

NOTL Public Library

Policy Type: **Operations**

Policy Number: **OP - 04**

Policy Title: **Collection Development**

Policy Approval Date: **November 2015**

Policy Review Date: **November 2017**

The Collection Development Policy reflects the Niagara-on-the-Lake Public Library's commitment to intellectual freedom and is one of the Library's fundamental policy documents. This policy supports the Library's mission to enrich the community by providing access to the world's ideas and information and defines the philosophy that creates and shapes the Library's unique collection. The practices that maintain the collection and the guidelines that help the collection respond to community needs while protecting the collection from societal and political pressures are also defined. This policy sets out the parameters for collection development, materials selection and is the basis for collection evaluation, planning and budgeting.

Section 1: Scope and Philosophy of the Collection

1. The Niagara-on-the-Lake Public library provides a collection of books and materials in a variety of fomats that is responsive to the needs and interest of a diverse community.
2. Customer use, critical acclaim and the Library's strategic plan are the key influences on the Library's collection development. The rate of circulation, number of customer purchase requests and the number of holds on items are closely monitored, triggering the purchase of new items and additional copies of high demand items. The other driving force is the Library's strategic plan.
3. Inherent to the collection development policy is respect for the individual. The Library provides materials to support individuals' pursuits, and does not place one customer's needs or preferences over another's.
4. The Library upholds the right of the individual to access information, even though the content may be controversial, unorthodox or unacceptable to others. The presence of an item in the library does not indicate an endorsement of its content.
5. Materials for children and teenagers are intended to broaden their vision, support recreational reading, encourage and facilitate reading skills, supplement their educational needs, stimulate and widen their interests, lead to recognition and appreciation of literature and reflect the diversity of the community. The reading and viewing activity is ultimately the responsibility of parents, who guide and oversee their own child's development. Niagara-on-the-Lake does not intrude on that relationship.

6. The Library 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.
7. The library participates in Interlibrary Loans and in pools to broaden the scope and size of the collection.

Section 2: Selection

1. Collection Development staff use their training, knowledge and expertise, along with the following, to select materials for the collection:
 - a. Relevance to interests and needs of the community
 - b. Extent of publicity, critical review and current or anticipated demand
 - c. Current or historical significance of the author or subject
 - d. Local significance of the author or subject
 - e. Relevance to the existing collection's strengths and weaknesses
 - f. Reputation and qualifications of the author, publisher or producer, with preferences generally given to titles vetted in the editing and publishing industry
 - g. Suitability of format to Library circulation and use
 - h. Date of publication
 - i. Price, availability and Library materials budget
 - j. Materials that support community events
2. Customers may request items the Library does not own. Each request is reviewed for inclusion in the collection or for loan through Interlibrary Loan system. Library staff determines the best method for delivery of materials using the selection criteria.

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 following criteria are used in selecting materials for withdrawal:
 - a. Damage or poor condition
 - b. Number of copies in the collection
 - c. Relevance to the needs and interests of the community
 - d. Current demand and frequency of use
 - e. Accuracy and timeliness
 - f. Local interest
 - g. Availability elsewhere including other libraries and online
 - h. Deemed to be of an enduring nature

3. Withdrawn material may be discarded or sold.
4. 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.
5. Requests for the reconsideration 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. 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
 - b. It is the right of parents and legal guardians to develop, interpret and enforce their own code of ethics upon their minor children.
 - c. See Appendix A for the procedure undertaken when an item is requested for reconsideration.

Section 4: Gifts and Donations

1. The Niagara-on-the-Lake Public Library accepts donations of books and other materials.
2. The Library retains the authority to accept or reject gifts
3. Library Staff make all decisions as to the use, housing and final disposition of donations.
4. The Library does not evaluate or appraise gift materials for tax purposes.

Related Documents

NOTL Public Library FUND – 01 General Gift Acceptance

NOTL Public Library FN – 05 Intellectual Freedom

NOTL Public Library OP – 12 Circulation

NOTL Public Library OP – 04 Collection Development Appendix A Self Published Authors Policy

NOTL Public Library OP – 04 Collection Development Appendix B Local History Collection Policy

NOTL Public Library OP – 04 Collection Development Appendix C Request for Reconsideration

Further interpretation of this policy is the responsibility of the CEO and the NOTL Public Library Board. The Board reserves the right to make, modify, revoke, suspend, terminate or change any policy or procedure, in whole or in part, at any time.

Appendix A

Self-Published Authors Policy

The Library receives numerous requests from out-of-area and local authors to add their self-published books or books they have published at their own expense.

Although this type of publishing is experiencing rapid growth, these books often do not meet the selection requirements, outlined in the Materials Selection Policy, for inclusion in the Library's permanent collection. They typically have not received reviews in standard published sources and may not meet the criteria that the Library normally sets for inclusion in its collections.

The Library wishes to support local authors while maintaining the standards needed in permanent collections. The Library will establish a *Local Authors* shelf at the Niagara-on-the-Lake Public Library.

Guidelines for placement on the shelf are as follows:

- Authors must be Niagara-on-the-Lake residents or the books must take place in Niagara-on-the-Lake or otherwise demonstrate a strong local interest.
- Each book must be approved by the Library Manager or Chief Librarian, before being accepted for placement.
- A submission form must be completed for each title donated.
- Books will be accepted as donations from the author or publisher. Materials that are donated become the property of Niagara-on-the-Lake Public Library and as such cannot be returned to the donor. At the discretion of the Library, a book may be considered for purchase if published reviews in standard sources are available of there is strong evidence of appropriateness.
- Books will not be purchased at patron request unless they have been reviewed in standard sources or if there is strong evidence of appropriateness.
- A basic record will be created in the Library catalogue so borrowers may access by title or author.
- Books will be processed with a barcode and Niagara-on-the-Lake ownership markings.
- Items will be clearly labelled as belonging to *Local Authors* collection.
- Items may be withdrawn after one year, unless they have circulated regularly.

Example of
Local Authors
Submission
Form



Submitting Your Book to Niagara-on-the-Lake Public Library's *Local Authors Collection*

Niagara-on-the-Lake Public Library offers a display shelf for local authors who want to present their work to Library users. This collection is designed to give new and emerging writers an opportunity to be read by their community.

Please read the *Self-Published Books* policy before submitting your work to determine if it meets the criteria for inclusion.

To submit your book for consideration, please complete the following:

Book Title: _____

Author's Name: _____

Address: _____

Phone Number: _____ Email: _____

Where has your book been reviewed? Please give title of publication, date of review, and page number or web site URL. _____

Please feel free to attach review, publicity materials or other supplementary information if available.

Please forward one copy of your book, along with a completed copy of this form to:

Library Manager

Niagara-on-the-Lake Public Library

10 Anderson Lane, PO Box 430

Niagara-on-the-Lake, L0S 1J0

Appendix B

Local History Collection Policy

Due to its unique location, geography and history the town of Niagara-on-the-Lake is the subject of much published material in many formats. This policy reflects the high value placed on the informational and research uses of the local history collection (Niagara Historical Research Collection or NHRC). It is also evidence of the Library's acceptance of its responsibility in the area of preservation and conservation of local history material.

In order to preserve original materials and to make the NHRC as widely available to the public as possible, the Library will maintain and enhance the online Vita Collection through digitization, indexing, linking and otherwise making available the Library's own collections and pertinent material from other sources.

The Library will acquire as far as it is possible and practical, and as funds allow, copies of all material relating to the municipality of Niagara-on-the-Lake if it is pertinent to the knowledge and understanding of the town. Materials to be collected include historic, cultural, civic, economic, religious, and any other form of expression both contemporary and historic.

Papers and records of local groups that more properly belong in an archive will not be added to the NHRC or stored for those groups.

The Library actively solicits donations of NHRC materials from the community, and may/will add digital copies to the NHRC without retaining the original.

Addition of materials by local creators on non-Niagara area subjects is done at the discretion of the Library Manager and Chief Librarian.

Local History material does not circulate and is not available for inter-library loan. These items must be used in – house at the Niagara-on-the-Lake Public Library.

Appendix C

Request for Reconsideration of Library Material

1. A resident expressing a concern about any item in the collections will be directed to the senior staff person on duty. If after discussing the matter, the resident wishes to request that the item be reconsidered, he/she will be given a copy of the Niagara-on-the-Lake Public Library's Collection Development Policy with the Request for Reconsideration of Library Materials form.
2. Completed Reconsideration forms will be forwarded for review by the Library Manager. Written recommendations with supporting documentation will be made to the Chief Librarian. The Chief Librarian will review the matter to ensure all pertinent information is to hand to support or override the recommendation of staff. This decision will reflect the principles outlined in the Collection Development Policy and in the Intellectual Freedom Policy FN-05.
3. If the resident is not satisfied with the library staff decision, a copy the written complaint and the explanation is sent by the Chief Librarian to the Library Board. The Library Board will render a decision. This decision will reflect the principles outlined in the Collection Development Policy and in the Intellectual Freedom Policy FN-05.

Example of
Request for
Reconsideration
Form



Request for Reconsideration of Library Materials

Author/Performer: _____

Title: _____

Type of Material (book, magazine, DVD, audiobook, etc.) _____

Person making request: _____

Address: _____

Telephone: _____ Email: _____

Complainant represents: Himself/Herself or; name of organization or other group: _____

1. Have you read, seen, or heard the entire item? If not, which section(s) did you read, see, or hear?

2. To what do you object? (Please be specific; cite page number or sections)

3. Did you read the book jacket, CD or DVD cover or other information before checking out the material? YES/NO
If yes, did it provide sufficient information regarding the material?

4. Did you find anything of value in this work? (If yes, please outline)

5. Have you read criticisms or reviews of this item?

6. Could you suggest items that would effectively take the place of this material in terms of the nature and extent of the subject coverage? (Please specify).

7. Have you read Niagara-on-the-Lake Public Library's Collection Development Policy? YES/NO

8. What would you suggest the library do about this item?

Signature: _____ Date: _____