

# Collection Development Policy

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<b>Policy Title:</b> Collection Development	<b>Policy Approval Date:</b> March 2024
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## Introduction:

The collections support the Library’s objectives to engage and encourage everyone to discover the benefits and joy of using public libraries. It is the goal of the Norfolk County Public Library to provide equitable access to ideas and knowledge. The Library is committed to making the collections accessible to people with disabilities by offering a choice of formats. 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.

The NCPL is both a resource and a gateway, connecting the community with the sources of information and works of imagination it needs and enjoys by:

- Identifying responsibility for collection development and providing staff with consistent guidelines for development and maintenance of the collection.
- Providing a process for public and staff input.
- Creating partnerships with the community.
- Identifying and fulfilling the community’s needs.
- Embracing new outlooks and opportunities.
- Defending freedom of information and protecting against censorship.

## The Library and the Community

As a public, tax-supported institution, the NCPL serves all sections of a diverse community. Materials are selected on the basis of their interest and information to all people in the community. The Library encourages comments and opinions regarding the collection from patrons. Discussion and the exchange of ideas between patrons and the Library help to ensure that the collection more accurately reflects and supports the needs and interests of patrons. The Library will also monitor demand through reports generated by the Integrated Library System (ILS), to be innovative and timely in responding to changing needs in the community.

## Section 1: Scope and Size of Collection

1. The Library provides a collection of books and materials that are responsive to the needs and interest of a diverse community, including a variety of alternative formats and multilingual materials in response to community needs.
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.
4. The library develops collections which include, but are not limited to the following areas:
  - a. Fiction and Non-Fiction for Adults, Young Adults, and Juvenile Collections
    - i. Books
    - ii. Audiobooks
    - iii. Periodicals
    - iv. French
    - v. Large Print
    - vi. Graphic Novels
    - vii. DVDs and Blu-rays
    - viii. Reference
    - ix. eBooks and eAudiobooks
  - b. Special Collections
    - i. Haldimand-Norfolk Resource Centre
    - ii. Genealogy and Local History
    - iii. Literacy
    - iv. Kits
    - v. Multilingual
    - vi. Microforms, which includes microfilm and microfiche
    - vii. Pedometers
    - viii. Video Games
    - ix. Chromebooks
    - x. Daisy Readers
    - xi. Kobo Readers
    - xii. Various Electronic Devices for use in the library such as Chromebooks, French Keyboards, Head Phones, Oversize Mouse and Keyboard for JAWS computers
    - xiii. Online Resources
    - xiv. Databases
5. The Collection Development and Technology Manager with the assistance of staff is responsible for determining the need for each area of the collection to further define the scope of the collections. These developed profiles are tools for collection development and evaluation.

6. The Library partners and participates with other organizations to broaden the scope and size of the collection. To provide users with print disabilities with a broader collection, the Library will work in conjunction with the Centre for Equitable Library Access (CELA).
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 the responsibility for the collection to the Chief Executive Officer (CEO).
2. Selection responsibility for the collections is delegated to the Collection Development and Technology Manager. In selecting materials, the NCPL staff will use professional resources, judgment, knowledge, and experience.
3. The NCPL staff will proactively solicit advice from, as well as anticipate the needs and interests of, the community.
4. What is ordered, 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
  - 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. A balance of printed materials and electronic resources that meets the needs of our community
  - l. Budget considerations, community needs and the impact on existing resources will be reviewed before the introduction of new formats.

## **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 is delegated to the Collection Development and Technology Manager in conjunction with the assistance of library staff.
3. Items will be withdrawn based on the American Library Association's (ALA) Crew Method for weeding the collection.
4. Withdrawn materials may be recycled, discarded, and/or sold.
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 specific items, with the understanding that they will be added to the collection only if appropriate, needed, and contribute to a balanced collection.
2. There may be designated times and locations throughout the year when donations of books are accepted, such as prior to a scheduled book sale in a specific Branch location.
3. Materials not added to the collection are recycled, discarded, and/or sold.

#### **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.
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. 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.

#### **Related Documents:**

*Intellectual Freedom Policy (FN-04)*

*Children's Services Policy (OP-10)*

*Young Adults' Services (OP-11)*