



Carleton Place Public Library

Policy Type: **Operational**

Policy Title: **Collection Development**

Policy Number: OP-06

Initial Policy Approval Date: September 16, 2015

Last Review/Revision Date: June 2022

Year of next review: 2026

It is the goal of the Carleton Place Public Library to provide equitable access to ideas and knowledge. The Library is committed to making the collections accessible to people with disabilities by offering a choice of formats. 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.

Section 1: Scope and Size of the Collection

1. The library provides a collection of books and materials that is responsive to the needs and interest of a diverse community:
 - a. including a variety of alternative formats,
 - b. including multilingual materials in response to community need
2. The collections shall be balanced and represent diverse points of view and may include materials that some members of the public consider to be controversial in nature.
3. The presence of an item in the library does not indicate an endorsement of its content.
4. The library develops collections which include, but are not limited to, the following areas: fiction and non-fiction for adults, young adult and junior; magazines, picture books, local history and local interest.
5. 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.
6. To provide users with print disabilities with a broader collection the library works with the Centre for Equitable Library Access (CELA)
7. Recognized, professional standards will be used to determine the appropriate size of the collection. Planning for budgets and facilities must reflect these standards.

Section 2: Selection of Materials

1. The board delegates the responsibility for the collection to the CEO.
2. Selection responsibility for specific portions of the collections may be delegated to staff. In selecting materials, staff will use professional resources, judgment, knowledge and experience.



3. The staff may solicit advice from, as well as anticipate the needs and interests of, the community.
4. What is ordered, and what remains in the collections, is based on the following criteria:
 - a) recommendations by critics or reviewers
 - b) public demand
 - c) relationship of subject to existing collection
 - d) importance of subject matter in relation to community needs
 - e) authority 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) Canadian content
5. As outlined in our Respect and Acknowledgement document (FN-05), the Carleton Place Public Library will provide 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.

Section 3: Withdrawal and Replacement of Items

1. An up-to-date, attractive and useful collection is maintained through a continual withdrawal and replacement process.
2. The ongoing process of withdrawal is the responsibility of the CEO. This responsibility may be shared with other members of the staff.
3. Items will be withdrawn based on the ALA's Crew Method for weeding the collection.
4. Withdrawn material may be discarded, donated, or sold.
5. Replacement shall depend on demand for the title, availability of the title, availability of more current material on the subject, and the extent to which the subject is already covered in the collection.
6. Discarded items will not be saved for specific patrons to be given or sold to them upon eventual withdrawal.

Section 4: Gifts and Donations

1. 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. Materials must be in good condition (free of mold, mildew, and other damage), and less than five years of age. The library may accept up to ten items at a time.
2. The same criteria of selection and withdrawing, that are applied to purchased materials are also applied to gifts and donations.



3. Materials not added to the collection are discarded or sold.
4. The Carleton Place Public Library does not provide evaluations of books for tax deduction or other purposes.

Section 5: Requests from Members of the Community

1. Suggestions from the community for the purchase of items are always welcome and are given due consideration.
2. 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 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

Related Documents:

Carleton Place Public Library. **FN 01- Intellectual Freedom**

Carleton Place Public Library Foundational Document. **FN-04 Respect and Acknowledgement Declaration**

Carleton Place Public Library Policy. **OP 08 – Accessibility in the Library**