

Policy Number	3.1
Title	Collection Management Policy
Section	3: Materials
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The development of diverse library materials is a critical means of achieving the Library's mission. 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, 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 All withdrawn items will be disposed of as seen fit by professional library staff.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 considering 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. This policy also sets out the parameters for the development of the collections and decisions on the selection of materials and is the basis for collection evaluation, planning, and budgeting.

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

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 Board delegates overall responsibility for the collection to the Chief Executive Officer (CEO).

Selection responsibility for specific portions of the collections may be delegated to other members of the library staff. In selecting materials, staff will use professional resources, judgment, knowledge, and experience.

Selection Guidelines

The collection shall be balanced and represent diverse points of view. Consequently, it may include materials that some members of the public consider to be controversial in nature. The presence of an item in the Library collection does not indicate an endorsement of its contents by the Library.

Staff will proactively solicit advice from, as well as anticipate the needs and interests of the community.

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

The library participates in consortia purchasing and collective efforts with other libraries to broaden the scope and size of the collections. These profiles are tools for collection development and evaluation.

Recognized, professional standards will be used to determine the appropriate size of the collection. Planning for budgets and facilities must reflect these standards.

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

Selection Criteria

What is purchased or acquired through donation, and what remains in the collections, is based on the following criteria:

- The present and potential relevance to community needs
- The suitability of subject and style for the intended audience
- Recommendations by critics or reviewers
- Authority or significance of the author
- The relationship to existing library materials
- The suitability of medium and format for library use
- The availability of equivalent materials through other libraries
- Authority and standards of the publisher
- Budgetary considerations
- Expressed demand from the community
- The practical need for duplicate copies of high demand materials
- 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: *Statement on Intellectual Freedom and the Intellectual rights of the Individual* by the Ontario Library Association, June 26, 1997 (revised January 30, 2020) (Appendix "A")

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 library accepts gifts of books, other materials, or money for the purchase of materials, with the understanding that they will be added to the collection only if appropriate, needed, and will contribute to a balanced collection.

- Gifts of books or other materials may be rejected for donation based upon the physical condition of those materials
- All donated material automatically becomes the property of the Cobourg Public Library.
- The same criteria of selection and withdrawal applied to purchased materials also applies to gifts and donations.
- Donated materials not added to the Library's collection may be discarded, donated, or sold at the Library's discretion.

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.

Requests from Members of the Community

Suggestions from the community for the purchase of items are always welcome and are given due consideration. Community members may place a request for purchase by filling out a form online, or by visiting a Cobourg Public Library location.

Requests for the re-consideration of, withdrawal of, or restricted access to, a specific item in the collection from a member of the community must be received by the CEO in writing. Responses to these requests are guided by the Board's position that:

- a) People have the right to reject for themselves materials of which they do not approve but they do not have the right to restrict the intellectual freedom of others
- b) It is the right of parents and legal guardians to determine and select the most appropriate materials for the minor-aged children in their care.

Statement on Intellectual Freedom and the Intellectual rights of the Individual

Ontario Library Association

Introduction

The Ontario Library Association and its divisions are committed to the fundamental rights of intellectual freedom, the freedom to read and freedom of the press, as embodied in the Canadian Charter of Rights and Freedoms.

Ontario Libraries have the important responsibility to facilitate expressions of knowledge, creativity, ideas, and opinion, even when viewed as unconventional or unpopular.

The Ontario Library Association declares its acceptance of the following principles for libraries:

1. 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.
2. 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.
3. 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.
4. Library governance ensures that the principles of intellectual freedom and expression of thought are upheld.

Library Service, Collections and Resources:

5. 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.
6. 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. Library Programming, Events, and Space Bookings
7. It is the responsibility of libraries to maintain the right of intellectual freedom and expression by implementing it consistently when hosting programs and events within the public space of the library including rented public space by individuals and community organizations.
8. Libraries create welcoming community spaces where community members are free from discrimination and may engage in peaceful assembly. Libraries may cancel or deny permits to individuals or organizations when speech or displays are used in a way that is unlawful.

Applicable legislation:

Canadian Charter of Rights and Freedoms: Section 2(b) of the Charter of Rights and Freedoms protects "freedom of thought, belief, opinion and expression, including freedom of the press and other media of communication".

Criminal Code: Section 63 pertains to Unlawful Assemblies and Riots. Section 297 pertains to defamatory libel. Section 318 pertains to hate propaganda.

Ontario Human Rights Code: Sub-section 13 pertains to infringing on freedom from discrimination.

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Cobourg Public Library

Request for Reconsideration of Library Materials

BEFORE filling out this form, please read the Cobourg Public Library's Collection Management Policy

Library Dept./Branch _____ Date: _____

Title: _____

Author (if applicable): _____

Publisher: _____ Date of Publication: _____

Type of Material: _____

Patron submitting request: _____

Library card Number: _____ Telephone: _____

Address: _____ Postal Code: _____

Are you representing any group or organization?

☐ Yes. Name of organization: _____

☐ No

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.