

Category: Public Service
Policy Number: 6-4
Policy Name: Collection Development
Revision: 2.0

Purpose:

To provide a statement of philosophy and establish the general guidelines for the selection of material for library collections, setting out objectives that reflect the mission of the Waterloo Public Library.

In keeping with WPL's purpose to satisfy the multiple literacy needs of the community, WPL provides public access to print and digital collections that respond to and anticipate the information, cultural, learning and leisure needs of its customers.

WPL's objectives in the selection of material will include acquiring items that represent a variety of perspectives and that respond to all ages and levels of comprehension. Library materials will be provided in a variety of formats to ensure accessibility.

Responsibility for Selection:

Selection of library material is the responsibility of the CEO, who designates this authority to professional staff.

Intellectual Freedom:

Waterloo Public Library endorses the Canadian Library Association's *Statement on Intellectual Freedom*, and the Ontario Library Association's *Statement on the Intellectual Rights of the Individual* (see Appendices).

General Selection Criteria:

All acquisitions are considered in terms of the following criteria:

1. Present and potential relevance to community interests and needs;
2. Suitability of subject, presentation and format for the intended audience;
3. The relation to existing library collections and other materials on the subject;
4. Reputation and/or significance of the author/creator/publisher;
5. Public and critical reception;
6. Popular demand by the community;
7. Suitability of format for library use;
8. Availability of suitable material;
9. Availability of materials through other libraries;
10. Canadian and/or local content;
11. Budgetary considerations;

Controversial Material:

The Library recognizes that some material may be controversial and that a given item may offend some people. Selection of materials will be made without bias toward subject matter, ideology, point of view or frankness of language. Selection of materials will not be made on the basis of anticipated approval or disapproval by any sector of the community.

The Library does not advocate particular beliefs and the presence of any item in the collection does not represent an endorsement of its contents.

Objections to Library Material

The Library recognizes the right of individuals or groups to make their complaints known to library staff. Any objection not satisfactorily resolved by the Library Collections Managers should be addressed in writing to the CEO, preferably using the *Request for Reconsideration of Library Materials* Form.

Children’s Access to Library Materials:

Children and teens have access to all materials in the library, including the Internet. Responsibility for monitoring the choice of library materials by minors rests with their parents or legal guardians. No item will be excluded from the collection because it may come into the possession of a minor.

Special Collections:

WPL acknowledges a particular interest in local history with a goal to maintain a comprehensive collection focusing on the city (town or village) of Waterloo.

Interlibrary Loan (ILLO):

WPL is committed to resource-sharing with other libraries, both locally, across the province and across Canada and provides Interlibrary Loan service for this purpose. Staff will make referrals for ILLO in situations where this is the most appropriate means of providing suitable material to meet the customer’s need.

Suggestions for Purchase:

Recommendations from the public for the purchase of materials are welcome and will be referred to the appropriate selector to be considered in light of this Collection Development Policy.

Donations:

Gifts of books and other material are accepted with the understanding that they become the property of the Library and will be evaluated with the same criteria as purchased materials. Tax receipts are not issued for donations of materials.

Collection Maintenance:

Maintaining a collection that is relevant, useful and accessible requires the withdrawal of items that are worn, outdated or seldom used. When withdrawal of an item is considered, the selection criteria are re-applied. The replacement of withdrawn materials will be made in light of overall collection development goals and will depend on the current demand for the material, the availability of more current works on the subject and the coverage of the subject in the collection.

Revision Level	Revision Date	Change
1.0	October 24, 2003	Initial Release
2.0	September 24, 2014	Reviewed & Updated

Appendix A:

Canadian Library Association Position Statement on Intellectual Freedom

Approved by 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:

ONTARIO LIBRARY ASSOCIATION

STATEMENT ON THE INTELLECTUAL RIGHTS OF THE INDIVIDUAL

In affirming its commitment to the fundamental rights of intellectual freedom, the freedom to read and freedom of the press, as embodied in the Canadian Charter of Rights and Freedoms, the Ontario Library Association declares its acceptance of the following propositions:

1. That the provision of library service to the public is based upon the right of the citizen, under the protection of the law, to judge individually on questions of politics, religion and morality.
2. That intellectual freedom requires freedom to examine other ideas and other interpretations of life than those currently approved by the local community or by society in general, and including those ideas and interpretations which may be unconventional or unpopular.
3. That freedom of expression includes freedom for a creator to depict what is ugly, shocking and unedifying in life.
4. That free traffic in ideas and opinions is essential to the health and growth of a free society and that the freedom to read, listen and view is fundamental to such free traffic.
5. That it is the responsibility of libraries to maintain the right of intellectual freedom and to implement it consistently in the selection of books, periodicals, films, recordings, other materials, and in the provision of access to electronic sources of information, including access to the internet.
6. That it is therefore part of the library's service to its public to resist any attempt by any individual or group within the community it serves to abrogate or curtail access to information, the freedom to

read, view and listen by demanding the removal of, or restrictions to library information sources in any format.

7. That it is equally part of the library's responsibility to its public to ensure that its selection of material is not unduly influenced by the personal opinions of the selectors, but determined by the application of generally accepted standards of accuracy, style and presentation.

Approved, OLA Board of Directors, December 2003

Reaffirmed, OLA Board of Directors, December 2005