

COLLECTION DEVELOPMENT POLICY

Board Approved: May 17, 2012

Background Information on the Community

Southgate is a township located in the southeast corner of Grey County. Southgate was formed on January 1, 2000, when the village of Dundalk, the Township of Proton and the Township of Egremont were amalgamated.

Infrastructure: The former rail line roadbed has become a snowmobile trail sponsored by the federal government. Dundalk's two elementary schools are Dundalk & Proton Community School and Highpoint Community School. The high school is Grey Highlands Secondary School, which is located in the nearby town of Flesherton.

Economy: Increased local employment opportunities are being pursued. Most agriculture is family run.

Culture: Dundalk has several churches representing Catholic, Protestant and Mennonite denominations. The Dundalk fall fair is still a big event with the Dundalk Dance Competition being held on the same weekend. The Dundalk Little Theatre provides two performances per year in The Dundalk Olde Town Hall with high attendance.

Library Mission Statement

The mission of our library is to promote a lifelong love of reading beyond literacy, so that each person can pursue their cultural and learning goals, thereby better understanding their place in the community and in the world. Our library does this with a welcoming, accessible venue where all members of the community can enjoy guided access to literature, knowledge, and entertainment.

Our Values

- Intellectual Freedom: Our library should aid each individual to find whatever they wish to read or learn, even if such materials may differ from community standards.
- Community Standards: Our library collection should be of high quality and reflect generally held community values as well as changing interests.
- Accessibility: Our library should be accessible to all community members.
- Fiscal Responsibility: Finances should be used efficiently and effectively to further the core mission of our library in a transparent fashion that is accountable to the community.
- Courteous, Competent Staff: Our library staff should promote a welcoming atmosphere where all patrons are treated courteously and fairly, and assisted competently and professionally as they require.

Purpose:

To support the mission of the Southgate Public Library, materials are selected in order to anticipate

Demographics

Population	7170
Male	3680
Female	3490
Age Groups	
0-4	420
5-9	525
10-14	610
15-19	625
20-24	260
25-29	315
30-34	345
35-39	490
40-44	645
45-49	590
50-54	510
55-59	430
60-64	390
65-69	290
70-74	250
75-79	205
80-84	115
85+	55

and meet the needs of the citizens the Library serves.

Library materials refer to all items that constitute the intellectual content of the Southgate Public Library's collections. The Library collects materials in a variety of print, audio-visual and electronic formats.

The specific purposes of this policy are as follows:

- to state publicly the principles of selection upon which material is chosen
- to define responsibility for selection and to identify the delegation of that responsibility
- to provide direction for staff in collection development and maintenance.

Responsibilities

The Southgate Public Library Board assumes ultimate responsibility for the collection and for implementation of the Collection Development Policy.

The Library Board delegates this responsibility to the Librarian CEO who in turn may delegate it to qualified staff. Qualified library staff are responsible for following the guidelines established to carry out collection development tasks.

Book purchase suggestions from patrons are always welcomed and are given due consideration. Please see Appendix 1 for more information.

Parents and legal guardians are responsible for children's reading and viewing, not the staff of the Southgate Public Library. Selection of materials for the adult collection is not restricted by the possibility that children may obtain, read or view such materials. The Southgate Public Library believes in the intellectual freedom of the individual and the right of parents and legal guardians to develop, interpret and enforce their own code of ethics upon their minor children.

General Principles of Selection

INTELLECTUAL FREEDOM

- The Southgate Public Library endorses the Canadian Library Association “Statement on Intellectual Freedom”:

“All persons in Canada have the fundamental right, as embodied in the nation’s Bill of Rights and the Canadian Charter of Rights and Freedoms, to have access to all expressions of knowledge, creativity and intellectual activity, and to express their thoughts publicly. This right to intellectual freedom, under the law, is essential to the health and development of Canadian society.

Libraries have a basic responsibility for the development and maintenance of intellectual freedom.

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.

It is the responsibility of libraries to guarantee the right of free expression by making available all of the library’s public facilities and services to all individuals and groups who need them.

Libraries should resist all efforts to limit the exercise of these responsibilities while recognizing the right of criticism by individuals and groups.

Both employees and employers in libraries have a duty (in addition to their institutional responsibilities), to uphold these principles.”

- * Library Boards are responsible for the education and advocacy of the principles of intellectual freedom to staff, Council and the public.
- * Endorsement of this statement does not supersede the Library Board right to establish rules and regulations as set out in the Public Libraries Act. For example, rules governing the orderly sharing of materials.
- * This statement recognizes that charges for access to free research sources on the Internet constitutes a residents right to intellectual freedom.
- * The Intellectual Freedom Policy of the Board should be reviewed at least every four years.

BALANCE

The primary aim of selection is to establish a balanced collection which adequately represents various points of view on a subject. The Southgate Public Library Board recognizes that some materials in the collection may offend some individuals or groups because of language, moral implication, or religious or political point of view expressed. However, selection will not be made on the basis of any anticipated approval or disapproval, but solely on the evaluation by staff of the item's merit, authenticity, honesty of presentation and use to the community.

The presence of an item in the collection does not indicate endorsement of its content by the Library Board.

THE LIBRARY AND THE EDUCATION COMMUNITY

It is the responsibility of institutions engaged in formal education to provide materials which support their curricula. It may happen that materials collected by the Library meet the needs of school projects, but this is not the primary reason for their selection.

SELECTION CRITERIA

While a selection policy must be general, certain methods and principles can be followed. All selection must be considered in terms of the following criteria:

- suitability for meeting the needs of the community and appeal to the interests of the community
- artistic excellence/literary merit/technical quality/quality of presentation
- reputation and/or significance of the author generally and in the local community
- accuracy, authoritativeness, objectivity
- comments by reviewers
- originality of thought
- permanent value
- popular demand and current trends
- relation to existing collections and other material on the subject
- skill, competence and purpose of the author
- budgetary and space considerations
- contemporary significance/current usefulness
- suitability of physical form for library use
- availability of materials at other libraries

Items chosen for the collection should meet most -- not necessarily all -- of these criteria.

MATERIALS PURCHASE PLAN

Each year a materials purchase plan shall be established so that timely and balanced purchases may be made within the library budget and any grants that may be obtained.

FORMAT

Materials should be purchased in a variety of formats for Library patron use. Selection criteria, listed above, will be applied to selection and de-selection of all Library materials. The content of material, rather than the format will determine the use/status of the item. Multi-media formats are considered and collections established when a significant portion of the community has access to the necessary technology to make use of the format.

SPECIAL COLLECTIONS:

LOCAL HISTORY

Materials regarding the history of Dundalk, Proton Township, the township of Southgate and surrounding area will be collected.

DONATIONS:

The Library accepts gift materials with the understanding that such materials may be added to the collection only if they meet the same standards which are applied to the library selection criteria (See above). Those items which are unwanted may be offered to other libraries, sold or discarded. No condition may be imposed by the donor on the Library relating to any item after its acceptance.

COLLECTION MAINTENANCE:

To keep the collection timely and attractive, materials are withdrawn when they are outdated, worn, or no longer useful. *The American Library Association's Crew Method will be used for weeding non-fiction materials. (Italicized section added but not approved by the board, April 2013).* The criteria for selection are utilized in the removal of materials. Replacement of items depends upon the demand for that particular title, the availability of more current materials on the subject and the extent of the coverage of the subject in the collection.

REQUEST FOR REVIEW OF LIBRARY MATERIALS:

The presence of an item in the Library's collection is an affirmation of the principle of intellectual freedom as embodied in the Canadian Library Association Statement on Intellectual Freedom. It does not indicate an endorsement of its contents by the Southgate Public Library Board. The following will not cause an item to be automatically included in or excluded from the collection:

- race, religion, nationality or political views of an author
- frankness or coarseness of language
- controversial content
- endorsement or disapproval of an individual or group

The Library will not label or amend items to show approval or disapproval of content of materials.

Physical access to materials will not be restricted except for the express purpose of protecting an item from damage or theft. Patrons of all ages have access to all of the Library's collections.

The Southgate Public Library 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 Southgate Public Library will not remove items purchased in compliance with this policy. Selection of material cannot be influenced by any anticipated approval or disapproval of its intellectual content by groups within the community. Although people have the right to reject for themselves material of which they do not approve, they do not have the right to restrict the intellectual freedom of others.

The Southgate Public Library complies with laws enacted at all levels of government. Therefore it does not collect material which has been designated obscene or pornographic under the Criminal Code of Canada or has been banned by the courts.

In the event of objection or complaint, the Library patron is asked to complete the form, "Request for Reconsideration of Library Materials". (See Appendix 2) Upon receipt of the form the Librarian C.E.O. will complete a Request for Reconsideration of Library Materials Procedure. (See Appendix 2)

APPENDIX 1

Patron requested Material

Patrons may request material by placing the information (topic, author, title, and/or series) along with their library number in the “Book Suggestion Binder” at the Circulation Desk. Alternatively staff may do this on their behalf.

If a material request has been written down in the “Book Suggestion Binder” the material **will** be purchased for the library if it:

- a. fits within the parameters of the collection plan and the library budget, **and/or**
- b. has been requested by two or more individuals.

The material will be ordered either at the end of each month or sooner if the book is in high demand.

APPENDIX 2

Patron Request for Reconsideration of Library Materials Procedure

Although materials are carefully selected, there can arise differences of opinion regarding suitable materials. Patrons having a complaint about library materials or a request that material be withdrawn from the collection may complete a “Request for Reconsideration of Library Materials” form, which is available in a binder at the circulation desk.

If a patron files a “Request for Reconsideration of Library Materials” the Librarian C.E.O. in concert with a Board Trustee will review the material to determine whether the item should remain or be removed from the collection. The Library Board of Trustees should be informed of the complaint and the decision within 30 days of the initiated request.

The Librarian C.E.O. will write a letter to the patron who initiated the request, outlining the above procedures and the outcome of the review. If necessary, the letter may also include a statement inviting the patron to the library to discuss the matter with the Librarian C.E.O. and a designated Trustee.

After the interview with the Librarian C.E.O. and Trustee, a patron desiring further action can make a request in writing for a hearing before the board of Library Trustees, who has final authority.

Request for Reconsideration of Library Materials

Author: _____

Title: _____

Publisher or Distributor: _____

Request Initiated by: _____

Address: _____

Telephone: _____

1. Have you read or viewed the entire work? _____

If not, what parts?

2. To what in the material do you object? Please be specific: cite pages or sections.

3. Where there any good or valuable features in the material?

4. What do you feel might be the result of reading or viewing this material?

5. Have you read any reviews of this material? _____

If yes, specify

6. What would you like the library to do about this material?

Date: _____ Signature: _____

NOTE: THIS FORM GOES TO THE LIBRARIAN CEO AND YOU WILL RECEIVE A LETTER WITHIN 30 DAYS

