



<b>Policy Title:</b>	<b>Materials Selection</b>
<b>Policy Type:</b>	<b>Public Service</b>
<b>Policy #:</b>	<b>PS 001-04</b>
<b>Policy Authority:</b>	<b>CEO</b>
<b>Effective Date:</b>	<b>September 2012</b>

## **PURPOSE**

To familiarize Library users with the principles upon which selection/de-selection decisions are made for Clarington Public Library materials. To guide staff in the acquisition/maintenance of materials that is of current interest and/or lasting value to existing or potential Library users.

## **POLICY**

### **Scope of Policy**

This Materials Selection Policy applies to all formats including print, non-print, audio-visual and electronic materials.

It applies to any Library staff or organization that undertakes the selection or withdrawal of materials for the Library's collections and to all Library staff involved with accepting and evaluating gifts for its collections.

### **Supporting Legislation/Policies**

In establishing this Materials Selection Policy, the Library is cognizant of Section 2(b) of the Canadian Charter of Rights and Freedoms, which guarantees everyone the freedom of thought, belief, opinion and expression, including freedom of the press and other media of communication.

In addition, the Clarington Public Library Board has endorsed the following policies, available on the Library's website

- Canadian Library's Association's "Statement on Intellectual Freedom" – Appendix #1
- The Ontario Library Association's "Children's Rights in the Public Library – Appendix #2
- Donations – Appendix #3

### **Definitions**

**"Materials"**: All of the items that comprise library collections regardless of format.

**“Collections”**: The various holdings of the Library organized by category, e.g. fiction collection, picture book collection.

**“Format”**: The medium in which information is presented, e.g. a book, DVD, e-book.

**“Inter-Library Loan (ILLO)”**: The service through which customers may request that items not owned by or missing from the Clarington Public Library be borrowed from other institutions, subject to availability and the interlibrary loan policies of the lending institutions.

## **Mission and Values Statements**

The selection of materials for the Library is driven by principles defined in the Library's Mission Statement and its Values Statement

### **MISSION STATEMENT**

“The Clarington Public Library empowers and enriches the lives of all Clarington residents by connecting them to responsive, accessible, high quality services and resources that support an informed citizenry, lifelong learning and love of reading.”

### **VALUES STATEMENT**

- **Accessibility**: Ensuring library services are accessible to the community
- **Accountability**: Taking responsibility for meeting library service needs of the community in an efficient, effective, socially and fiscally responsible manner
- **Intellectual Freedom**: Facilitating access to all expressions of knowledge and intellectual activity
- **Quality Service**: Providing customer-driven service through investments in the development of trained and knowledgeable staff, current technologies, and relevant, current resources
- **Responsiveness**: Being adaptable and flexible to changes in the community and changes in approaches to the delivery of library services
- **Teamwork and Partnerships**: Working collaboratively internally as well as externally with the community at large to maximize community resources and benefits

## **Access to Materials**

All library users have open access to all library materials, except where limited by law. Users can request special items through **interlibrary loan**. Materials limited by law include rated videos and video games, as classified by Ontario Film Review Board.

Processing and shelving of materials shall in no way reflect a value judgment of the materials. There will be **no labelling** of any item or its record to indicate its point of view or bias.

Most materials will be shelved in their proper order on **open shelves**, freely and easily accessible to the public. The Library may control use of any material in order to protect items deemed susceptible to theft or damage by users, or to ensure the widest possible use of materials by Library customers

The library assures free access to its holdings for all users to select or reject for themselves any item in the collection. Individual or group prejudice about a particular item or type of material in the collection may not preclude its use by others.

Except where limited by law, children are entitled to borrowing privileges and open and ready access to all materials and facilities provided by the Library. **Children are not limited to the juvenile collection.** Parents and legal guardians are responsible for monitoring and limiting the use of Library materials by their children... The library is not in a position to act as "in loco parentis."

Clarington Public Library endeavors to provide equitable access to its extensive collections through a **multi-tiered service delivery model** that rationalizes the location, scope and focus of collections. In addition, items may be delivered to any branch at the user's request.

While people have the right to reject materials for themselves of which they do not approve, they do not have the right to restrict access of others to those materials.

## **Responsibility for Selection**

The responsibility for the selection/de-selection of materials is delegated to the Chief Executive Officer/Library Director, who may further delegate this function to members of the staff who are qualified by reason of education and/or training. The Library Board is deemed to have approved all library materials so selected.

Ongoing material selection activities are founded on staff familiarity with existing collections, their awareness of the needs of Library users, and their knowledge of retrospective, current and future trends in informational and recreational materials suitable for public library use.

These activities are supported by staff attention to review media, bibliographies and reviewing tools, consultation with the publishing industry, and recommendations from Library users.

Activities are responsibly exercised within the context of available funds and space.

## **Selection**

No materials are excluded from selection solely because of the "race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, age, record of offences, marital status, disability, family status, sex, sexual orientation and/or receipt of public assistance" of the creator of the work.

The Library does not keep, acquire or purchase materials that the Canadian courts have found to be obscene, hate propaganda or seditious.

Selection of an item for a library collection does not constitute endorsement by the Library of either the content or viewpoint expressed in that item.

### **SPECIFIC SELECTION CRITERIA:**

1. Suitability of format for Library use;
2. Suitability of subject, style and reading level for the intended audience;
3. Accessibility of material in other libraries;
4. Relevance to community users;
5. Attention of critics, reviewers and the public;
6. Quality of writing, production, illustration;
7. Relationship to the existing collection;

8. Reputation, skill, competence or significance of the originator of the work;
9. Special value as a contribution to social questions and problems of continuing or topical interest
10. Popular demand and current trends;
11. Reputation of the publisher or producer;
12. Clarity, accuracy and logic of presentation;
13. Availability of funds and space;
14. Timeliness or permanence of the work;
15. Balance of viewpoints in the collection (challenging though extreme or minority points of view are often represented though quantity may be limited);
16. Importance as a record of the times.

An item need not meet all of the above criteria in order to be acceptable. Materials that do not meet these criteria may be purchased to satisfy demand.

If there is considerable topical interest in a subject and a manifest public desire to review the material first-hand, an item may be included that is not considered accurate, according to expert opinion.

The Library does not buy textbooks specifically related to courses of study in the community. However, textbooks may be purchased if the subject information is not available in any other form.

The Library acquires materials not only for its present customers but also for those who have not traditionally been Library customers.

### **CUSTOMER SUGGESTIONS**

Library users may place formal requests for the purchase of collection materials by completing a "Suggest an Item" form available on the Library's website. All suggested purchases are reviewed by Library staff members who apply to the customer request the same selection criteria that are applied to all materials purchased by the Library. The originator of a request may be notified of the Library's selection decision.

### **GIFTS AND DONATIONS**

The Library welcomes gifts of materials from individuals or groups.

The same criteria and guidelines that apply to the selection of all Library materials are used to evaluate gifts. It is understood that gifts are freely given without conditions attached, unless specifically negotiated beforehand, and that all donations will be used or disposed of as the Library deems appropriate.

### **LOCAL CONTENT**

Every attempt is made to acquire titles by local authors, artists and producers that are published by mainstream publishers. Local authors' works will be integrated into the general collection.

### **NEW FORMATS**

Careful consideration is given to the introduction of new formats to Library collections. Budget considerations, community needs and the probable impact on existing resources are all reviewed before items are selected and introduced to collections in a new format.

The selection of material in any new format may result in the Library's decision to retire specific items or material formats from its collections in order to responsibly accommodate trends in user demands and/or changes in technology.

### **SELF-PUBLISHED MATERIALS/PRINT-ON-DEMAND MATERIALS**

In most cases, the Library will not purchase self-published materials that are not reviewed in established review journals. Exceptions may be made for self-published materials of local interest or of popular demand that meet the selection criteria.

Print-on-demand materials will not be added to the collection, even if available through mainstream publishers.

### **De-Selection (Weeding/Withdrawal) Activities**

Selected materials are regularly assessed for their condition, accuracy, currency and usage, within the context of the Library collection, and relevance to Library users. The withdrawal of materials from any collection is a formal process conducted by knowledgeable staff, according to written guidelines, as a necessary means to maintain collection vitality, size and scope.

An item that is the subject of a libel action of which the Library becomes aware will be removed from the collection until the action is finally resolved when, depending on the outcome of the action, it will be returned to the collection or permanently withdrawn.

### **Inter-Library Loan (ILLO) Services**

Items that fall outside the selection criteria of the Library or that are "out of print" or temporarily unavailable can be requested by Library customers from other library systems by using regular Inter-Library Loan services and by filling out an "ILLO form", available on the library's website. Fees for the service may apply.

### **Reconsideration of Materials**

The content or manner of expressing ideas in material that is purposely selected to fill the needs of some Library users, may, on occasion, be considered to be offensive by other Library users. The Library recognizes the right of any individual or group to reject library material for personal use, but does not accord to any individual or group the right to restrict the freedom of others to make use of that same material.

Library users who object to materials located in the collection are asked to complete a written "Request For Reconsideration of Library Materials" form available on the Library's website.

Decisions made about challenged materials will be communicated to the originators of the requests following completion of a formal staff review.



## **APPENDIX A**

<b>Policy Title:</b>	<b>Canadian Library Association Statement on Intellectual Freedom</b>
<b>Policy Type:</b>	<b>Public Service</b>
<b>Policy #:</b>	<b>PS 002-06</b>
<b>Policy Authority:</b>	<b>Board</b>
<b>Effective Date:</b>	<b>April 2012</b>

## **PURPOSE**

The Clarington Public Library Board endorses the following “Statement on Intellectual Freedom” from the Canadian Library Association (CLA).

### **Statement on Intellectual Freedom**

*Approved by CLA Executive Council ~ June 27, 1974; Amended November 17, 1983; and November 18, 1985*

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 their thoughts publicly. This right to intellectual freedom, under the law, is essential to the health and development of Canadian society.

Libraries have a basic responsibility for the development and maintenance of intellectual freedom.

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.

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.

Libraries should resist all efforts to limit the exercise of these responsibilities while recognizing the right of criticism by individuals and groups.

Both employees and employers in libraries have a duty, in addition to their institutional responsibilities, to uphold these principles.

## **APPENDIX B**

<b>Policy Title:</b>	<b>Children's Rights in the Public Library</b>
<b>Policy Type:</b>	<b>Public Service</b>
<b>Policy #:</b>	<b>PS 021-02</b>
<b>Policy Authority:</b>	<b>Board</b>
<b>Effective Date:</b>	<b>March 2013</b>

## **PURPOSE**

With this statement, the Clarington Public Library Board recognizes that the needs of children are important in their own right: that their intellectual growth, their cultural appreciation and recreational activities should be fostered through quality library service, delivered with consideration and respect.

The library will use the principles contained in the 'Statement on Children's Rights in the Public Library' to guide it in service planning.

## **POLICY**

The Clarington Public Library Board endorses the policy statement of the Ontario Library Association (OLA) concerning "Children's Rights in the Public Library" dated 1998.

### **OLA Policy Statement**

Children in Public Libraries have the right to:

1. Intellectual freedom.
2. Equal access to the full range of services and materials available to other users.
3. A full range of materials, services and programs specifically designed and developed to meet their needs.
4. Adequate funding for collections and services related to population, use and local community needs.
5. A library environment that complements their physical and developmental stages.
6. Trained and knowledgeable staff specializing in children's services.
7. Welcoming, respectful, supportive service from birth through the transition to adult user.

8. An advocate who will speak on their behalf to the library administration, library board, municipal council and community to make people aware of the goals of children's services.
9. Library policies written to include the needs of the child.



## **APPENDIX C**

<b>Policy Title:</b>	<b>Donations</b>
<b>Policy Type:</b>	<b>Administration</b>
<b>Policy #:</b>	<b>AD 001-04</b>
<b>Policy Authority:</b>	<b>Board</b>
<b>Effective Date:</b>	<b>October 2012</b>

### **PURPOSE**

The Clarington Public Library (hereinafter referred to as “the Library”) welcomes and encourages gifts from individuals, groups, and organizations for the purpose of enhancing the services that the library provides for the residents of the Municipality of Clarington.

### **BOOKS, MAGAZINES, AV MATERIALS DONATIONS**

Books and other formats are accepted for Library Collections under the principles and standards of selection outlined in the Collection Development Policy. The library reserves the right to accept/refuse/dispose of, at its discretion, any unsolicited donation.

A gift, once accepted, is the exclusive property of the Library; as such it is subject to the rules, regulations and processes of the library. Once an item is added to the collection, the library does not guarantee that it will be kept permanently.

The Library does not issue tax receipts for donations of books, magazines, AV materials.

Individuals or groups wishing to donate new or used material for the library collection shall be referred to the Collection Development Librarian, if necessary.

A letter of thanks may be sent by the CEO to the donor on behalf of the Library Board once a donation is accepted.

Unsolicited used materials dropped off at the library may be added to the library collection, made available for resale to the public; redistributed to other agencies; recycled or discarded.

### **NON-BOOK DONATIONS**

Non-book donations include gifts of money, manuscripts and other printed materials, art and photographic works, equipment, toys and other in-kind gifts or services.

## **Donation Acceptance**

The Library shall analyze proposed gifts or donations, and shall accept those which it feels will cost-effectively fit the mission and objectives of the Library. Upon acceptance, a letter of thanks is sent by the CEO to the donor on behalf of the Library Board.

The Library reserves the right to use the donation in the best interest of the Library and shall make decisions regarding the investment, disposition and/or eventual disposal of all donations.

Donations become the exclusive property of the Library and must be of a clear and unencumbered nature. The Library may accept conditions on the disposition of donations where it deems the proposed conditions to be reasonable and feasible.

## **DONOR RECORDS**

Records, files, and other material gathered or produced by the Library in relation to actual or prospective donors will be held strictly confidential. Publicity about a donation may be considered, with the concurrence of the Library and the donor(s).

Donor information will not be sold or traded under any circumstances.

## **DONOR RECOGNITION**

The Library shall give formal acknowledgement or recognition to the donor, which is commensurate with the value of the donation.

## **OFFICIAL RECEIPTS**

Canada Revenue Agency (CRA) defines a gift as "a voluntary transfer of property without valuable consideration". Under the *Income Tax Act*, the Library can issue official donation receipts for income tax purposes for donations that legally qualify as gifts.

The Library does not issue tax receipts for donations of books, magazines, AV materials.

In accordance with CRA policy, tax receipts are issued where the value of the donation exceeds twenty-five (\$25.00) dollars. For in-kind donations, official receipts will be issued where the fair-market value of the donation exceeds twenty-five (\$25) dollars. The Library follows the regulations set out by the CRA governing the valuation of gifts-in-kind.