

Trillium Public Library

Sample 4 - Collection Policies ¹

This sample policy has been included in this Sourcebook section to assist you in writing a collection development policy that suits the unique needs of your community. This is just a sample and each public library should develop its own policy.

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¹ ***Sourcebook for Small Public Libraries: Collection Development and Management 1: Policy and Planning.*** A programme of the (former) Ministry of Culture, Tourism and Recreation. Printed by the Southern Ontario Library Service, 1993.

Col-1 Purpose of the Collection

Board motion number: _____ Date of review: _____
Date of original motion: _____ Chairperson's signature: _____

As it is the Board's conviction that the public library is the principal means whereby the record of thoughts and ideas, and the expression of the creative imagination is made freely available to all, Trillium Public Library shall:

1. assemble and administer, in organized collections, books and related educational, informational and recreational materials in order to promote, through guidance and stimulation, the communication of ideas, an enlightened citizenship and enriched personal lives;
2. provide books and other materials through which inquiring minds may encounter the original, sometimes unorthodox and critical ideas so necessary in a society that depends on the free circulation of ideas for its health and survival; and
3. provide a progressive, user-oriented service which responds to and anticipates the educational, cultural, leisure and other information needs of the community of Trillium.

Col-2 Goals of the Collection

Board motion number: _____ Date of review: _____
Date of original motion: _____ Chairperson's signature: _____

GOALS

1. To provide access to all expressions of knowledge, creativity and intellectual activity.
2. To provide a wide range of resources for self-development and independent study, and to complement formal education.
3. To meet the informational needs of all members of the community.
4. To provide materials which stimulate and support enjoyment of and participation in cultural life.
5. To provide access to information of local interest or concern.
6. To provide materials for recreational and leisure time use.

To achieve these goals, the Library staff shall endeavour to:

1. Select materials which represent all sides of a wide range of issues.
2. Consider materials in terms of timeliness, demand, quality and authority.
3. Develop collections of materials in a variety of formats.
4. Acquire materials in formats specifically for use of the physically disabled.
5. Acquire materials for all ages and levels of comprehension.
6. Develop collections on specialized topics such as Local History.

Col-3 Collection as part of the system

Board motion number: _____ Date of review: _____
Date of original motion: _____ Chairperson's signature: _____

The Board recognizes that the information needs of the community cannot be met through the resources of Trillium Public Library alone. The Board views the Library's permanent collection as one essential element in an information system which also includes interlibrary loan, the sharing of resources and cooperative resource development with neighbouring libraries, and supplementary deposit collections coordinated by the Ontario Library Service.

Col-4 Responsibility for the collection

Board motion number: _____ Date of review: _____
Date of original motion: _____ Chairperson's signature: _____

As per Bylaw __ of the Trillium Public Library Board (Duties and Responsibilities of the CEO):

1. The Chief Executive Officer (CEO) is responsible for the selection and acquisition of materials for the Library collection in conformity with Board policy.
2. The CEO ensures that the collection is properly maintained and organized and that an effective collection control system is in place.

Col-5 Content of the collection

Board motion number: _____ Date of review: _____
Date of original motion: _____ Chairperson's signature: _____

Trillium Public Library will provide as wide a spectrum of materials as budget and space limitations will allow, with emphasis on:

- a) materials which record and communicate historical, scientific, social and cultural knowledge;
- b) materials of current and future significance and interest;
- c) materials which stimulate imagination, creativity and curiosity;
- d) materials which increase the individual's ability to function as a productive member of society;
- e) materials which entertain and thus enhance the individual's enjoyment of life.

Col-6 Types of materials

Board motion number: _____ Date of review: _____
Date of original motion: _____ Chairperson’s signature: _____

The Library shall provide in its collection those types of materials that best help it to meet its goals and objectives. Books shall be of primary importance. Other types of material shall include periodicals, pamphlets and clippings; and non-print materials such as audio recordings and video recordings.

Col-7 Language

Board motion number: _____ Date of review: _____
Date of original motion: _____ Chairperson’s signature: _____

1. As the Board is committed to providing library service in both official languages of Canada, English- and French-language materials will be acquired in relative proportions which, as derived through analysis and experience, are most appropriate for the community.
2. The Library shall endeavour to meet the needs of clients who require materials in languages other than English or French through participation in the interlibrary loan network and through the multilingual collections provided through the Ontario Library Service.

Col-8 Size of the collection

Board motion number: _____ Date of review: _____
Date of original motion: _____ Chairperson’s signature: _____

1. The Board recognizes that, given the limitations of available physical space, the size of the collection must be limited in order to:
 - a) ensure adequate space for public and staff circulation and activities, and
 - b) avoid overcrowding of the collection which would hamper access to materials and give an impression of disorder and lack of control.
2. A quantity of volumes not less than three times the population served shall be maintained in the permanent collection of the Library.
3. Each year material will need to be replaced. The replacement rate suggested by the American Library Association (ALA) is one-sixth of a volume per capita per year. The ALA replacement rate will be used as a guide in the Library.

Col-9 Canadiana

Board motion number: _____ Date of review: _____
Date of original motion: _____ Chairperson's signature: _____

Special emphasis shall be given to acquiring materials created by Canadians and materials about Canada. Authors who have been significant in the development of Canada's literature and new writers who become important shall be represented in the collection.

Col-10 Local history

Board motion number: _____ Date of review: _____
Date of original motion: _____ Chairperson's signature: _____

Providing access to the historical past of Trillium and the surrounding area is an important function of the Library. Works by and about local authors, and materials relating to the history of Trillium and area shall be acquired if they meet the selection standards of the Library and prove suitable to the community's needs.

Col-11 Selection criteria

Board motion number: _____ Date of review: _____
Date of original motion: _____ Chairperson's signature: _____

1. Materials selected will meet high standards in quality, content, expression and format.
2. All acquisitions, whether purchased or donated, shall be considered in terms of the following criteria:
 - a) suitability of subject and style for the intended users;
 - b) reputation and authority of the author and publisher;
 - c) comments of reviewers, critics and publishers;
 - d) strengths and weaknesses of the existing collection;
 - e) demand in the community for a certain subject or title;
 - f) availability of materials through other libraries in the community or area;
 - g) suitability and quality of physical form, layout and construction;
 - h) timeliness and accuracy of the information contained therein;
 - i) purchase price and other budgetary considerations.

Col-12 Sources of material

Board motion number: _____ Date of review: _____
Date of original motion: _____ Chairperson's signature: _____

In choosing sources of material for the collection, preference will be given to suppliers who

- a) are Canadian
- b) provide cataloguing and processing services
- c) offer the best discounts
- d) provide the fastest, most efficient and most cost effective service.

Col-13 Balanced expenditures

Board motion number: _____ Date of review: _____
Date of original motion: _____ Chairperson's signature: _____

1. In planning the annual materials budget, balanced consideration will be given to the following main areas of collection development:
 - a) current materials, to keep the collection up-to-date
 - b) materials to build the collection in those areas in which it is lacking.
2. In expending the materials budget, adequate and consistent attention shall be given to all major parts of the collection.

Col-14 Weeding

Board motion number: _____ Date of review: _____
Date of original motion: _____ Chairperson's signature: _____

1. In order to maintain an active working collection of high standard, materials shall be withdrawn from the collection on a regular and systematic basis for the following reasons:
 - a) to remove materials which are no longer useful in the light of the goals and objectives of the library;
 - b) to remove materials whose contents are out-of-date and therefore potentially misleading;
 - c) to remove materials which are no longer of interest to the community;
 - d) to remove damaged or worn-out materials;
 - e) to make room for new materials coming into the collection.
2. The CEO shall have overall responsibility for the materials withdrawn from the collection.
3. Whenever appropriate, materials withdrawn from the collection should be directed to the Ontario Joint Fiction Reserve, or donated to another non-profit group or organization in need of such materials.
4. Remaining withdrawn materials should be sold to produce extra income for the Library.
5. Materials which remain unsold should be destroyed.

Col-15 Gifts and donations

Board motion number: _____ Date of review: _____
Date of original motion: _____ Chairperson's signature: _____

1. Donations of books or other materials may be accepted by the CEO if they are suitable to the needs of the Library and on the condition that the CEO may make whatever disposition of the materials he or she deems advisable.
2. The same criteria for selection shall be applied to gifts as is applied to all other materials considered for inclusion in the collection.
3. The Library will not accept materials which are not outright gifts.
4. Gifts of materials may be accepted only on the understanding that the unconditional ownership of the gifts is retained by the Library, and that, if it cannot use them, the gifts may be discarded. The donor is not necessarily informed of such disposition. Donors shall be asked to sign a standard declaration to this effect.

Col-16 Suggestions from the public

Board motion number: _____ Date of review: _____
Date of original motion: _____ Chairperson's signature: _____

Suggestions from the public for the purchase of books or other materials shall be considered in light of the terms of the Library's selection policy.

Col-17 Composition of the collection

Board motion number: _____ Date of review: _____
Date of original motion: _____ Chairperson's signature: _____

The composition of the Library collection shall reflect the needs and interests of the community of Trillium as determined by analysis and experience on the part of the Library staff. The collection shall be composed of the following major parts:

1. Adult print collection

a) Fiction

The Library recognizes the need to accommodate the varying tastes, interests, purposes and reading skills of its clients. While there is no single standard of literary quality, preference will be given to fiction that contributes to the balance of the collection with regard to:

- types and styles of literature;
- subjects treated;
- patron appeal.

While it is not possible to keep all retrospective materials, access to these works will be maintained through the interlibrary loan network and the Ontario Joint Fiction Reserve.

b) Non-fiction

Applied sciences - Includes repair and maintenance; basic trade manuals; farming, gardening, landscaping, animal and pet care; handicrafts; cookbooks.

Art and architecture - Includes major books on art, architecture, sculpture and applied arts.

Biography - Includes autobiography; personal narratives; journals, diaries and letters. Special attention is given to collecting biographies of Canadians.

Business - Includes current, reliable material on investment; leasing; consumer concerns; accounting; small business management; career development; taxation; real estate; labour relations. Special effort will be made to collect and manage information about local business.

Computer science - Includes manuals suitable for the home user; general works on the development of computers and on the computer business and industry.

Economics - Includes theory; money, banking and public finance.

Education - Includes education theory and psychology. The primary emphasis will be on Ontario education.

First Nations studies - Includes history and culture of aboriginal peoples, especially Canadian; sociological and political aspects of native life, historical and current, in Canada.

Folklore, fairy tales, myths and legends - Includes works of criticism and psychological interpretation; representative myths and legends of various periods and nationalities, including Canadian folklore. Fairy tales will be collected mainly in the children's department.

Geography and travel - Includes annual travel guides for popular destinations; popular accounts of travel; descriptive texts of a wide variety of countries and of all parts of Canada; general and thematic atlases for circulation. Emphasis will be placed on keeping these materials up-to-date.

History - Includes materials covering all phases of human history, from the earliest times to the present, with emphasis on Canadian history.

Languages - Includes general works on language and linguistics; grammars; dictionaries; phrase books.

Law and criminology - The collection will be for the layman and provide basic information. Includes: popular, standard and interpretive titles on court procedure, jury duty; family law; patents and copyright; landlord and tenants rights; employment standards; human rights code; criminal law; federal and provincial statutes; local laws; general works on criminal psychology; law enforcement and correctional systems in Canada and the world.

Literature - Includes contemporary and classic essays, poetry, drama and short stories; selected works of criticism; works on the techniques of communication such as professional writing, essay writing and public speaking. Emphasis will be placed on Canadian literature.

Mathematics - Includes algebra, calculus and geometry; texts to support school assignments and adult continuing education; business-related mathematics; practical mathematics.

Medicine - The collection will be specifically for the layman. Includes developmental handicaps; aging; sex and sexually transmitted diseases; pregnancy and child care; drugs and alcoholism; nutrition; preventive medicine; first aid; public health and sanitation; disease; anatomy and physiology; pharmacology.

Music - Includes history; theory; biographies; song books (especially Canadian); instructional materials for popular instruments.

Philosophy - Includes basic works; histories; guides; popular self-help.

Political science - Includes theory and organization of government; comparative forms of government; public administration; biographies of political figures.

Psychology - Includes theory; mental hygiene; popular self-help.

Pure sciences - Overall emphasis is on practical approaches to science and technology and on interpretations of scientific theory rather than on the highly theoretical works themselves. Includes astronomy; biology; chemistry; geology; physics.

Religion - An impartial collection recognizing various points of view will be maintained. Inclusion or exclusion of any title from the collection is based on the considerations described in this policy and not on the personal religious convictions of the staff. Includes sacred works in various versions relating to the world's

major religions; writings of major theologians; doctrines and histories of all religions and denominations; inspirational material.

Sex - Includes biological function; alternative sexuality; sexually transmitted diseases; birth control; advice and studies of a popular nature.

Social sciences - Includes general works in the areas of social psychology, population, social organization and change, community planning, family relationships and counselling, popular materials on marriage, social etiquette, and family life for both adults and young adults.

c) Reference

A collection of general and specialized encyclopedias, dictionaries, atlases, handbooks, gazetteers and maps, bibliographies, yearbooks and directories will be maintained. Reference materials will be brought up-to-date as new editions become available.

2. Young adult

A collection specifically selected for young adults, from ages 12 to 16 years will be maintained. The importance of adolescence as a crucial growing phase is recognized and accordingly materials dealing with awareness of self, hero-worship, conformity, sex, concern with the future, and evaluation of beliefs will be selected. As paperback is the book format of choice for this age group, it will be preferred over hardcover where appropriate.

3. Children

The collection is selected for children up to the age of 12 years.

a) Fiction

The need for a balanced children's collection is recognized. Since bibliotherapy is an important aspect of children's fiction, titles concerning problem areas such as toilet training, fears, growing up, death, friendship, and dealing with a new sibling will be included. Picture books may be chosen on the basis of exceptionally good illustrations. Children's classics will be a part of the collection as will popular mass market titles.

b) Non-fiction

Non-fiction titles must be accurate, up-to-date and unbiased. Titles will be selected which:

- satisfy children's natural curiosity about their environment;
- develop children's awareness of the world around them;
- are suitable for a range of age and reading levels.

c) Reference

The children's reference collection will include general encyclopedias, both Canadian and international, suitable for various age groups. These will be kept up-to-date as new editions become available. Specialized encyclopedias will be considered for such topics as: the arts, biographies, nature, children's authors and illustrators, science and technology, history and geography.

4. Other materials

a) Audio-visual materials

The increasing importance of various media in the provision of information is recognized. There will be a balance among recreational, cultural and educational titles for all age groups, with emphasis on popular items. A variety of audio recording and video recording formats will be included.

Given the relative expense of audio-visual materials, wherever possible the number of titles available to its clients will be increased by exchanging its collection with the collections of other libraries through local and region-wide arrangements.

b) Government documents

The Library staff shall seek to provide the community with access to current government policies, information and legislation. The Library is a selective depository library for the Ontario government. Selection and retention of these items follows the same general principles as for all other materials.

c) Literacy

The literacy collection is developed to support the literacy programme of the community and is open to all residents of the community. The collection includes: games, books, self-help audio and video cassettes, and teaching aids.

d) Local history

A particular interest in local history is acknowledged. The staff will endeavour to maintain a comprehensive collection of works and archival materials about Trillium and area.

e) Magazines and newspapers

A wide variety of magazines for all ages and reading levels will be provided.

Newspapers will be acquired to provide current news coverage from local to international levels and to provide a unique source of local history information. The magazine and newspaper collection will supplement the reference collection by providing current resources.

f) Materials for the physically disabled

Large-print reading materials and talking books will be provided for this user group.

g) Multilingual materials

Materials in languages other than English and French will be provided to library clients through the interlibrary loan system and through the multilingual collections provided through the Ontario Library Service.

h) Vertical file (Pamphlet file)

Current material on topical issues will be available in a vertical file. The vertical file includes: charts, pictures, maps, clippings, pamphlets and brochures.

Col-18 Intellectual freedom

Board motion number: _____ Date of review: _____
Date of original motion: _____ Chairperson's signature: _____

The public library is a democratic institution, and no individual or minority group should be allowed to limit the community's freedom to read. Democracy cannot flourish unless material representing all viewpoints is freely available. Trillium Public library subscribes to the following "Intellectual Freedom Statement", ratified by the Canadian Library Association in June 1984, which affirms its commitment to the following basic policies:

- 1) Every person in Canada has the fundamental right, as embodied in the nation's Bill of Rights, to have access to all expressions of knowledge, creativity and intellectual activity, and to express his thoughts publicly. This right to intellectual freedom is essential to the health and development of Canadian society.
- 2) Libraries have a basic responsibility for the development and maintenance of intellectual freedom.
- 3) It is the responsibility of 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.
- 4) It is the responsibility of 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.
- 5) Libraries should resist all efforts to limit the exercise of these responsibilities while recognizing the right of criticism by individuals and groups.
- 6) Both employees and employers in libraries have a duty, in addition to their institutional responsibilities, to uphold these principles.

Col-19 Controversial materials

Board motion number: _____ Date of review: _____
Date of original motion: _____ Chairperson's signature: _____

1. The Board recognizes that some books may be regarded by certain individuals or groups as controversial, whether because of bias, frankness of language, political expression, or moral implication. Selection should not, and will not, be made on the basis of anticipated approval or disapproval by any individual or group in the community, but rather on the evaluation by the CEO of the publication's literary merit, authenticity, honesty of presentation, topical interest, and use to the audience for whom it is intended. The primary aim of materials selection is to establish a balanced collection which adequately represents various points of view on many subjects.
2. The ideas and opinions found in the Library's collection are not advocated by the Library Board or staff. The presence of materials in the Library does not indicate an endorsement of their contents by the Library.
3. Materials representing all points of view concerning the problems and issues of our times will be provided in the Library's collection. Books or other materials of sound factual authority shall not be proscribed or removed

from library shelves because of doctrinal or partisan disapproval. Subject areas particularly sensitive to controversy and misunderstanding are:

a) Sex education

Sex education is a subject that shall be well represented. Providing information on sex for readers of all age levels with varying educational and religious backgrounds is an important part of the library's function.

b) Religion

A well-balanced religion collection will be maintained in the library. Standard works on Christianity and Christian denominations shall be included, along with materials on other major religions. Works which stimulate controversy shall be included if they are by well-informed authorities. However, materials which obviously foster religious or racial intolerance are outside the scope of this collection.

c) Law

Materials to be included in the Library's collection are standard and popular works for the general reader, dictionaries, encyclopedias, histories, handbooks, and local, provincial and federal statutes. Technical law materials not intended for the untrained layman will not be included in the library's collection.

d) Medicine and drugs

Current, authoritative materials designed for the layman on the subjects of health, hygiene and common ailments will be stocked in the library. The subject of mental health will be well represented, together with works on public health (including sanitation, pollution, alcoholism and drug abuse). Technical and professional materials not intended for the untrained layman will not be included in the library's collection.

Col-20 Excluded from the collection

Board motion number: _____ Date of review: _____
Date of original motion: _____ Chairperson's signature: _____

1. The Library collection provides materials for self study but is not primarily designed to furnish reading required for academic study. Materials needed for formal courses of study by elementary and secondary schools and post-secondary institutions of learning will not necessarily be provided. Textbooks shall be purchased only when they provide the best coverage of a subject and are also useful to the general public.
2. Materials which obviously foster religious or racial intolerance are outside the scope of this collection.
3. Materials that are banned under Canadian law will automatically be excluded from the Library's collection.

Col-21 Children’s reading

Board motion number: _____ Date of review: _____
Date of original motion: _____ Chairperson’s signature: _____

Responsibility for the reading activities of children rests with their parents or legal guardians. Selection of materials for the adult collection shall not be restricted by the possibility that children may obtain materials that their parents consider inappropriate. The Board believes in the freedom of the individual and in the right and obligation of parents to develop, interpret and enforce their own code of acceptable conduct within their own household.

Col-22 Complaints about the collection

Board motion number: _____ Date of review: _____
Date of original motion: _____ Chairperson’s signature: _____

1. The Board recognizes the right of an individual or group to make a complaint to the Library administration concerning the collection.
2. Requests by individuals or groups to have an item or items removed from the Library's collection shall be referred in writing on a Request for Reconsideration of Library Materials form to the CEO.
3. Upon receiving the written complaint, the CEO shall review it in the light of the Board's policy concerning the Library collection.
4. If the inclusion of the item in the Library collection is found by the CEO to be legitimate and justifiable based on the guidelines set out by Board policy, the policy shall be explained in writing to the complainant and no further action need be taken.
5. If the inclusion of the item in the Library collection is found by the CEO to be questionable based on the guidelines set out by Board policy, the item will be temporarily withdrawn from the collection and the Board will be asked by the CEO to make a decision on the matter. The Board will communicate that decision in writing to the complainant.

Col-23 Organization of the collection

Board motion number: _____ Date of review: _____
Date of original motion: _____ Chairperson’s signature: _____

A. Classification

1. In order for the Library collection to be of maximum use and value to library users, the collection shall be organized in such a way as to facilitate access to the information contained therein. This shall be achieved through a logical and systematic physical arrangement of individual items and through the provision of indexes and catalogues for public use.
2. The Dewey Decimal Classification System shall be used to organize the non-fiction book collection.

B. Cataloguing

When obtaining catalogue copy for new items in the collection, preference shall be given to those methods requiring the least staff time, i.e. obtaining cataloguing from the materials supplier, use of cataloguing-in-publication (CIP), use of the Northern Catalogue as a source of cataloguing.

Col-24 Adoption and review of the policy

Board motion number: _____ Date of review: _____
Date of original motion: _____ Chairperson's signature: _____

This policy will be reviewed by the Board every two years. Revisions will be made as necessary.