

## **LA 100 Collection Policy**

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### **Purpose of the Collection**

The public library is the principal means whereby the record of thoughts and ideas, and the expression of the creative imagination is made freely available to all.

The County of Prince Edward Public Library will:

1. Assemble in organized collections, books and educational, informational and recreational material in order to promote the communication of ideas, an enlightened citizenship and enriched personal lives
2. Provide books and other materials through which inquiring minds may encounter the original, sometimes unorthodox and critical ideas so necessary in a society that depends on the free circulation of ideas for health and survival; and
3. Provide a progressive, user-oriented service which responds to and anticipates the educational, cultural, leisure and information needs of people in Prince Edward County

### **Goals of the Collection**

**The collection of the County of Prince Edward Public Library will:**

1. Provide access to all expressions of knowledge, creativity and intellectual activity
2. Provide a wide range of resources for self-development and independent study and to complement formal education
3. Meet the informational needs of all members of the community

LA 100 Collection Policy  
County of Prince Edward Public Library & Archives

4. Provide materials which stimulate and support enjoyment of, and participation in, cultural life
5. Provide access to information of local interest or concern
6. Provide materials for recreational and leisure use

To achieve these goals, the Library will:

1. Select materials which represent all sides of a wide range of issues
2. Consider materials in terms of timeliness, demand, quantity and authority
3. Develop collections of materials in a variety of formats
4. Acquire materials in formats usable by people with disabilities
5. Acquire materials for all ages and levels of comprehension

### **Collection as part of the system**

The Board recognizes that the information needs of the community cannot be met through the resources of the County of Prince Edward Public Library alone. The Board views the Library's print collection as one essential element in an information system which also includes interlibrary loan, ebooks, online subscription databases.

### **Responsibility for the collection**

Material selection is the responsibility of the C.E.O. and those designated.

### **Content of the collection**

The County of Prince Edward Public Library will provide as wide a spectrum of material as budget and space limitations will allow, with emphasis on:

- a) Materials of current and future significance and interest
- b) Materials which increase the individual's ability to function as a productive member of society
- c) Materials which entertain and thus enhance the individual's enjoyment of life

## **Types of materials**

The library will provide books (both in print and electronic), periodicals, audio recordings, DVDs, Internet access and materials in other formats as required.

## **Language**

The library will maintain a small collection of French and any other language materials to meet the needs of patrons who require materials in a language through participation in the interlibrary loan network.

## **Size of the collection**

1. Recognizing the limitations of available physical space, the size of the print collection must be limited in order to:
  - a) Ensure adequate space for public and staff circulation and activities, including wheelchair accessibility
  - b) Avoid overcrowding of the collection
  - c) Ensure materials are up to date and relevant
2. A quantity of volumes not less than three times the population served will be maintained in the Library

## **General selection criteria**

1. Materials selected will meet high standards in quality, content, expression and format.
2. All acquisitions whether purchased or processed from donations shall be considered in terms of the following criteria:
  - a) suitability of subject and style for the intended users
  - b) reputation and authority of the author and publisher
  - c) comments of reviewers and critics
  - d) strengths and weaknesses in the existing collection
  - e) demand in the community
  - f) availability of materials through other libraries
  - g) suitability of physical form, layout and construction
  - h) timeliness and accuracy

- i) purchase price

### **Sources of material**

In choosing sources of material for the collection, preference will be given to suppliers who:

- a) Are Canadian
- b) Provide cataloguing and processing services
- c) Provide the fastest, most efficient and cost effective service

### **Suggestions from the Public**

Suggestions from library patrons for purchase of books or other materials will be welcomed and considered, with the Library's selection policy in mind.

### **Composition of the Collection**

The composition of the Library collection shall reflect the needs and interest of the community as determined by analysis and experience on the part of the library staff.

The Library recognizes the need to accommodate the varying tastes, interests, purposes, and reading skills of its patrons. While there is no single standard of quality, preference will be given to fiction and nonfiction that contributes to the balance of the collection with regard to styles of literature, subject and patron appeal. As it is not possible to keep all retrospective materials, access to these works will be maintained through the Interlibrary Loan Network.

### **Collection Maintenance**

The Collection Supervisor will create an annual plan for deselection using available circulation data. Materials that are out of date, damaged or read out will be removed from the collection. Shelves will, as much as possible, be 2/3 full. Circulation staff will report any material that is damaged beyond repair or otherwise unusable for removal from the database and

possible replacement. The Collection Supervisor will create regular reports of missing items to be removed from the database and replacements ordered where required.

### **Local History & Fiction**

Providing access to the historical past of the County of Prince Edward and the surrounding area, as well as promoting the development of local literary culture is an important function of the library.

Works by and about local authors and materials relating to the history of the County of Prince Edward will be acquired if they meet the selection standards of the Library and are suitable to the community's needs.

Primary source documents, microfilm or fiche, photographs, postcards and other fragile, unique objects relating to Prince Edward County will be the responsibility of the Archives under their own acquisition policy

### **DVDs**

High quality DVDs and Blu-Ray discs – serial programs, feature films and documentaries will be purchased as demand warrants – emphasis placed on award winning, Canadian, or highly requested titles

### **Children's Collection**

An up to date, attractive collection of picture books, early readers, novels, and nonfiction will be maintained for children, with a focus on popular and well-reviewed titles.

### **E-books and online subscription resources**

E-books and online subscription resources will be purchased and made available through the Library's website. Demand will be monitored and purchases made with this in mind. Consortium purchasing will be used whenever possible

## **Organization of the collection**

In order for the Library collection to be of maximum use to library users, the collection will be organized to facilitate access. This will be achieved through a logical and systematic physical arrangement of individual items and an online public access catalogue. Whenever possible, the same or similar organization strategies should be used at all branches.

The Dewey Decimal Classification System will be used to organize the nonfiction book collection.

The County of Prince Edward Public Library employs a floating collection strategy – no materials are owned by any one branch. Any items may be returned to any branch of the library and they will remain there until borrowed or requested by patrons elsewhere.

## **Intellectual Freedom**

The public library is a democratic institution and no individual or minority group should be allowed to limit the community's freedom to read.

Democracy cannot flourish unless material representing all viewpoints is freely available. The County of Prince Edward Public Library subscribes to the "Intellectual Freedom Statement" ratified by the Canadian Library Association, which affirms its commitment to the following basic policies:

- 1) 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 thoughts publicly. The right to intellectual freedom under the law is essential to the health and development of Canadian society.
- 2) 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.
- 3) It is the responsibility of libraries to guarantee the right of free expression by making available all the library's public facilities and services to all individuals and groups who need them.
- 4) Libraries should resist all efforts to limit the exercise of these responsibilities while recognising the right of criticism by individuals and groups.
- 5) Both employees and employers in libraries have a duty, in addition to their institutional responsibilities, to uphold these principles.

## **Controversial Materials**

1. The Board recognizes that some books may be regarded by certain individuals or groups as controversial, whether because of bias, frankness of language, political expression or moral implication.

2. Selection should not and will not be made on the basis of anticipated approval or disapproval by any individual or group in the community but rather on the evaluation of the CEO or designate of the publication's literary merit, authenticity, topical interest and use to the audience for whom it is intended. The primary aim is to establish a balanced collection which adequately represents various points of view on many subjects.
3. The ideas and opinions found in the Library's collection are not advocated by the Library Board or staff. The presence of materials in the Library does not indicate an endorsement of their contents by the Library.
4. Materials representing all points of view concerning the problems and issues of our times will be provided in the library's collection. Books or other material of sound factual authority shall not be proscribed or removed from library shelves because of doctrinal or partisan disapproval.

Excluded from the collection:

1. The Library collection provides materials for self-study but is not primarily designed to furnish required reading for academic study. Materials needed for formal courses of study by elementary and secondary schools, and post-secondary institutions of learning will not necessarily be provided. Textbooks shall be purchased only when they provide the best coverage of a subject and are useful to the general public.
2. Materials which obviously foster religious or racial intolerance are outside the scope of this collection.
3. Materials that are banned under Canadian law will automatically be excluded from the Library's collection.

## **Children's Reading**

Responsibility for the reading activities of children rests with their parents or legal guardians. Selection of materials for the adult collection shall not be restricted by the possibility that children may obtain materials that their parents consider inappropriate. The Board believes in the freedom of the individual and in the right and obligation of parents and guardians to develop, interpret and enforce their own code of acceptable conduct within their own household.

### **Complaints about the Collection**

1. The Board recognizes the right of an individual or group to make a complaint to the Library administration concerning the collection.
2. Requests by individuals or groups to have an item or items removed from the Library's collection shall be referred in writing on a Request for Reconsideration of Library Materials form.
3. Upon receiving the form, the CEO or designate shall review it in light of the Board's policy concerning the Library collection.
4. If the inclusion of the item in the Library collection is found to be legitimate and justifiable based on the guidelines set out by Board policy, the policy shall be explained in writing to the complainant and no further action need be taken.
5. If the exclusion of the item in the Library collection is found by the CEO to be questionable based on the guidelines set out by the Board policy, the item will be temporarily withdrawn from the collection and the Board will be asked by the CEO to make a decision on the matter. The Board will communicate that decision in writing to the complainant.

*A copy of Request for Reconsideration of Library Materials form follows.*

**County of Prince Edward Public Library  
Request for Reconsideration of Library Materials**

**Item Information**

Title:

Author:

Publisher:

Request Initiated by:

Telephone:

Address:

City:

Province:

Postal Code:

Complainant represents himself/herself or:

\_\_\_\_\_ (organization)

If objection is to material other than book, change the wording on the following questions so they apply. If more space is required please attach pages as needed.

To what in the book do you object? (Please be specific, cite pages)

\_\_\_\_\_  
\_\_\_\_\_

What do you feel might be the result of reading this book?

\_\_\_\_\_  
\_\_\_\_\_

For what age group would you recommend this book?

\_\_\_\_\_  
\_\_\_\_\_

Is there anything good about the book?

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Did you read the entire book? Which parts?

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Are you aware of the judgement of this book by literary critics?

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What do you believe is the theme of the book?

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What would you like your library to do about this book?

- Do not lend it to my child
- Withdraw it from all readers as well as my child
- Re-evaluate its suitability for the collection
- Other: \_\_\_\_\_

In its place, what book of equal literary quality would you recommend that would convey as valuable a picture and perspective of the subject treated? \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_