



**Policy number:** OP - 04  
**Policy type:** Operational  
**Adoption date:** May 17, 2012  
**Last review/revision:** March 26, 2026  
**Next review:** 2030

## **Collection Development Policy**

The Southgate Public Library will provide diverse collections relating to cultures, languages, religious traditions, and peoples, in all our formats from books to audio and video materials. A broad range of authors, content creators and experiences will be included and highlighted in our collection. Our bibliographic database will use subject headings and descriptors which are more inclusive, including the use of Indigenous Subject Headings as they become available. 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 interests of our diverse community:
  - a. including a variety of alternative and accessible formats (such as through the Centre for Equitable Library Access – CELA),
  - b. including multilingual materials to the extent feasible, prioritizing languages for which there is demonstrated demand, and relying on interlibrary loan and shared services to support additional language needs,
  - c. including representation of a wide variety of opinion, lived experience, culture, language, religious tradition, and people
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 by the library.
4. The library develops collections which include, but are not limited to, the following areas: fiction and non-fiction for adults, young adult (YA), teens, and children; magazines and periodicals, music and media, local history and local interest, literacy, and government documents. Materials in non-English languages will be made available based upon community demographics and public interest.
5. The staff is responsible for developing profiles for each area of the collection to further define the scope of the collections. These profiles are tools for collection development and evaluation.
6. The library participates in consortia purchasing and collective efforts with other libraries to broaden the scope and size of the collection.



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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 overall responsibility for the collection to the Chief Executive Officer (CEO).
2. Selection responsibility for specific portions of the collection may be delegated to other members of the library staff. In selecting materials, staff will use professional resources, judgment, knowledge, and experience.
3. The staff will proactively solicit advice from, as well as anticipate the needs and interests of, the community.
4. What is purchased, 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 or interests, including local history material.
  - 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
  - k. currency and relevancy of the content
  - l. Budgetary and space considerations
5. The Southgate 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 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 media (film, music, etc.) on history, culture and Indigenous issues.



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### **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 primarily be withdrawn based on the American Library Association's CREW Method (Continuous Review Evaluation and Weeding) and MUSTIE Factors (Misleading, Ugly, Superseded, Trivial, Irrelevant & Elsewhere available).
4. Withdrawn material may be discarded, donated, or sold at the library's discretion.
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.

### **Section 4: Gifts and Donations**

1. The library accepts gifts of books, other materials, or money for the purchase of materials, with the understanding that they will be added to the collection only if appropriate, needed, and contribute to a balanced collection.
2. Gifts of books or other materials may be rejected for donation based upon the physical condition of those materials.
3. All donated material automatically becomes the property of the Southgate Public Library.
4. The same criteria of selection and withdrawal applied to purchased materials also apply to gift and donations.
5. Donated materials not added to the library's collection are discarded, donated, or sold at the library's discretion.
6. No condition may be imposed by the donor on the Library relating to any item after its acceptance.

### **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.



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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. In the event of objection or complaint, the patron is asked to complete the "Request for Reconsideration of Library Materials" form in Appendix 1. 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 (see **SC-01 Intellectual Freedom Policy**)
  - b. it is the right of parents and legal guardians to determine and select the most appropriate materials for the minor-aged children in their care.

**Related Documents:**

Intellectual Freedom  
Strategic Plan  
Strategic Planning Policy  
Circulation Policy  
Programming Policy



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### Appendix 1

#### Patron Request for Reconsideration of Library Materials

Author: \_\_\_\_\_

Title: \_\_\_\_\_

Request Initiated By: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

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. Were 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 C.E.O. and you will receive a written reply of the decision made within 30 days.**