

	<b>THE CORPORATION OF THE COUNTY OF LAMBTON LAMBTON COUNTY LIBRARY POLICY MANUAL</b>			
	Subject:	<b>Collection Development Policy</b>	<b>Section R02</b>	<b>Index #03</b>
	Effective Date:	October 4, 2023	Approved By: Lambton County Council	
	Revision Date:	January 1, 2020		
	Drafted on:	January 1, 2020		

**PURPOSE**

The purpose of this policy is to provide guidelines for developing, maintaining and managing a collection of Lambton County Library (the Library) materials that meets the needs of Lambton County's residents.

**POLICY**

Lambton County Library strives to provide a balanced collection of materials that meets the cultural, recreational, educational and informational needs of the community. Lambton County Library will provide equitable access to ideas and knowledge, and will make its collections widely accessible to the community.

Lambton County Library adheres to the provisions of the Ontario Human Rights Code. Every person will have the right to equal treatment with respect to services and goods, without discrimination because of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, marital status, family status, or disability.

Lambton County Library values and respects the important contributions of Indigenous authors and materials and will strive to build the collection in consultation with representatives of local Indigenous communities.

**RESPONSIBILITY**

The responsibility for the implementation of this policy lies with the Manager, Library Services. This authority may be delegated to staff members in the Libraries Department.

## REGULATIONS

### 1. Statement on Intellectual Freedom

- 1.1. Lambton County Library endorses the Ontario Library Association Statement on the Intellectual Rights of the Individual.

### 2. Goals/Scope

- 2.1. In developing and maintaining Lambton County Library's collection it will:
  - 2.1.1. Provide materials in a variety of formats;
  - 2.1.2. Provide access to current and retrospective content;
  - 2.1.3. Reflect various cultural, ethnic, linguistic, religious and philosophical backgrounds;
  - 2.1.4. Provide materials for all ages and levels of comprehension;
  - 2.1.5. Consider materials in terms of timeliness, demand, quality and authority.
- 2.2. The presence of an item in the Library's collection does not indicate an endorsement of its content.
- 2.3. While the Library supports all types of lifelong learning, it does not collect materials that support the specific curriculum of formal educational institutions.

### 3. Development, Maintenance and Management of the Collection

- 3.1. Decisions concerning the Library's collections will be made by designated Library staff based on policy, professional judgement considering the needs and interests of the community, existing resources in the Library, the Library's ability to technically support various formats as well as specific criteria related to the author, publisher and content of the publication.
- 3.2. Selection criteria includes but is not limited to:
  - 3.2.1. Popular demand and responsiveness to current demographic and social trends;
  - 3.2.2. Suitability of subject and style for intended audiences;
  - 3.2.3. Suitability of physical form for Library use;
  - 3.2.4. Relationships to existing collection and other material on the subject;
  - 3.2.5. Reputation and / or significance of the author;
  - 3.2.6. Local significance of authors and / or subject;
  - 3.2.7. Currency and relevancy;
  - 3.2.8. Availability in the marketplace;
  - 3.2.9. Purchase price and other budgetary considerations.
- 3.3. Lambton County Library provides access to, or arranges for the provision of access to, accessible materials where such materials exist in the marketplace, according to standards established by federal and provincial legislation, including the Accessibility for Ontarians with Disabilities Act (AODA). This includes collecting a variety of formats which support people in ways they prefer or require, in order to access and use content. Special collections and archival materials are exempt in some areas.

- 3.4. Community needs, marketplace trends and availability, anticipated impact on existing resources, cost and budget availability are all assessed before a new format is introduced. The introduction of a new format may result in the Library's decision to retire other formats from its collection.
- 3.5. De-selection is a vital part of building and maintaining a responsive and viable collection. The Library actively and continuously monitors the performance of its collection to balance both immediate demand and long-term user needs.
- 3.6. In order to maintain an active working collection, materials will be withdrawn from the collection on a regular and systematic basis according to Lambton County Library's established Weeding Guidelines.
- 3.7. Items that are no longer circulating, are outdated, worn or damaged are withdrawn from the collection in order to keep materials relevant, up-to-date and in a condition suitable for public use.
- 3.8. Worn or damaged items are selectively considered for replacement based on the general selection criteria outlined in item 3.2 this policy. The Library may decide not to replace items which are stolen or damaged repeatedly.
- 3.9. Withdrawn materials will be offered for sale to the public, donated to schools, community agencies or service clubs, or recycled. Requests by individuals for specific materials to be held for sale will not be considered.
- 3.10. The Library does not keep, acquire or purchase materials that the Canadian courts have found to be obscene, hate propaganda, or seditious.
- 3.11. Materials which foster hatred are outside the scope of the Library's collection.

#### **4. Assessment**

- 4.1. The Library will regularly assess the content and size of the collection required in order to ensure it meets community needs and in accordance with the Lambton County Library Planning Policy.
- 4.2. Lambton County Library will use a number of indicators to assess the collection. This includes, but is not limited to:
  - 4.2.1. Requests for new materials;
  - 4.2.2. Weeding processes and outcomes;
  - 4.2.3. Tracking the number of items borrowed, accessed, or downloaded;
  - 4.2.4. Tracking the number of items used within Library facilities;
  - 4.2.5. Wait list lengths for Library materials.
- 4.3. Information collected about Library collections will be incorporated into the collection planning process, as outlined in the Collection Development Plan.

#### **5. Donations and Gifts**

- 5.1. The Library accepts donations and gifts using the criteria and guidelines outlined in the Lambton County Library Donations, Gifts and Recognition Policy (F33.01). It is understood that gifts are freely given without conditions attached and that all donations will be used or disposed of as the Library deems appropriate.

## 6. Recommendations for Purchase

6.1. The Library welcomes suggestions from the public of titles to add to the collection. These recommendations are considered using the selection criteria outlined in Item 3.2 of this policy.

## 7. Reconsideration of Library Materials

7.1. Any person(s) recommending the removal of a particular title from the collection may submit a written Request for Reconsideration of Library Materials.

7.1.1. Any other complaints about the collection may be submitted via a Lambton County Library Feedback Form.

7.2. The request will be reviewed by the Community Library Supervisor who will make an informed decision.

7.3. The final decision concerning Library materials rests with the Manager, Library Services. Responses to these requests are guided by the Library's position that:

7.3.1. People have the right to reject material for themselves of which they do not approve but they do not have the right to restrict the intellectual freedom of others.

7.3.2. It is the right of the parents and legal guardians to develop, interpret and enforce their own code of ethics upon their minor children.

## 8. Organization of Library Materials

8.1. Library materials are catalogued using the Dewey Decimal System and systematically organized by subject in Library facilities.

## ASSOCIATED DOCUMENTS

Accessibility for Ontarians with Disabilities Act (AODA)

Lambton County Library Collection Development Plan

Lambton County Library Donations, Gifts and Recognition Policy (F33.01)

Lambton County Library Feedback Form

Lambton County Library Planning Policy

Lambton County Library Request for Reconsideration of Library Materials Form

Lambton County Library Weeding Guidelines

Ontario Human Rights Code

Ontario Library Association Statement on the Intellectual Rights of the Individual

## POLICY HISTORY

REVISION	DATE	PREPARED BY
Reviewed / Revised	August 22, 2023	Manager, Library Services
Reviewed / Revised	November 20, 2019	Manager, Library Services
Reviewed / Revised	May 4, 2011	General Manager, Cultural Services
Created	April 12, 1995	Chief Librarian