

Bonfield Public Library Collection Procedure

January 2004
(Revised December, 2016)

PURPOSE OF THE COLLECTION:

The public library is the principal means for the record of thoughts and ideas, and the expression of the creative imagination is made freely available to all, The Bonfield Public Library shall:

1. assemble and administer an organized collections, books and related educational, information and recreational materials in order to promote, through guidance and stimulation, the communication of ideas and enriched personal lives;
2. provide books and other materials through which inquiring minds may encounter the original, sometimes unorthodox and critical ideas so necessary in a society that depends on the free circulation of ideas for its health and survival; and
3. provide a progressive, user-oriented service which responds to and anticipates the educational, cultural, leisure and other information needs of the community of Bonfield.

GOALS OF THE COLLECTION:

1. To provide access to all expressions of knowledge, creativity and intellectual activity.
2. To provide a wide range of resources for self-development and independent study, and to complement formal education.
3. To meet the information needs of all members of the community.
4. To provide materials which stimulate and support enjoyment of and participation in cultural life.
5. To provide access to information of local interest or concern.
6. To provide materials for recreational and leisure time use.

To achieve these goals, the CEO shall endeavour to:

1. Select materials that represent all sides of a wide range of issues.
2. Consider materials in terms of timeless, demand, quality and authority.
3. Develop collections of materials in a variety of formats.
4. Acquire materials in formats specifically for use of the physically disabled.
5. Acquire materials for all ages and levels of comprehension.

COL-1 Collection as part of the system

If the information needs of the community cannot be met through the resources of Bonfield Public Library alone. The library recognizes interlibrary loan, the sharing of resources and cooperative resource

development with neighboring libraries, and supplementary deposit coordinated by the Ontario Library Service.

COL-2 Responsibility for the collection

1. The Chief Executive Officer (CEO) is responsible for the selection and acquisition of materials for the Library collection.
2. The CEO ensures that the collection is properly maintained and organized and that an effective collection control system is in place.

COL-3 Content of the collection

The Bonfield Public Library will provide as wide a spectrum of materials as budget and space limitations will allow, with emphasis on:

- a) materials which record and communicate historical, scientific, social and cultural knowledge;
- b) materials of current and future significance and interest;
- c) materials which stimulate imagination, creativity and curiosity;
- d) materials which increase the individual's ability to function as a productive member of society;
- e) materials which entertain and thus enhance the individual's enjoyment of life.

COL-4 Types of materials

The library shall provide in its collection those types of materials that best help it to meet its goals and objectives. Books shall be of primary importance. Other types of material shall include non-print materials such as audio recordings and video recordings.

COL-5 Language

1. As the Board is committed to providing library service in both official languages of Canada, English and French-language materials will be acquired in relative proportions which, as proportions which as derived through analysis and experience, are most appropriate for the community.
2. The library shall endeavor to meet the needs of clients who require materials in languages other than English or French through participation in the interlibrary loan networks and through the multilingual collections provided through the Ontario Library Service.

COL-6 Size of the collection

1. The library recognizes that, given the limitations of available physical space, the size of the collection must be limited in order to:
 - a) ensure adequate space for public and staff circulation and activities, and
 - b) avoid overcrowding of the collection which would hamper access to materials and give an impression of disorder and lack of control.

2. A quantity of volumes not less than 10,000 for the population of 2,000 served shall be maintained in the permanent collection of the Library.
3. Each year material will need to be replaced. The replacement rate suggested by the American Library Association (ALA) is one-sixth of a volume per capita per year. The ALA replacement rate will be used as a guide in the Library.

COL-7 Canadiana

Special emphasis shall be given to acquiring materials created by Canadians and materials about Canada.

COL-8 Local History

Providing access to the historical past of Bonfield and the surrounding area is an important function of the library. Works by and about local authors and materials relating to the history of Bonfield and area shall be acquired if they meet the selection standards of the Library and prove suitable to the community's needs.

COL-9 Selection Criteria

1. Materials selected will meet high standards in quality, content, expression and Format.
2. All acquisitions, whether purchased or donated, shall be considered in terms of The following criteria:
 - a) suitability of subject and style for the intended users;
 - b) reputation of authority of the author and publisher;
 - c) comments of reviewers, critics and publishers;
 - d) strengths and weaknesses of the existing collection;
 - e) demand in the community for a certain subject or title;
 - f) availability of materials through other libraries in the community or area;
 - g) suitability and quality of physical form, layout and construction;
 - h) timeliness and accuracy of the information contained therein;
 - i) purchase price and other budgetary considerations.

COL-10 Sources of material

In choosing sources of material for the collection, preference will be given to suppliers who

- A) are Canadian
- B) provide cataloguing and processing services
- C) offer the best discounts
- D) provide the fastest, most efficient and most cost effective service.

COL-11 Balance Expenditure

1. In planning the annual materials budget, balanced consideration will be given to the following main areas of collection development.
 - A) current materials, to keep the collection up-to-date
 - B) materials to build the collection in those area in which it is lacking.
2. In expending the materials budget, adequate and consistent attention shall be given to all major parts of the collection.

COL-12 Weeding

1. In order to maintain an active working collection of high standard, materials shall be Withdrawn from the collection on a regular and systematic basis for the following reasons:
 - a) to remove materials which are no longer useful in the light of the goals and objectives of the library.
 - b) to remove materials whose contents are out-of-date and therefore potentially misleading:
 - c) to remove materials which are no longer of interest to the community;
 - d) to remove damaged or worn-out materials;
 - e) to make room for new materials coming into the collection.
2. The CEO shall have overall responsibility for the materials withdrawn from the collection.
3. Whenever appropriate, materials withdrawn from the collection should be directed to another non-profit group or organization in need of such materials.
4. Remaining withdrawn materials should be sold to produce extra income for the library.
5. Materials, which remain unsold, should be destroyed.

COL-13 Gifts and Donations

1. Donations of books or other materials may be accepted by the CEO if they are suitable to the needs of the Library and on the condition that the CEO may make whatever disposition of the materials he or she deems advisable.
2. The Library will not accept materials, which are not outright gifts.
3. Gifts of materials may be accepted only on the understanding that the unconditional ownership of the gifts is retained by the Library, and that, if it cannot use them, the gifts may be discarded.

COL-14 Suggestions from the public

Suggestions from the public for the purchase of books or other materials shall be considered in light of the terms of the Library's selection policy.

COL-15 Controversial Method

1. The Board recognizes that some books may be regarded by certain individuals or groups as controversial, whether because of bias, frankness of language, political expression, or moral implication. Selection should not, and will not, be made on the basis of anticipated approval or disapproval by any individual or group in the community, but rather on the evaluation by the CEO of the publication's literary merit, authenticity, honesty of presentation, topical interest, and use to the audience for who it is intended. The primary aim of materials selection is to establish a balanced collection which adequately represents various points of view on many subjects.
2. The ideas and opinions found in the Library's collection are not advocated by the Library Board or staff. The presence of materials in the Library does not indicate an endorsement of their contents by the Library.

COL-16 Complaints about the collection

1. The Board recognizes the right of an individual or group to make a complaint to the Library administration concerning the collection.
2. Requests by individuals or groups to have an item or items removed from the Library's collection shall be referred in writing on a ***Request for Reconsideration Of Library Materials*** form to the CEO (Sample form included)
3. Upon receiving the written complaint, the CEO shall review it in the light of the Board's policy concerning the Library collection.
4. If the inclusion of the item in the library collection is found by the CEO to be legitimate and justifiable based on the guidelines set out by Board policy, the policy shall be explained in writing to the complaint and no further action need be taken.
5. If the inclusion of the item in the library collection is found by the CEO to be questionable based on the guidelines set out by Board policy, the item will be temporarily withdrawn from the collection and the Board will be asked by the CEO to make a decision on the matter. The Board will communicate that decision in writing to the complainant.

COL-17 Excluded from the collection

The library collection provides materials for self study but is not primarily designed to furnish reading required for academic study. Materials need for formal courses of study by elementary and secondary schools and post-secondary institutions of learning will not necessarily be provided. Textbooks shall be purchased only when they provide the best coverage of subject and are also useful to the general public.

Materials that are banned under Canadian Law will automatically be excluded from the library's collection.

COL-18 Children's Reading

Responsibility for the reading activities of children rests with their parents or legal guardians. Selection of materials for the adult collection shall not be restricted by the possibility that children may obtain materials that their parents consider inappropriate. The Board believes in the freedom of the individual and in the right and obligation of parents to develop, interpret and enforce their own code of acceptable conduct within their own household.

COL-19 Adoption and review of the procedure

Revisions will be made as necessary.

Adapted in parts by the Sourcebook for Small Public Libraries

Request for reconsideration of library materials

Author _____

Title _____

Publisher (if known) _____

Type of material (book, magazine, audiocassette, video, etc.) _____

Person making request _____

Address _____

City _____ Province _____ Postal Code _____

Telephone _____ email _____

Complainant represents:

himself/herself _____

or name of organization _____

If objection is to material other than a book, change the wording of the following questions so they apply:

1. To what in the book do you object? (please be specific, cite pages)
2. What do you feel might be the result of reading this book?
3. For what age group would you recommend this book?
4. Is there anything good about the book?
5. Did you read the entire book? If not, what parts did you read?
6. Are you aware of any reviews of this book?
7. What do you believe is the theme of the book?
8. What would you suggest that your library do about this book?

Signature of complainant _____ Date _____