



Hastings Highlands Public Library

Policy Title: **Collection Development Policy**
Policy Number: **OP-04**

Initial Policy Approval Date: Nov. 25, 2013
Last Review/Revision Date: September 24, 2021
Year of next review: 2025

PURPOSE

The collection development policy has been created:

- To clearly state the policies of the Library Board
- To provide clear and consistent guidelines to the selectors of Library materials
- To inform the public of the policy that serves as the foundation for the selection of materials
- To defend intellectual freedom and protect against censorship
- To reach the goals as outlined in the library strategic plan and mission statement

INTELLECTUAL FREEDOM

The Hastings Highlands Public Library Board has adopted the following statements on Intellectual Freedom:

- All persons in Canada have the fundamental right to have access to all expressions of knowledge, creativity and intellectual activity, including those which some elements of society may consider to be unconventional or unpopular.
- It is the responsibility of libraries to guarantee and facilitate access to all expressions of knowledge and to resist any attempt by any individual or group within the community it serves to prevent access to information while recognizing the right of criticism by individuals or groups.

In accordance with these statements:

- Library staff develops collections to represent as many viewpoints as possible within constraints of budget, space, and availability of resources.
- The presence of materials in the Library does not constitute endorsement of their contents by the Library Board.
- The Library Board does not purchase, retain, or make accessible in its permanent collection any resources or materials in violation of the statutes of Canada or Ontario.

RESPONSIBILITY AND SELECTION

Responsibility for selection and maintenance of the collections rests with the CEO who may delegate these responsibilities to members of the Library staff who are qualified by reason of education or training. Materials purchased are selected with the purpose of carrying out the mission, vision, and values of the Hastings Highlands Public Library.

ACCESS

The Board believes that persons in a democratic society can make informed judgements only when they have free and open access to comprehensive information. Access to Library collections is not restricted by age. Responsibility for the use of the collection by children rests with their parents or legal guardians.

CRITERIA FOR SELECTION

- Authority and standards of the publisher
- Authority or significance of the author
- Availability of materials through other libraries in the area
- Canadian content
- Demand in the community
- Importance of subject matter in relation to community needs
- Local content
- Purchase price and other budgetary considerations
- Quality of writing, production, and illustration
- Recommendations by critics or reviewers
- Strengths and weaknesses of the existing collection
- Suitability of format for library use
- Suitability of subject, style, and reading level for intended audience
- Timeliness and accuracy of information

Items need not meet all criteria to be acceptable.

RECOMMENDATIONS FOR PURCHASE

Every attempt will be made to respond to public suggestions for purchase of books or other materials, in accordance with the Library's Collection Development Policy.

DONATIONS

The Hastings Highlands Public Library welcomes donations of books and other materials that meet the criteria outlined in the Material Donations Policy (OP-23) in addition to the selection criteria for purchased materials as outlined in the Collection Development Policy. However, due to limitations in housing materials, the Library reserves the right to accept or discard any materials received as donations. In addition, the Library has the right to reject or discard any materials because of age or physical condition.

Cash donations and bequests of money may be made to the Hastings Highlands Public Library. The donor may request that these funds be used for the development of specific collections, but the Library Board reserves the right to select materials it deems appropriate.

REQUESTS FOR RECONSIDERATION

Individuals who object to materials in the collection may express their concern by filling out a 'Request for Reconsideration of Library Material' form (Appendix A). The final decision concerning Library materials rests with the CEO and Library Board. Responses to these requests are guided by the board's position that:

1. People have the right to reject for themselves material which they do not approve but they do not have the right to restrict the intellectual freedom of others (see **Intellectual Freedom FN-04**)
2. It is the right of parents and legal guardians to develop, interpret, and enforce their own code of ethics upon their minor children.

COLLECTIONS

The Hastings Highlands Public Library collects items for the following collections:

- Adult Collection
- Young Adult Collection
- Children's Collection
- Digital E-Resources

- Reference Collection (Physical)
- Local History Collection (Digital)
- Homesteading Collection
- Classics Collection
- Local Author Collection
- French Language Collection
- Sewing Collection

These collections may include, but not be limited to, the following formats:

- Fiction – Paperback
- Fiction – Hardcover
- Non-Fiction
- Large Print
- Audiobooks
- CNIB DAISY Talking Books
- Periodicals
- Blu-Ray & DVDs
- Graphic Novels
- Newspapers
- Language Learning Materials
- Board Books
- Picture Books
- Easy Readers
- E-Books

All materials are subject to the criteria for selection. In addition to this criteria, materials are selected to meet the recreational needs and demands of the community, enrich human understanding by celebrating diversity, and inspire a love of reading and learning.

LOCAL HISTORY & REFERENCE

The Hastings Highlands Public Library maintains a special collection in order to conserve the local history of Hastings Highlands and its surrounding areas. This collection is subject to the Collection Development Policy as well as the Local History Policy (OP-13) and may be found in-house and/or on our Digital Archive.

COLLECTION MAINTENANCE

The responsibility for the de-selection of all materials lies with the CEO who in practice may delegate this responsibility to Library staff who are qualified by reason of education or training. The Library maintains a policy of on-going discarding based upon the elimination of unnecessary items outdated materials, materials no longer of interest or in demand, duplicates, and worn or mutilated copies. Frequency of circulation, community or regional interest and availability of newer and more up-to-date materials are of prime consideration. Materials withdrawn from the collection are disposed of at Library book sales or discarded. All withdrawn items are subject to specific criteria and are removed to make room for newer or more up to date Library materials.

WEEDING/DE-SELECTION CRITERIA

Weeding/de-selection is the process of determining if an item still deserves a place on the Library shelves. Assessment of the collection should be based upon the following criteria:

1. **Usage/Age**
 - a. Frequency of use, including in-house
 - b. Publication, imprint, or copyright date
 - c. Purchasing or shelving date

2. **Value/Quality**
 - a. Subject matter
 - b. Historical importance
 - c. Cost
 - d. Availability of other materials in the field
 - e. Duplicate

3. **Physical Condition**
 - a. Worn or damaged
 - b. Aged or dirty

4. **Availability of Other Copies**
 - a. Local history materials are given special consideration with respect to weeding because of their historical value to Hastings Highlands and the District of North Hastings. Even if this material meets weeding criteria, it will usually not be discarded.

5. **Archived Material**
 - a. Archived material will be stored in an accessible location.

In practice, library materials that are older than 7 years that are not circulating and are determined to have outdated information that is not of local or historical importance are prime candidates for de-selection.

Periodicals will have the following maintenance schedule:

- Weekly Subscriptions: Remain in collection for 6 calendar months upon receiving
- Monthly Subscriptions: Remain in collection for 12 calendar months upon receiving
- Periodic or Seasonal Subscriptions: Remain in collection for 12 calendar months upon receiving

INTERLIBRARY LOAN

Interlibrary loan is used to supplement service to Hastings Highlands Public Library patrons. In conjunction with the Southern Ontario Library Service, the Hastings Highlands Public Library provides an interlibrary loan service by which library materials are made available from one library to another on a local and provincial level. By this means, the Library attempts to make available materials it does not own or which fall outside the scope of this collection policy. (see **OP-05 – Resource Sharing & ILL**)

Related Documents:

- *Ontario Library Association Statement on the Intellectual Rights of the Individual.*
- *Canadian Library Association Statement on Intellectual Freedom of Libraries.*
- **Hastings Highlands Public Library Document:** FN-04 – Intellectual Freedom
- **Hastings Highlands Public Library Document:** OP-05 – Resource Sharing & ILL
- **Hastings Highlands Public Library Document:** OP-13 – Local History