



---

## Policy: Operational - Collection Development

Department: Library

Effective Date: December 2013

Revision Date: ~~April 2022~~ May 2024

Next Year of Review: 2026

---

### Purpose

Strong library collections are foundational to meeting the goals of the library and providing excellent customer service. The purpose of this policy is to support Bruce County Public Library in providing diverse and robust collections and to inform the public about the principles Bruce County Public Library adheres to when developing or deselecting items from our collections. This policy provides the basis for collection evaluation, planning, and budgeting.

The board delegates the responsibility for the collection to the Chief Executive Officer (CEO), who may delegate Selection responsibility for specific portions of the collections may be delegated to staff.

~~This policy 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.~~

### Scope

This policy applies to Bruce County Public Library staff and the Bruce County Public Library Board.

### ~~Section 1: Scope and Size of the Collection~~ General Collection Information

The collections support the library's mission to ~~s~~. stimulate the imagination and inquiry by providing equitable access to information, knowledge, and entertainment resource, through literature and reference, for culture and commerce. It is the goal of the Bruce County Public Library to provide equitable access to ideas and knowledge, and. The Library is committed to making the collections accessible to people with disabilities by offering a choice of formats. To respond to the needs and interest of our community the library provides: a collection of books and materials that is responsive to the needs and interest of a ~~our~~ diverse community, including:

- a) a variety of alternative formats, including print and digital
- b) accessible formats, including resources through the Centre for Equitable Library Access (CELA)
- c) multilingual materials in response to community need
- d) representation of a wide variety of opinion, lived experience, culture, religious tradition, language, and people

The Library collections shall be balanced and includes a wide range of materials that reflect different points of view and may include materials that some members of the public consider to be controversial in nature. Selections are made on the merits of the work in relation to developing collections. The presence of an item in the library does not indicate an endorsement of its content, but rather is an affirmation of the principle of intellectual freedom.

The following will not cause an item to be automatically included or excluded from the collection:

- a) race, religion, nationality or political views of an author
- b) frankness or coarseness of language
- c) controversial content
- d) endorsement or disapproval of an individual or group
- e) language of the text

~~The Library will neither undertake to~~ BCPL will not mark items to show approval or disapproval. The Library will not clean up, abridge, or make other modifications to nor expurgate any materials.

Physical access to materials will not be restricted except for the express purpose of protecting an item from damage or theft. Library customers have open access to all the Library's collections with certain limited exceptions. BCPL will not mark items to show approval or disapproval. The Library will not abridge, or make other modifications to materials.

~~2. It may happen that materials in the collections meet the needs of students, but this is not the primary reason for their selection. It is the responsibility of schools to provide materials which support their curricula.~~

~~3. The library develops collections which include, but are not limited to, the following areas: fiction and non-fiction for adults, young adults (YA) and children; magazines, picture books, graphic novels, audio-visual, local history and local interest, adult literacy, and government documents. Staff develop profiles for each area of the collection to further define their scope. These profiles are a tool for collection development and evaluation.~~

~~4. The staff is responsible for developing profiles for each area of the collection to further define the scope of the collections. These profiles are tool for collection development and~~

~~evaluation.~~ The library participates in resource sharing initiatives and consortia purchasing and in pools to provide the greatest access to library materials. ~~broaden the scope and size of the collection.~~

~~5. To provide users with print disabilities with a broader collection the library works with the Centre for Equitable Library Access (CELA).~~

~~6. Recognized, professional standards will be~~ are used to determine the appropriate size of the collection. Planning for budgets and facilities will reflect these standards.

## ~~Section 2: Selection of Materials~~ Material Selection

In selecting materials, staff will use professional resources, judgment, knowledge and experience. ~~The staff will proactively solicit advice from, BCPL welcomes purchase suggestions from library patrons and staff will evaluate them using BCPL's . as well as anticipate the needs and interests of, the community.~~

Materials are selected according to the needs and demands of the community, access to other library resources, the present library collection and the budget. No materials are excluded from selection because they may come into the possession of a child.

~~Authoritative book reviews, knowledge of the reputation and reliability of the author, selection aids including authoritative discussions of the literature of the subject, and pertinent bibliographical publications are some of the tools utilized in selecting materials.~~

The following criteria informs what is ordered and what material remains in the collection: ~~What is ordered, and what remains in the collections, is based on the following criteria:~~

- ~~a) recommendations by critics or reviewers~~ Authoritative book reviews or recommendations
- b) popular and/or anticipated demand and current trends
- c) relationship of subject to existing collection
- d) importance of subject matter in relation to community needs and interests
- e) authority, reputation, reliability, or significance of author
- f) quality of writing, production, and illustrations
- g) accessibility criteria and features
- h) authority and standards of publisher
- i) suitability of format for library use
- j) currency and relevancy of the content
- k) access to other library resources
- l) Canadian content

Staff may consult with subject area specialists to obtain advice about certain fields. The overall value of the material is the chief criterion of selection. Material is judged based on the entirety of the work, not by a part taken out of context. An item does not need to meet all the criteria to be acceptable.

The library does not keep, acquire, or purchase material that the Canadian courts have found to be obscene, seditious, or are hate propaganda.

~~Bruce County Public Library complies with any law enacted at the federal, provincial or municipal level, and therefore does not collect or maintain material which has been adjudged obscene or pornographic, or has been banned by the courts. The relevant sections of the Criminal Code of Canada are sedition, hate propaganda and obscenity.~~

### **First Nations Materials**

The Bruce County Public Library will provide materials in various formats that expand access to Indigenous content and knowledge, as well as items that further understanding of Truth and Reconciliation.

~~collections relating to Indigenous cultures, languages, and peoples, including books, audio and video materials. Our collection will include titles by and about First Nation communities and will include titles presented in the First Nation Communities Read program. Our teen and adult materials will also include First Nations and Metis graphic novels, and a selection of DVDs on history, culture and Indigenous issues.~~

### **Section 3: Withdrawal and Replacement of Items Material Withdrawal and Replacement**

Bruce County Public Library maintains an up-to-date, attractive and useful collection to maximize performance and meet the needs of our community. is maintained through An ongoing continual withdrawal and replacement process is crucial to maintaining current, responsive, and appealing collections. Staff utilize professional standards such as the CREW Method for weeding and collection software to facilitate collection maintenance.

1. The ongoing process of withdrawal is the responsibility of the CEO. This responsibility may be shared with other members of the staff.

2. Items will primarily be withdrawn based on the ALA's Crew Method for weeding the collection as provided by the Texas State Library available at <https://www.tsl.texas.gov/ld/pubs/crew/index.html>

Withdrawn material may be discarded, sold, or donated at the library's discretion.

Replacement shall depends on a variety of factors, including on demand for the title, availability of the title, availability or of more current material on the subject, and the extent to which the subject is already covered in the collection.

## **Section 4: Reconsideration of Library Materials**

The Bruce County Public Library is a resource where many points of view and modes of expression can be examined without hindrance. No ideas and opinions have universal acceptance or condemnation in a pluralistic society. The use of language, either descriptive or expressive, can in itself stimulate controversy.

The Bruce County Public Library, therefore, recognizes the right of individuals to express opposition to authors' ideas or to their creative exercise of language in materials selected for the library. However, the Bruce County Public Library will not engage to satisfy customers patrons by removing items purchased in compliance with the principles of this policy. Selection of material cannot be influenced by any anticipated approval or disapproval of its intellectual content by sectors of the community.

~~Community members~~ Patrons who wish the library to withdraw, restrict access to, or otherwise reconsider a particular item in the collection may complete a **Request for Reconsideration of Library Materials form** or contact the CEO in writing. **The item will remain in the collection while the material is reviewed to determine if the item adheres to this policy. The CEO will provide a written response within 15 days.** Responses to these requests are guided by the Library Board's position that:

- a. People have the right to reject for themselves material they do not approve of, but do not have the right to restrict the intellectual freedom of others.
- ~~b. it is the right of parents and legal guardians have the right to determine access to materials for their own minor child(ren) but not to limit what other children can access. to develop, interpret and enforce their own code of ethics upon their minor children.~~

## **Section 7: Requests for Reconsideration**

~~Individuals who object to materials in the collection may express their concern by filling out a 'Request for Reconsideration of Library Material' form. All requests will be reviewed in light of the Collection Development Policy by the CEO. A written response will be provided to the patron. If the patron disagrees or is not satisfied with the decision of the CEO, the patron may make a further request for reconsideration to the Board whose decision will be final. Responses to these requests are guided by the CEO and board's position that:~~

- ~~a) people have the right to reject for themselves material 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 develop, interpret and enforce their own code of ethics upon their minor children.~~

## Section 6: Gifts and Donations

BCPL has the discretion to accept gifts or donations of books, money, or other materials and reserves the right to decide the disposition of gifts received. Tax receipts are not issued for donations of materials. Any items added to the collection are subject to the same selection guidelines criteria for withdrawal that are applied to purchased materials.

- ~~2. The library accepts gifts of books, other materials, or money for the purchase of specific items, with the understanding that they will be added to the collection only if appropriate, needed and contribute to a balanced collection.~~
- ~~3. For addition to the collection, gifts and donations must meet the general selection guidelines. Tax receipts are not issued for donations of materials.~~
- ~~4. Materials that are donated or gifted are subject to the same criteria for withdrawal that are applied to purchased materials.~~
- ~~5. Donated materials not added to the collection are discarded or sold.~~

### Related Documents:

BCPL Interlibrary Loan Policy

Bruce County Public Library Collection Plan

BCPL Intellectual Freedom Policy

Ontario Library Association Statement on the Intellectual Rights of the Individual

Canadian Federation of Library Associations Statement on Intellectual Freedom and Libraries

## Section 8: Controversial Issues

- ~~2. The Bruce County Public Library is a resource where many points of view and modes of expression can be examined without hindrance. No ideas and opinions have universal acceptance or condemnation in a pluralistic society. The use of language, either descriptive or expressive, can in itself stimulate controversy.~~
- ~~3. The Bruce County Public Library, therefore, recognizes the right of individuals to express opposition to authors' ideas or to their creative exercise of language in materials selected for the library. However, the Bruce County Public Library will not engage to satisfy customers by removing items purchased in compliance with the principles of this policy. Selection of material cannot be influenced by any anticipated approval or disapproval of its intellectual content by sectors of the community.~~
- ~~4. The Bruce County Public Library complies with any law enacted at the federal, provincial or municipal level, and therefore does not collect or maintain material which~~

~~has been adjudged obscene or pornographic, or has been banned by the courts. The relevant sections of the Criminal Code of Canada are: sedition, hate propaganda and obscenity.~~

~~5. The presence of an item in the collection does not indicate an endorsement of its contents by the Bruce County Public Library, but rather is an affirmation of the principle of intellectual freedom as embodied in the Canadian Library Association Statement on Intellectual Freedom.~~

~~6. The following will not cause an item to be automatically included or excluded from the collection:~~

- ~~a) race, religion, nationality or political views of an author~~
- ~~b) frankness or coarseness of language~~
- ~~c) controversial content~~
- ~~d) endorsement or disapproval of an individual or group~~
- ~~e) language of the text~~

~~7. The Library will neither undertake to mark items to show approval or disapproval nor expurgate any materials.~~

~~8. Physical access to materials will not be restricted except for the express purpose of protecting an item from damage or theft. Library customers have open access to all the Library's collections with certain limited exceptions.~~

---

## **Section 4: Intellectual Freedom**

~~As democratic public organizations, libraries play a key role in supporting intellectual freedom. BCPL protects intellectual freedom by ensuring uncensored access to a wide variety of materials reflecting a diverse range of thoughts, ideas, and opinions.~~

~~Bruce County Public Library supports intellectual freedom by:~~

~~The Bruce County Public Library adheres to the following statements on intellectual freedom:~~

### **Canadian Federation of Library Associations Statement on Intellectual Freedom and Libraries**

~~The Canadian Federation of Library Associations recognizes and values the Canadian Charter of Rights and Freedoms as the guarantor of the fundamental freedoms in Canada of conscience and religion; of thought, belief, opinion, and expression; of peaceful~~

~~assembly; and of association.~~

~~The Canadian Federation of Library Associations supports and promotes the universal principles of intellectual freedom as defined in the Universal Declaration of Human Rights, which include the interlocking freedoms to hold opinions and to seek, receive and impart information and ideas through any media and regardless of frontiers.~~

~~In accordance with these principles, the Canadian Federation of Library Associations affirms that all persons in Canada have a fundamental right, subject only to the Constitution and the law, to have access to the full range of knowledge, imagination, ideas, and opinion, and to express their thoughts publicly. Only the courts may abridge free expression rights in Canada.~~

~~The Canadian Federation of Library Associations affirms further that libraries have a core responsibility to support, defend and promote the universal principles of intellectual freedom and privacy.~~

~~The Canadian Federation of Library Associations holds that libraries are a key institution in Canada for rendering expressive content accessible and affordable to all. Libraries are essential gateways for all persons living in Canada to advance themselves through literacy, lifelong learning, social engagement, and cultural enrichment.~~

~~Libraries have a core responsibility to safeguard and facilitate access to constitutionally-protected expressions of knowledge, imagination, ideas, and opinion, including those which some individuals and groups consider unconventional, unpopular or unacceptable. To this end, in accordance with their mandates and professional values and standards, libraries provide, defend and promote equitable access to the widest possible variety of expressive content and resist calls for censorship and the adoption of systems that deny or restrict access to resources.~~

~~Libraries have a core responsibility to safeguard and foster free expression and the right to safe and welcoming places and conditions. To this end, libraries make available their public spaces and services to individuals and groups without discrimination.~~

~~Libraries have a core responsibility to safeguard and defend privacy in the individual's pursuit of expressive content. To this end, libraries protect the identities and activities of library users except when required by the courts to cede them.~~

~~Furthermore, in accordance with established library policies, procedures and due process, libraries resist efforts to limit the exercise of these responsibilities while recognizing the right of criticism by individuals and groups.~~

~~Library employees, volunteers and employers as well as library governing entities have a core responsibility to uphold the principles of intellectual freedom in the performance of their respective library roles.~~

~~Approval History: – June 27, 1974. Amended November 17, 1983; November 18, 1985; September 27, 2015.~~



Reviewed 2018.

## ~~Ontario Library Association Statement on the Intellectual Rights of the Individual~~

~~In affirming its commitment 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, the Ontario Library Association declares its acceptance of the following propositions:~~

- ~~1. That the provision of 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. 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, and including those ideas and interpretations which may be unconventional or unpopular.~~
- ~~3. That freedom of expression includes freedom for a creator to depict what is ugly, shocking and unedifying in life.~~
- ~~4. 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.~~
- ~~5. That 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, other materials, and in the provision of access to electronic sources of information, including access to the Internet.~~
- ~~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 access to information, the freedom to read, view and listen by demanding the removal of, or restrictions to library information sources in any format.~~
- ~~7. That it is equally part of the library's responsibility to its public to ensure that its selection of material is not unduly influenced by the personal opinions of the selectors but determined by the application of generally accepted standards of accuracy, style and presentation.~~

~~Approved, OLA Board of Directors,~~

~~December 2003 Reaffirmed, OLA Board of~~

~~Directors, December 2005~~