

Board Motion Number:	2018-15	Date of Review:	2022
Date Approved:	June 18, 2018	Chairperson's signature:	

COLLECTION DEVELOPMENT POLICY

BACKGROUND

The collections support the library's values statement to encourage and support lifelong learning. It is the goal of the Oxford County Library to provide equitable access to ideas and knowledge. The Library is committed to making the collections accessible to people with disabilities by offering a choice of formats.

The Oxford County Library understands the need to recognize and embrace the principles of Truth and Reconciliation with Ontario's Indigenous population, as outlined in the Truth and Reconciliation Commission Report. The Oxford County Library will make efforts to ensure that materials by and about First Nations people and communities are represented in the collection.

The Oxford County Library Board has adopted the Canadian Library Association Statement on Intellectual Freedom and the Ontario Library Association Statement on the Intellectual Rights of the Individual. These statements are available as an addendum to this policy and are available on the Library website. The library's collection development policy incorporates and endorses these Intellectual Freedom statements by endeavoring to make available a wide variety of materials, encouraging freedom of expression and access to library services and resources.

PURPOSE

This policy serves to provide parameters for the development of the collections and decisions on the selection of materials and is the basis for collection evaluation, planning and budgeting.

PROCEDURES

Collection Scope and Size

1. The library provides a collection of books and materials that is responsive to the needs and interests of the community:
 - a. including a variety of alternative formats,
 - b. including multilingual materials in response to community need
2. The collections shall be balanced and represent diverse points of view and may include materials that some members of the public consider to be controversial in nature.

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3. The presence of an item in the library does not indicate an endorsement of its content.
4. It may happen that materials in the collections meet the needs of students, but this is not the primary reason for their selection. It is the responsibility of schools to provide materials which support their curricula.
5. The library develops collections which include, but are not limited to, the following areas: fiction and non-fiction for adults, youth and children; magazines, picture books, music, local history and items of local interest, and adult literacy. Collections are available in physical and digital formats.
6. The library may participate in consortia and purchasing pools to broaden the scope and size of the collection. To provide users with print disabilities with a broader collection the library will participate in accessible format initiatives.
7. Recognized, professional standards and guidelines will be used to determine the appropriate size of the collection. Planning for budgets and facilities should reflect these standards.
8. Physical access to library materials will not be restricted except for purposes of protection against theft or damage.
9. Access is not restricted by age except in the case of videorecording collections in accordance with Provincial and/or Federal film classification legislation.
10. Responsibility for the use of the collection by children rests solely with their parents or legal guardians.

Selection of Materials

1. The board delegates the responsibility for the collection to the CEO/Chief Librarian.
2. Selection responsibility for specific portions of the collections may be delegated to staff, except in cases of titles that may be extremely contentious or controversial. In selecting materials, staff will use professional resources, judgment, knowledge, and experience.
3. Acquisitions are based on the following criteria:

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- a) recommendations by critics or reviewers
- b) public demand
- c) importance of subject matter in relation to community needs
- d) authority or significance of author
- e) quality of writing, production and illustrations
- f) accessibility criteria and features
- g) authority and standards of publisher
- h) suitability of format for library use
- i) Canadian content
- j) Suitability of subject, style, and reading level for intended audience
- k) Scholarship, timeliness, and permanence
- l) Availability through other libraries or institutions
- m) Purchase price and other budgetary considerations
- n) Availability through the Library's regular vendors or wholesalers

It is not required that all or most criteria be met to be acceptable.

Withdrawal and Replacement of Items

1. An up-to-date, attractive and useful collection is maintained through a continual withdrawal and replacement process.
2. The ongoing process of withdrawal is the responsibility of the CEO/Chief Librarian. This responsibility may be shared with other members of the staff.
3. Items may be withdrawn based on the following considerations:
 - a) Relevance to needs and interests of the community
 - b) Physical condition



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- c) Timeliness
 - d) Frequency of circulation
 - e) Lack of local content
 - f) Availability of newer, more up-to-date materials
4. Withdrawn material may be discarded, sold, or donated to community groups and organizations.
 5. Replacement shall depend on demand for the title, availability of the title, availability of more current material on the subject, and the extent to which the subject is already covered in the collection.
 6. The Library may decide not to replace materials that are repeatedly stolen or damaged.

Gifts and Donations

1. The library accepts gifts of new books and other materials, or money for the purchase of specific items, with the understanding that they will be added to the collection only if they satisfy selection criteria.
2. The same criteria of selection and withdrawing that are applied to purchased materials are also applied to gifts and donations.
3. Materials not added to the collection are discarded, sold, or donated.

Requests from Members of the Community

1. Suggestions from the community for the purchase of items are accepted and are given due consideration.
2. Individuals who object to materials in the collection may express their concern by completing a "Request for Reconsideration of Oxford County Library Material". These forms are available at the branch libraries and on the library website. Responses to these requests are guided by the board's position that:

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- a) people have the right to reject for themselves material of which they do not approve but they do not have the right to restrict the intellectual freedom of others
- b) it is the right of parents and legal guardians to develop, interpret and enforce their own code of ethics upon their minor children

The final decision regarding library materials rests with the CEO/Chief Librarian.

- 3. Recommendations for purchase of self-published or locally authored materials may be considered based on the following criteria:
 - a) Requester is a current Oxford County Library cardholder and resides in Oxford County (library barcode is required)
 - b) ISBN for the title is included with the recommendation
 - c) Inclusion of any reviews from standard review journals (eg. Library Journal, School Library Journal, Kirkus Reviews, Booklist, Publisher's Weekly, Quill and Quire)
 - d) Materials are subject to the general selection criteria outlined in this policy
- 4. The Library reserves the right to not respond to unsolicited purchase recommendations.
- 5. Recommendations for self-published ebooks may be directed to the Oxford County Library's consortia ebook vendors for inclusion in their catalogue.

Related Documents:

- 1. Canadian Library Association's *Statement on Intellectual Freedom and Libraries*
- 2. Ontario Library Association's *Statement on the Intellectual Rights of the Individual*