

1. Objectives

We recognize that a public library is the principal means for making freely available to all the record of thoughts and ideas and the expression of the creative imagination. We select and maintain materials in our collections to fulfil our mission, foremost of which is to anticipate and meet our community's educational, cultural, leisure and information needs. This policy provides direction for staff in the development and maintenance of our collection.

We view our collection as one element in a vast system of information and knowledge, to which we enable access through interlibrary loan, cooperative resource sharing and development with neighbouring libraries, and supplementary collections coordinated by the Southern Ontario Library Service.

2. Goal of the Collection

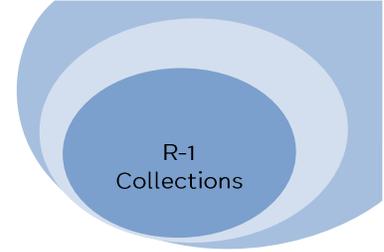
- a) We assemble and administer organized collections of educational, informational, recreational and local materials in various formats to promote the communication of ideas, an enlightened citizenship and the enrichment of personal lives through self-development and independent study.
- b) We provide as wide a spectrum of materials as budget and space limitations will allow, with emphasis on materials which:
 - record and communicate historical, scientific, social and cultural knowledge
 - are of current and future significance and interest
 - stimulate imagination, creativity and curiosity
 - increase your ability to function as a productive member of society
 - entertain and thus enhance your enjoyment of life.

3. Responsibilities

The CEO:

- a) selects, acquires, deselects and disposes of collection materials in accordance with this policy
- b) welcomes and gives due consideration to your suggestions
- c) maintains and organizes the collection
- d) ensures that an effective collection control system is in place.

Parents and legal guardians are responsible for their children's reading and viewing.



4. Selection Principles

a) Intellectual Freedom

We endorse the Canadian Library Association's *Statement on Intellectual Freedom*, (see Collections Annex 1).

b) Balance

- We balance our collection to represent diverse points of view on a wide range of subjects.
- We recognize that you may regard some items as controversial, whether because of bias, frank language, political expression, or moral implication. We do not select materials on the basis of any anticipated approval or disapproval, but solely on the CEO's evaluation of the item's merit, authenticity, honesty of presentation and use to the community.
- The presence of an item in the collection does not indicate endorsement of its content.

c) Educational Purposes

We may acquire a textbook if it meets the community's needs. We do not generally acquire material already provided by primary and secondary educational institutions as part of their curricula. We do provide a levelled reader collection to enhance our reading support programs and to supplement offerings at local elementary schools.

d) Canadian and Local Materials

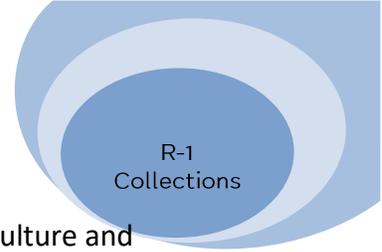
We make a point of acquiring materials created by Canadians and materials about Canada. In particular, we ensure our collection includes significant Canadian authors, artists and filmmakers.

We also acquire works by and about local authors, artists and filmmakers and materials relating to the history of Rideau Lakes and area.

e) Indigenous Peoples

We provide collections relating to Indigenous cultures, languages, and peoples, including books, audio and video materials. Our collection includes titles by and about First Nation communities, and titles presented in the First Nation Communities Read program. Our teen and adult materials also include First

Collections



Nations and Metis graphic novels, and a selection of DVDs on history, culture and native issues.

f) Types of Materials and Format

- We purchase different types of materials in a variety of formats. Books are of primary importance. Other types of material include periodicals as well as local history pamphlets and clippings. Non-print formats include CDs, DVDs, eBooks, eAudiobooks, eMagazines, streaming services and online resources. We may provide access to material in electronic format only (e.g. government documents).
- We consider adding a new format to our collection when a significant portion of the community has access to the technology needed to make use of the format. We remove collections as formats become obsolete.

5. Selection Methods and Criteria

a) When selecting material, we first assess the strengths and weaknesses of the existing collection. Then we:

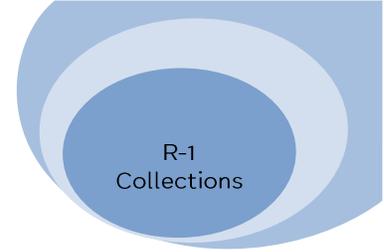
- check comments by reviewers
- assess relation to existing collections and other material on the subject
- assess suitability of physical form for library use
- check availability of materials at other libraries.

b) We apply the criteria below to the selection and deselection of materials. Items chosen for the collection should meet most - not necessarily all - of these criteria. The item:

- meets the needs or appeals to the interests of the community
- addresses a wide range of issues
- represents all sides of an issue
- is accurate and authoritative
- is in popular demand or reflects current trends
- reflects artistic excellence, literary merit, technical quality or originality of thought
- is in a format specifically for use of people with disabilities
- meets the needs of all ages and levels of comprehension
- is of permanent value
- is on specialized topics such as local history or by a significant local author
- is well-priced and affordable.

c) When selecting material, we choose suppliers who:

Collections



- provide cataloguing and processing services
- offer the best discounts
- provide the fastest, most efficient and most cost effective service.

6. Collection Planning and Budgeting

The CEO prepares a collection development plan every four years and assesses the content, size and accessibility of the collection required to meet community needs. We follow Ontario Public Library Guidelines to determine the appropriate size of our collection relative to our population, and the *Accessibility for Ontarians with Disabilities Act (AODA)* for accessibility requirements.

The CEO updates this plan as part of preparing the annual collections budget. In both processes, the CEO considers all major parts of the collection and balances the need to keep the collection up to date and to build it up in areas in which it is lacking.

7. Deselection and Disposal

a) In order to maintain an active working collection of high standard in our existing space, we withdraw items from the collection on a regular and systematic basis. We remove materials which are:

- no longer useful in the light of the goals and objectives of the Library
- out of date and potentially misleading
- no longer used or of interest to the community
- damaged or worn-out

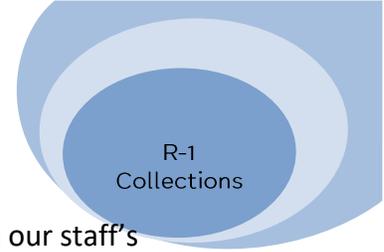
b) We replace damaged or worn items if they are still in demand, are up to date, and fill a gap in the collection.

c) We sell withdrawn materials to produce extra income for the Library, and recycle unsold materials.

8. Composition of the Collection

Our collection reflects the needs and interests of our community of Rideau Lakes as determined by analysis and experience on the part of our staff. In general, our collection offers:

Collections



- a) Popular or recreation – current titles from lists of bestsellers and from our staff’s experience of titles and authors that are likely to be in high demand or are the “hot” topics of the day;
- b) General information – a large number of current titles and a limited number of titles that offer a retrospective on a variety of subjects of interest to our community;
- c) Instructional – a good selection of current titles available on subjects of general interest and a limited selection of retrospective titles;
- d) Reference – very limited hard copy reference resources and titles based on customer requests;
- e) Local history and local artists – see section 4, Selection Principles;
- f) Book Club Sets – multiple copies of titles for use by our book clubs and clubs throughout Ontario which are affiliated with a public library, based on input from our club members;
- g) Accessible formats and outreach – resources selected to satisfy your accessibility needs e.g. vision, hearing and mobility challenges;
- h) World Languages – titles in languages other than English, based on community demographics and your requests, which we may address through the interlibrary loan system.

We exclude from our collection materials which:

- foster religious or racial intolerance
- have been designated obscene or pornographic under the *Criminal Code of Canada*
- have been banned by the courts.

9. Organization of the Collection

- a) We classify and display fiction in ways that make it easy for you to find what you want. We use the Dewey Decimal Classification System for non-fiction titles.
- b) We use cataloguing methods that require the least staff time; that is, we obtain catalogue information from suppliers, and use Cataloguing-In-Publication (CIP) and Northern Catalogue info.

10. Donations to the Collection

- a) You may donate books or other materials to the Library. Your gift becomes the unconditional property of the Library and the CEO determines its disposition applying the same selection methods and criteria as for acquisitions. If we cannot use the item, we may offer it to other libraries, sell it or dispose of it. We are not obliged to inform you of our disposition of the item.
- b) You may donate money towards the purchase of materials, on the understanding that the CEO will select items based on this policy.

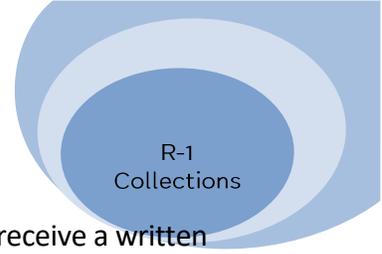
11. Your Suggestions

We welcome your suggestions for the purchase of books or other materials and will consider them according to this policy.

12. Suggestions for Review of Library Materials

- a) You have the right to make a complaint about items in our collection. Before submitting your complaint, consider the following:
 - Although you have the right to reject for yourself material of which you do not approve, you do not have the right to restrict the intellectual freedom of others.
 - The presence of an item in the Library's collection is an affirmation of the principle of intellectual freedom stated earlier in this policy.
 - The presence of an item in our collection does not signify that we endorse its contents.
 - We will not include or exclude items from the collection on the basis of:
 - race, religion, nationality or political views of an author
 - language
 - controversial content.
- b) If you wish to have an item or items removed from our collection, you submit to the CEO a completed *Request for Reconsideration of Library Materials* form (Collections Annex 2 and on our website).
- c) Upon receiving the written complaint, the CEO reviews it in light of this policy.

Collections



- d) If the CEO finds that the inclusion of an item accords with this policy, you will receive a written rationale for the item's inclusion in our collection.
- e) If the item's inclusion is questionable, the CEO temporarily withdraws it from the collection and asks us to decide the matter. We communicate our decision to you in writing.

Collections – Annex 1

Canadian Library Association Statement on Intellectual Freedom and Libraries

The Canadian Library Association recognizes and values the Canadian Charter of Rights and Freedoms (<http://laws-lois.justice.gc.ca/eng/Const/page-15.html>) as the guarantor of the fundamental freedoms in Canada of conscience and religion; of thought, belief, opinion, and expression; of peaceful assembly; and of association.

The Canadian Library Association supports and promotes the universal principles of intellectual freedom as defined in the Universal Declaration of Human Rights (<http://www.un.org/en/documents/udhr/index.shtml>), which include the interlocking freedoms to hold opinions and to seek, receive and impart information and ideas through any media and regardless of frontiers.

In accordance with these principles, the Canadian Library Association affirms that all persons in Canada have a fundamental right, subject only to the Constitution and the law, to have access to the full range of knowledge, imagination, ideas, and opinion, and to express their thoughts publicly. Only the courts may abridge free expression rights in Canada.

The Canadian Library Association affirms further that libraries have a core responsibility to support, defend and promote the universal principles of intellectual freedom and privacy.

The Canadian Library Association holds that libraries are a key institution in Canada for rendering expressive content accessible and affordable to all. Libraries are essential gateways for all persons living in Canada to advance themselves through literacy, lifelong learning, social engagement, and cultural enrichment.

Libraries have a core responsibility to safeguard and facilitate access to constitutionally protected expressions of knowledge, imagination, ideas, and opinion, including those which some individuals and groups consider unconventional, unpopular or unacceptable. To this end, in accordance with their mandates and professional values and standards, libraries provide, defend and promote equitable access to the widest possible variety of expressive content and resist calls for censorship and the adoption of systems that deny or restrict access to resources.

Libraries have a core responsibility to safeguard and foster free expression and the right to safe and welcoming places and conditions. To this end, libraries make available their public spaces and services to individuals and groups without discrimination.

Libraries have a core responsibility to safeguard and defend privacy in the individual's pursuit of expressive content. To this end, libraries protect the identities and activities of library users except when required by the courts to cede them.

Furthermore, in accordance with established library policies, procedures and due process, libraries resist efforts to limit the exercise of these responsibilities while recognizing the right of criticism by individuals and groups. Library employees, volunteers and employers as well as library governing entities have a core responsibility to uphold the principles of intellectual freedom in the performance of their respective library roles.

Approved by Executive Council ~ June 27, 1974

Amended November 17, 1983; November 18, 1985; and September 27, 2015

Collections – Annex 2

**Rideau Lakes Public Library
Request for Reconsideration of Library Materials Form**

Title of item _____ Book__ Magazine__ Other__

Author of item _____

1. Did you read or view the entire work? ___ Yes ___ No

If not, what parts did you read or view?

2. What is the basis of your objection? (Be specific. Cite pages, sections etc.)

3. What do you believe is the theme of this work?

4. What do you find of value in this material?

5. What do you feel might be the result of reading/viewing this work?

Collections – Annex 2

6. What alternate material would you suggest?

7. What steps do you wish the Library to take?

8. Are you representing your own views? Yes No

If you are representing the views of a group, identify the group and your relation to it here:

Group's Name: _____

Your relation to the group: _____

Signature _____

Date _____

Name _____

Address _____

Telephone _____