

## Purpose

The purpose of this policy is to state the principles upon which materials are chosen from the vast array of available resources, define responsibility for selection and provide direction for library staff. This policy also states the principles of collection maintenance including disposal, gifts and responding to suggestions and requests from the public.

## Definitions

The **Collection** refers to all Library material resources (owned, leased or subscribed), regardless of physical location, and includes multiple formats including print, audio, visual, electronic resources, and non-traditional items.

An **Electronic Resource** is defined as any work encoded and made available for access using a disc player, gaming system, computer, or electronic device with access to the internet.

**Non-Traditional Collections** include any physical items in the collection that are not print, audio, visual or electronic resources (such as binoculars; electronic devices; activity kits; snowshoes)

## Policy

### 1. Intellectual Freedom

- 1.1. It is the responsibility of the Library to guarantee and facilitate access to all expressions of knowledge and intellectual activity. The Library will resist all efforts to limit the exercise of these responsibilities while recognizing the right of criticism by individuals and groups.
- 1.2. The Library complies with laws enacted at all levels of government and does not collect material that has been designated obscene or pornographic under the Criminal Code of Canada or has been banned by the courts.
- 1.3. The Library recognizes that some items in the collection may be regarded by certain individuals as controversial because of bias, frankness of language, political expression, or moral implication.
- 1.4. Selection will not be made based on anticipated approval or disapproval by any one sector of the community; but rather on the evaluation by the professional

librarians of the material's merit, authenticity, honesty of presentation, topical interest, use to the audience for whom it is intended and public demand.

1.5. The primary aim of selection is to establish a balanced collection which adequately represents various points of view on many subjects. While people have the right to reject material for themselves, they do not have the right to restrict the freedom of choice for others.

1.6. The Board does not advocate for particular beliefs or points of view and the presence of an item in the collection does not indicate endorsement of its content.

## **2. Copyright**

2.1. The Library adheres to the laws of Canada governing the copyright of materials when acquiring materials and observes and protects, as much as is possible, the legal copyright of materials in its collection.

2.2. The Library adheres to the conditions in signed agreements, such as leasing agreements and licenses for electronic resources. Negotiating contracts is the responsibility of the County Librarian and may be delegated to senior staff.

## **3. Statement of Responsibility**

3.1. Responsibility for library collections rests with the CEO/Chief Librarian. Ongoing responsibility for the selection of materials and maintenance of collections may be delegated to relevant staff.

3.2. Staff are responsible for developing profiles for each area of the collection;  
3.2.1. to define the scope of the collection;  
3.2.2. to be used as tools for further collection development and evaluation.

3.3. Selection staff will also determine suitable branch locations for selected materials.

## **4. Acquisitions**

4.1. The Library will provide a diversity of materials including items for entertainment and recreation as well as informational materials that stimulate ideas and facilitate understanding of many different subject areas and viewpoints.

- 4.2. Huron County encompasses many diverse communities. The needs, interests, and points of view of Huron County residents range over the spectrum of all subjects relating to contemporary society.
- 4.3. The Library does not knowingly keep, acquire, or purchase material that violates the Criminal Code definitions of "obscene material", "hate propaganda" or "seditious material" as defined by case law interpreting those provisions, including the application of The Canadian Charter of Rights and Freedoms.
- 4.4. The size of a branch collection, and the types of material in the collection, will vary based on community needs, available resources, hours of operation and the space available to house it.
- 4.5. Materials may be purchased in multiple formats and languages as appropriate for the information contained and the changing needs of the community. When selecting methods and formats of information delivery, the Library will collect materials for a wide range of literacy levels and abilities.
- 4.6. As technology changes, resulting in new formats and methods of distributing information, the library collection will remain vital and current through phasing out old formats and methods and replacing them with ones that reflect current community needs.
- 4.7. Suggestions from the public for the acquisition of materials not in the library collection will be considered using the selection criteria as established in this policy.
- 4.8. While the Library supports lifelong learning for all ages, it is the responsibility of institutions engaged in formal education to provide materials to support curricula. The library collection may meet the needs of school curricula, but it is not a primary reason for selection. Textbooks are neither included or excluded from the collection and may be purchased if they provide the best coverage of a subject.
- 4.9. Selection criteria includes, but is not limited to:
  - 4.9.1. Suitability of physical form for library use
  - 4.9.2. Relation to existing materials in collection
  - 4.9.3. Availability of materials
  - 4.9.4. Popular demand and current trends
  - 4.9.5. Availability of funds and space

- 4.9.6. Need for balance of viewpoints in the collection
- 4.9.7. Diversity of content
- 4.9.8. Quality of writing/recording/visual art
- 4.9.9. Reputation and artistry of the originator
- 4.9.10. Timeliness or permanence of work
- 4.9.11. Interests and composition of community served
- 4.9.12. Materials suitable for persons with visual, physical, and other challenges

## 5. Resource Sharing

- 5.1. Resource sharing is the cornerstone of county library service. All library members in good standing have access to the entire system-wide collection upon request.
- 5.2. The Huron County Library collection is considered a system-wide collection, with larger town branches such as Alice Munro, Clinton, Exeter, Goderich, and Seaforth being resource locations providing more comprehensive collections, and the village branches housing smaller collections. The Library is not able to provide the same selection of materials at all locations, but all materials are accessible from any location through the inter-branch courier system.
- 5.3. The library participates in consortia purchasing and collective efforts with other libraries to broaden the scope and size of the collection.

## 6. Scope of Collection

### 6.1. Children's Collection

- 6.1.1. Separate collections and resources are selected for the interest, information, and enjoyment of children, from birth to age twelve.
- 6.1.2. The Library believes in the intellectual freedom of the individual and the right of parents and legal guardians to develop, interpret and enforce their own code of ethics upon their minor children. Parents and legal guardians are responsible for children's reading and viewing, not library staff.
- 6.1.3. Materials will be acquired for a range of reading abilities to meet the needs of developing readers.

## 6.2. Young Adult Collection

6.2.1. Collections are provided for the interest, information and enjoyment of young people ranging in age from twelve to eighteen years to ease the transition from children's to adult literature.

## 6.3. Adult Collection

6.3.1. Although adult collections may be selected and grouped separately, all library patrons have access to any traditional item in the collection. Access will not be denied to traditional library materials or services based on age or reading level.

6.3.2. Some non-traditional collections include material that may require adult supervision and are only available to patrons with an adult membership.

## 7. Collection Maintenance

7.1. Physical access to materials will only be restricted to meet valid copyright restrictions, protect rare and fragile materials, or to reduce theft.

7.2. Some items may be restricted to in-library use to ensure ready reference (such as encyclopedias); to meet timely popular demand (such as newspapers); because their use requires special equipment (such as microfilm); they are fragile or irreplaceable or for other practical purposes.

7.3. Discarding Materials is an integral part of collection development. Discarding involves the continuous evaluation of the library collection by staff to remove materials that are worn out in ordinary use, outdated through the growth of knowledge, presented in obsolete formats, or seldom used because of changes in public taste.

7.3.1. Such items weaken the library collection and occupy valuable shelf space.

7.3.2. The replacement of these items will depend upon demand, availability of more current materials and whether the collection contains sufficient materials on the subject.

7.3.3. If suitable, discarded materials may be sold in library book sales, recycled, donated to local charities, or otherwise disposed of in a manner deemed the most economical and efficient method available.

## **8. Canadian Materials**

- 8.1. The Library has a responsibility to make Canadian materials available to the public and will endeavour to develop a collection which represents significant Canadian authors, artists, filmmakers, and composers.
- 8.2. The Library will obtain copies of materials relating to Huron County. Works by, and about, local authors and material relating to the County will be acquired, if they meet general standards of collection, and prove suitable to the needs of the community.
- 8.3. Canadiana Collection: The Library will maintain a collection of older, out-of-print Canadian materials to ensure they remain available for the use of Huron County residents.
- 8.4. The Library will collect material about Canadian Indigenous subjects and by Indigenous artists and writers.

## **9. Gifts**

- 9.1. The Library welcomes gifts of materials if they meet selection criteria and do not violate any copyright or other laws. Unwanted materials in good condition may be accepted for sale in a library book sale. No condition may be imposed upon any book or other item after its acceptance.
- 9.2. The Library has the authority to refuse unsuitable gifts and to make whatever disposition of donated materials it deems appropriate.
- 9.3. Donated material will immediately become the property of Huron County Library.

## **10. Challenged Resources**

- 10.1. An individual may wish to challenge an item in the collection by requesting that it be removed from the collection, that access to it be restricted or to otherwise object to its presence in the collection. Such a request must be in writing, using the form: "Request for Reconsideration of Library Material". (Appendix A).

- 10.2. Requests for reconsideration forms will only be accepted from residents of Huron County who are active cardholders.
- 10.3. This form may be completed online, emailed, or mailed directly to the County Librarian or dropped off at any branch library.
- 10.4. The County Librarian, or delegated staff, will review the request and the challenged material. A written response, consistent with the principles of the Collection Policy, will then be provided to the requestor.
- 10.5. A title will be reviewed no more than once in a three-year period.
- 10.6. Items will continue to remain available to the public in the Library's collection while under review, except when needed by Staff for the purposes of assessment.

## Citations

*Canadian Charter of Rights and Freedoms, (Section 2b)), Part I of the Constitution Act, 1982* being Schedule B to the *Canada Act 1982 (U.K.)*, 1982, c.11.  
Ontario. *Public Libraries Act*, R.S.O. 1990, c. P.44.

## Related Documents

Intellectual Freedom Statement LIB-FS-2  
Information Sharing Policy LIB-OP-22  
Local Collection and Digitization Policy LIB-OP-21  
Book Sale Policy LIB-OP-50  
Tangible Capital Asset Acquisition and Records, Treasury. FN 6.01  
Donations Policy LIB-OP-52

## Replacement Statement

This Policy replaces all earlier versions and comes into effect on the date approved.

## Appendix A

### **Request for Reconsideration of Huron County Library Material**

Title:

Author/Artist/Producer:

Format of material (Book, DVD, CD etc.):

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1. How does the item fail to fulfill the Selection Criteria outlined in the Library's Collection Policy?

2. Please describe what it is about the material that you find objectionable. Where possible, provide examples of the concern within the item, including page; paragraph; disc; chapter; scene; song; etc.

3. Did you read/listen to/watch the entire item?  Yes  No If not, which parts?

4. What do you want the library to do with this material?

5. Are you a resident of the County of Huron?  Yes  No



6. Please print your name, library card number, and contact information clearly:

**Name:**

**Library Card Number:**

**Mailing Address:**

**Phone number:**

**Email address (if preferred):**

This form may be dropped off at any branch, mailed or emailed directly to:

County Librarian  
Huron County Library  
Health & Library Complex  
77722B London Rd., R.R. 5  
Clinton, ON  
N0M 1L0

You will receive a written reply.