

## **CHATHAM-KENT PUBLIC LIBRARY**

### **Policy: COLLECTION DEVELOPMENT**

The Chatham-Kent Public Library acknowledges its unique roles in the community - as a "Preschoolers' Door to Learning", introducing young children to the joy of books and reading; as a "Popular Materials Library", providing recreational materials; as an "Independent Learning Centre", offering resources to facilitate lifelong learning; and as a "Formal Education Support Centre", providing resources and assistance for students of all ages.

The purpose of this policy is to provide guidelines for staff in developing and maintaining a top-quality, balanced, and active collection of materials to support these roles. Representing various points of view and available in a variety of formats, these materials must reflect the needs and interests of our community. This policy applies to both materials purchased by the Library and those donated by others.

#### Selection

Professional Librarians select materials for purchase or addition to the collection, based on the following criteria:

- Multiple copies of popular materials to meet the demand of a multi-branch library system
- Demand in the community for a specific title or materials pertaining to a subject area
- Local content or author
- Comments of reviewers, critics and publishers
- Timeliness and accuracy of the information contained therein
- Suitability of content and presentation for intended users
- Reputation and authority of the author and publisher
- Canadian content or perspective
- Strengths and weaknesses of the existing collection
- Suitability and quality of physical form, layout, and construction
- Purchase price and other budgetary considerations

#### Weeding

In order to maintain an active, top quality collection, Librarians will use their professional judgement to withdraw the following from the collection on a regular and systematic basis:

- Materials whose content is out-of-date and therefore potentially misleading
- Earlier editions of titles when more recent editions have been received
- Materials which are no longer of interest, as reflected in the circulation history
- Materials that are damaged or in poor physical condition

## Donations

In accordance with the Chatham-Kent Public Library's Donations and Sponsorship Policy, donations will be accepted on the understanding that:

- Donors have no expectation of influencing materials selection and purchasing
- Donations are the exclusive property of the Chatham-Kent Public Library, which maintains complete jurisdiction over the disposition and/or eventual disposal of all gifts.
- Donations valued at \$5,000 or less can be approved by the Director, Library Services, in consultation with the C.E.O. Those with values in excess of \$5,000 and/or those with legal or political implications shall be presented to the Library Board for approval.

All donations (including "Literary Angels" donations) may be weeded from the collection in accordance with the weeding criteria, without the consent of the donor.

## Parental Responsibility

The Library cannot assume parental responsibility. Parents or legal guardians have the sole right and responsibility for supervising their own children's choices and uses of Library materials.

## Controversial Materials

The Library's collection contains titles representing a variety of viewpoints on any issue. The possibility that any material may offend any individual or group will not be a limiting factor where selection criteria are met.

The Library Board and Staff do not necessarily advocate the ideas and opinions found in materials in the Library's collection nor does the presence of these materials indicate endorsement of their content.

## Reconsideration of Library Materials

The Library Board recognizes the right of an individual or group to express opposition to an item in the collection. Requests by individuals or groups to have item(s) removed from the collection shall be submitted on a Request for Reconsideration of Library Materials form. The Director, Library Services shall review such requests, re-evaluate the item(s) in question, and prepare a written response for the complainant. If unresolved at this point, the Library Board may agree to re-visit the Request for Reconsideration.

Approved: March 27, 2001  
Reviewed: March 26, 2002  
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