

Chatham-Kent Public Library

Collection Development Policy

Purpose

The purpose of this policy is to provide guidelines for developing and maintaining a top-quality, balanced, and active collection of materials. The Library's goal in the selection of materials is to provide a diverse collection that serves the cultural, recreational, educational and informational needs of the community, to assess current unfilled requirements and to anticipate future needs.

Scope

This policy applies to both materials purchased by the Library and those donated by others. It covers all formats collected including print, nonprint, and electronic for both adults and children.

Selection

The selection of materials is based on the professional judgment of library staff who consider the needs and interests of the community, existing resources in the library, the library's ability to technically support various formats as well as specific criteria related to the author, publisher and content of the publication.

Items are selected to:

- meet the recreational needs and interests of the community
- enrich human understanding by celebrating the diversity of our community through inclusion of various cultural, ethnic, religious and philosophical backgrounds
- educate and support lifelong learning
- recognize and accommodate a range of education levels and abilities
- inspire a love of reading, learning and creativity
- collect and preserve materials which illustrate the growth and development of Chatham-Kent and celebrate its history and heritage.

Developing a diverse collection requires:

- selecting content in multiple formats;
- considering resources from self-published, independent, small, and local producers;
- seeking content created by and representative of marginalized and underrepresented groups;
- evaluating how diverse collection resources are catalogued, labeled, and displayed;

- including content in all of the languages used in the community that the library serves, when possible; and
- providing resources in formats that meet the needs of users with disabilities.

General Guidelines

- All materials, whether donated or purchased, will be evaluated using the same criteria.
- An item need not meet all the criteria in order to be acceptable.
- While the library supports all types of lifelong learning, it does not collect materials that support the specific curriculum of formal educational institutions.

Criteria for the Evaluation of Materials

- Subject, style and level suitable for the intended audience.
- Format, durability and ease of use suitable for library collection.
- Favourable attention by reviewers.
- Complementary to existing collection and other materials on the subject.
- Popular demand by the public and current trends.
- Quality of writing and/or visual art.
- Reputation, skill and competence of the author and/or publisher of the work.
- Timeliness or permanence of the work; classics in the subject area or genre.
- Comprehensiveness and depth of treatment.
- Clarity, accuracy and logic of presentation.
- Canadian and local content.
- Balance of viewpoints in the collection.
- Availability of funds and space.

The selection of an item for the collection does not constitute endorsement by the Library Board or Staff of its contents or viewpoints.

De-Selection and Collection Maintenance

De-selection is a vital part of building and maintaining a responsive and viable collection. The Library actively and continuously monitors the performance of the collection to balance both immediate demand and long-term user needs.

The same criteria that are used to select materials for the collection are applied to de-select items. Professional staff use their judgment and experience to withdraw the following from the collection:

- Materials whose content is out-of-date and therefore potentially misleading.
- Earlier editions of titles when more recent editions have been received.
- Materials which are no longer of interest, as reflected in the circulation history.
- Materials that are damaged or in poor physical condition.

- Materials that the author and/or publisher has requested be removed from the collection.

Materials of local historical importance and interest are retained where the content has enduring worth to the community.

Materials removed from the collection are disposed of by staff in one of these ways:

- Placed in the Library's used book sales. Money raised by book sales is returned to the materials budget.
- Recycled.

Donations and Gifts

The Library accepts gifts of books, periodicals, movies and other materials only if they are suitable for the needs of the Library.

Criteria for the selection and purchase of materials are also applied to gifts and donations. If accepted, the materials become the property of the library and will be handled according to library procedures.

If not added to the collection, donated materials will be disposed of by staff in the same way as other materials removed from the collection.

The Literary Angels program provides a way for titles to be added to the collection in honour or in memory of someone. These items must also meet the same criteria as other materials selected for the collection and will be removed from the collection in the same way as other items.

Recommendations for Purchase

The Library welcomes suggestions from the public of titles to add to the collection. These recommendations are considered using the same criteria for evaluation of materials outlined above.

Interlibrary Loans

Items that fall outside the selection criteria of the Library or that are out of print or temporarily unavailable can be requested from other library systems through the interlibrary loan service. Interlibrary loan is subject to the availability and loan policies of the lending institutions.

Requests for Removal

The Library's collection contains titles representing a variety of viewpoints on any issue. The content or manner of expressing ideas in material that is selected to fill the needs of some Library users, may, on occasion, be considered to be offensive by other Library users. The Library Board 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.

The following will not cause an item to be automatically included or excluded from the collection:

- race, religion, nationality or political views of an author
- frankness or coarseness of language
- controversial content
- endorsement or disapproval of an individual or group
- language in which the work is written or spoken

Library users who object to materials located in the collection are asked to complete a written Request for Reconsideration of Library Materials form.

The Collection Librarian shall review such requests, re-evaluate the item(s) in question, and prepare a written response. This will be reviewed by the CEO/Chief Librarian who will provide feedback to the complainant. Should an individual wish to pursue the challenge further they may appeal to the Chatham-Kent Public Library Board.

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Background Documents: Collection Development Profiles; Circulation Policy; Interlibrary Loan Policy; Local History Policy; [Diverse Collections: An Interpretation of the Library Bill of Rights](#) by American Library Association.

For more information or alternative formats of this document, please email cklibrary@chatham-kent.ca.