are subject to the selection criteria of this policy. The costs of processing and the availability of shelf space are also factors in determining the use made of donations. The Library reserves the right to refuse the donation of materials. The Library will consider, upon request, issuing a tax receipt, for the fair market value of donated materials that are deemed to have a value less than \$1,000.00. If the item is deemed to have a value greater than \$1,000.00, an independent appraisal must be made, by an external evaluator, at the expense of the individual(s) making the donation. Tax receipts will only be issued when the total value of a donation is greater than \$25.00.

Fair market value is as follows:

\$2.00 for mass market and juvenile paperback books

\$5.00 for all hardcover fiction or non-fiction books published earlier than the current or previous year

\$8.00 for all hardcover fiction or non-fiction books published during the current or previous calendar year

\$3.00 for audiovisual materials

The Chief Executive Officer (CEO) or his/her delegate will use their discretion to assign an alternate fair market value for donated materials that prove to have a value greater than those previously defined.

In memoriam gifts of materials should be discussed with the Chief Executive Officer prior to any arrangement being made.

The Library does not accept storage or insurance responsibility for books, documents, materials or objects owned or controlled by external groups or individuals.

Reconsideration of Library Materials

The Board recognizes the right of the individual or group to make their complaints, concerning the inclusion of specific Library materials in the collection, known to the Library. Any concern or complaint not satisfactorily resolved by Public Services staff should be addressed in writing to the Chief Executive Officer, using the form - *Request for Reconsideration of Library Materials* (Appendix "G").

Approved: December 1, 2019

CEO: _____

Appendix “A”

Statement on Intellectual Freedom

Canadian Library Association

Basic to the Library’s Collection Policy is the Statement on Intellectual Freedom adopted by the 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 the 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 the 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.

Ratified by the Canadian Library Association, June 1974 and amended November 18, 1985.

Appendix “B”

Statement on the Intellectual Rights of the Individual

Ontario Library Association

In affirming its support of the fundamental rights of intellectual freedom, the freedom to read and the freedom of the press, as embodied in the Canadian Charter of Rights and Freedoms, the Ontario Library Association declares its acceptance of the following propositions:

1. That the provision of library service to the Canadian 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.
2. That it is the responsibility of librarians to maintain this right and to implement it in their selection of books, periodicals, films, recordings and other materials.
3. That intellectual freedom requires freedom to examine other ideas and other interpretations of life than those currently approved by the local community or by society in general, including those ideas and interpretations which may be unconventional or unpopular.
4. That freedom of the press requires freedom of the writer to depict what is ugly, shocking and unedifying in life when such depiction is made with serious intent.
5. That free traffic in ideas and opinions is essential to the health and growth of a free society and that the freedom to read, listen and view is fundamental to such free traffic.
6. That it is therefore 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 or curtail the freedom to read, view and listen by demanding the removal of any book, periodical, film, recording or other material from the library.
7. That it is equally part of the library’s responsibility to its public to ensure that its selection of materials is not unduly influenced by the personal opinions of the selectors, but determined by the application of generally accepted standards of accuracy, style and presentations.

Toronto, November 23, 1990

Adopted: June 26, 1997

Appendix "C"

Statement on Internet Access

Canadian Library Association

This statement is intended to be considered in tandem with both the CLA Statement on Intellectual Freedom (1985) and the CLA Statement on Information and Telecommunication Access Principles (1994). The principles enunciated in those statements apply to issues of intellectual freedom and public access to the Internet in libraries and provide guidance in this area.

In addition, CLA encourages libraries

- to incorporate Internet use principles into overall policies on access to library resources, including time, place, and manner restrictions on Internet use, and user behaviour policies,
- to create library Web pages consistent with resource priorities that point to appropriately reviewed sites both for general use and for use by children,
- to educate their publics about intellectual freedom principles and the role of libraries in facilitating access to resources in various forms of media including the Internet, and
- to provide Internet information and training consistent with resource priorities.

Approved: November 8, 1997

Appendix “D”

Information and Telecommunication Access Principles Position Statement Canadian Library Association

The convergence of computers and high-speed telecommunication networks provides increased opportunity for public access to information and participation in the democratic processes of society. Conversely, access and participation could be reduced through the imposition of user fees and centralized control.

Librarians, libraries, and library organizations will work to assure the ‘public good’ is represented in all government and corporate initiatives for information dissemination and telecommunications policy. Co-operation with other organizations and public interest groups to protect social interests will strengthen the efforts of the library community.

All people have the right to:

1. Literacy

- The opportunity to learn to read and write is fundamental for all people. Basic literacy includes numeracy and information literacy. Literacy is an important requirement for participating in the economic, social, cultural, and political life of the country.
- Everyone should have the opportunity to acquire the necessary skills to find and use information.

2. Universal, Equitable, and Affordable Access

- Access to information and telecommunication network services should be available and affordable to all regardless of factors such as age, religion, ability, gender, sexual orientation, social and political views, national origin, economic status, location, and information literacy.
- Diverse sources of information should be developed through encouraging non-profit organization and community groups to provide information and opinions and by preventing information monopolies.
- Opportunities should be created for broad public participation in the determination of information and telecommunication policy.

3. Communicate

- Individuals have the right to create, exchange, access, and receive the widest range of ideas, information, and images.
- Individuals should have the right to choose what information to receive and what not to receive and what information to give and not give including that which others may find objectionable.

4. Public Space on the Telecommunications Network

- Government information is fundamental to participation in the democratic process and should therefore be accessible in a current, timely, accurate, and comprehensive manner.

- Access to government information should be guaranteed through active programs of dissemination.
- Opportunities to communicate electronically with elected and appointed government representatives is a vital extension of democracy.
- Government policy should encourage and support archiving of information in support of the collective human memory.
- Government policies should encourage and support the development of community information networks, such as Freenets.
- Government should provide resources for libraries and other community organizations to make electronic access to information available and to provide training to the public in the use of such technology.
- Individuals have the right to know the positive and negative personal and social consequences of the introduction of information technology.
- Individuals have the right to a safe ergonomically-sound environment and appropriate training or re-training when new technologies are introduced.
- Social policies accompanying the introduction of new and more efficient information technologies must emphasize benefits to the whole population, such as greater leisure time and shorter workweeks rather than narrow economic interests.

5. Privacy

- Privacy of personal information should be carefully protected and extended.
- Personal data collected should be limited to the minimum necessary and only after the prior written approval of the individual affected.
- Personal information collected for one purpose cannot be traded or sold without the express written permission of the individual affected.
- Individuals should have the right to examine personal information collected by government and corporations and have mistakes corrected at no charge.

Approved: June 18, 1994

Appendix “E”

Access to Electronic Information Services and Networks: an Interpretation of the Library Bill of Rights

American Library Association

Introduction

The world is in the midst of an electronic communications revolution. Based on its constitutional, ethical, and historical heritage, American librarianship is uniquely positioned to address the broad range of information issues being raised in this revolution. In particular, librarians address intellectual freedom from a strong ethical base and an abiding commitment to the preservation of the individual’s rights.

Freedom of expression is an inalienable human right and the foundation for self-government. Freedom of expression encompasses the freedom of speech and the corollary right to receive information. These rights extend to minors as well as adults. Libraries and librarians exist to facilitate the exercise of these rights by selecting, producing, providing access to, identifying, retrieving, organizing, providing instruction in the use of, and preserving recorded expression regardless of the format or technology.

The American Library Association expresses these basic principles of librarianship in its Code of Ethics and in the Library Bill of Rights and its Interpretations. These serve to guide librarians and library governing bodies in addressing issues of intellectual freedom that arise when the library provides access to electronic information, services, and networks.

Issues arising from the still-developing technology of computer-mediated information generation, distribution, and retrieval need to be approached and regularly reviewed from a context of constitutional principles and ALA policies so that fundamental and traditional tenets of librarianship are not swept away.

Electronic information flows across boundaries and barriers despite attempts by individuals, governments, and private entities to channel or control it. Even so, many people, for reasons of technology, infrastructure, or socio-economic status do not have access to electronic information.

In making decisions about how to offer access to electronic information, each library should consider its mission, goals, objectives, cooperative agreements, and the needs of the entire community it serves.

The Rights of Users

All library system and network policies, procedures or regulations relating to electronic resources and services should be scrutinized for potential violation of user rights.

User policies should be developed according to the policies and guidelines established by the American Library Association, including Guidelines for the Development and Implementation of Policies, Regulations and Procedures Affecting Access to Library Materials, Services and Facilities.

Users should not be restricted or denied access for expressing or receiving constitutionally protected speech. Users’ access should not be changed without due process, including, but not limited to, formal notice and a means of appeal.

Although electronic systems may include distinct property rights and security concerns, such elements may not be employed as a subterfuge to deny users' access to information. Users have the right to be free of unreasonable limitations or conditions set by libraries, librarians, system administrators, vendors, network service providers, or others. Contracts, agreements, and licenses entered into by libraries on behalf of their users should not violate this right. Users also have a right to information, training and assistance necessary to operate the hardware and software provided by the library.

Users have both the right of confidentiality and the right of privacy. The library should uphold these rights by policy, procedures, and practice. Users should be advised, however, that because security is technically difficult to achieve, electronic transactions and files could become public.

The rights of users who are minors shall in no way be abridged.

Equity of Access

Electronic information, services, and networks provided directly or indirectly by the library should be equally, readily and equitably accessible to all library users. American Library Association policies oppose the charging of user fees for the provision of information services by all libraries and information services that receive their major support from public funds (50.3; 53.1.14; 60.1; 61.1). It should be the goal of all libraries to develop policies concerning access to electronic resources in light of Economic Barriers to Information Access: an Interpretation of the Library Bill of Rights and Guidelines for the Development and Implementation of Policies, Regulations and Procedures Affecting Access to Library Materials, Services and Facilities.

Information Resources and Access

Providing connections to global information, services, and networks is not the same as selecting and purchasing material for a library collection. Determining the accuracy or authenticity of electronic information may present special problems. Some information accessed electronically may not meet a library's selection or collection development policy. It is, therefore, left to each user to determine what is appropriate. Parents and legal guardians who are concerned about their children's use of electronic resources should provide guidance to their own children.

Libraries and librarians should not deny or limit access to information available via electronic resources because of its allegedly controversial content or because of the librarian's personal beliefs or fear of confrontation. Information retrieved or utilized electronically should be considered constitutionally protected unless determined otherwise by a court with appropriate jurisdiction.

Libraries, acting within their mission and objectives, must support access to information on all subjects that serve the needs or interests of each user, regardless of the user's age or the content of the material. Libraries have an obligation to provide access to government information available in electronic format. Libraries and librarians should not deny access to information solely on the grounds that it is perceived to lack value.

In order to prevent the loss of information, and to preserve the cultural record, libraries may need to expand their selection or collection development policies to ensure preservation, in appropriate formats, of information obtained electronically.

Electronic resources provide unprecedented opportunities to expand the scope of information available to users. Libraries and librarians should provide access to information presenting all points of view. The provision of access does not imply sponsorship or endorsement. These principles pertain to electronic resources no less than they do to the more traditional sources of information in libraries.

Adopted by the ALA council, January 24, 1996.

Appendix “F”

Children’s Rights in the Public Library

Ontario Library Association

Children in Public Libraries have the right to:

1. Intellectual freedom.
2. Equal access to the full range of services and materials available to other users.
3. A full range of materials, services and programs specifically designed and developed to meet their needs.
4. Adequate funding for collections and services related to population, use and local community needs.
5. A library environment that complements their physical and developmental stages.
6. Trained and knowledgeable staff specializing in children’s services.
7. Welcoming, respectful, supportive service from birth through the transition to adult user.
8. An advocate who will speak on their behalf to the library administration, library board, municipal council and community to make people aware of the goals of children’s services.
9. Library policies written to include the needs of the child.

Adopted at the Annual General Meeting, November 1998.

Appendix "G"



**Cobourg Public Library
Request for Reconsideration of Library Materials**

Library Dept./Branch _____ Date: _____

Title: _____

Author (if applicable): _____

Publisher: _____ Date of Publication: _____

Type of Material: _____

Patron submitting request: _____ Telephone: _____

Address: _____ Postal Code: _____

Representing any group or organization? Name _____

What brought this material to your attention? (Reviews, Word-of-mouth? etc.) _____

If reviews, please give name and date of publication, if possible _____

Have you read, seen or heard the entire item? _____

To what do you object? (Please be specific; cite pages or sections.) _____

The CEO will have a written re-evaluation of the material prepared in the light of the objection raised. The person making this request will be notified promptly of the decision and action. If the re-evaluation substantiates the original decision to retain the material questioned, it will remain in the collection. If the criticism re-evaluation does not substantiate the original decision to retain the material questioned, the title will be removed from the collection. The final decision rests with the CEO.