

<b>Policy Title:</b>	<b>Collections and Materials Selection</b>
<b>Policy Type:</b>	<b>Administration</b>
<b>Policy #:</b>	<b>ADM 04</b>
<b>Policy Authority:</b>	<b>Board</b>
<b>Effective Date:</b>	<b>June 2023</b>
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## **PURPOSE**

To familiarize Clarington Library, Museums and Archives (CLMA) members with the principles upon which selection/de-selection decisions are made for materials. To guide staff in the acquisition/maintenance of materials that is of current interest and/or lasting value to existing or potential CLMA members.

## **DEFINITIONS**

- “**Materials**”:  
All of the items that comprise library collections regardless of format.
- “**Collections**”:  
The various holdings of the Library organized by category, e.g. fiction collection, picture book collection.
- “**Format**”:  
The medium in which information is presented, e.g. a book, DVD, e-book.
- “**ILLO**”:  
**Inter-Library Loan** is the service through which members may request items not owned by or missing from the Clarington Public Library. These items may be borrowed from other institutions, subject to availability and the interlibrary loan policies of the lending institutions.
- “**The Library**”:  
Clarington Public Library Board or its authorized vendors/representatives.

## **POLICY**

### **1. Scope**

This policy applies to all formats including print, non-print, audio-visual, and electronic materials. It also applies to CLMA staff or any organization that undertakes the selection or withdrawal of materials for the Library's collections, and/or accepting and evaluating gifts for its collections.

### **2. Exclusions**

This policy does not apply to Museum collections. Museum collections are addressed in a separate Museum Collections Management Policy (PS001-20).

### **3. Underlying Principles**

In establishing its Collections and Materials Selection Policy, the CLMA is cognizant of Section 2(b) of the Canadian Charter of Rights and Freedoms, which guarantees everyone the freedom of thought, belief, opinion, and expression, including freedom of the press and other media of communication.

The selection of materials is driven by principles defined in the CLMA's Mission Statement and Values Statement. The CLMA is a cornerstone of our community by offering a treasure trove of books, artifacts, and resources that reflect the richness of our evolving culture and our shared knowledge. We inspire connections, empower minds, and create a vibrant tapestry of understanding. The CLMA selects:

- Contemporary materials representing varying points of view, and which are of current interest and possible future significance, including materials which reflect current conditions, trends, and controversies;
- Source materials and thoughtful interpretations which document or shed light on the past;
- Materials that inform and increase an individual's ability to function effectively as a member of society;
- Materials that provide an aesthetic experience, stimulate the imagination, and increase an individual's potential creativity;
- Materials that expand an individual's understanding of the world in which we live;
- Materials that entertain and may enhance an individual's enjoyment of life.

The CLMA endeavors to provide equitable access to its extensive collections through a multi-tiered service delivery model which rationalizes the location, scope, and focus of collections.

### **4. Responsibility for Selection**

The responsibility for the selection/de-selection of materials is delegated to the Chief Executive Officer, who may further delegate this function to members of the staff who are qualified by reason of education and/or training.

Ongoing material selection activities are founded on staff familiarity with existing collections, their awareness of the needs of members, and their knowledge of retrospective, current and future trends in informational and recreational materials suitable for public library use.

These activities are supported by staff attention to review media, online resources and reviewing tools, consultation with the publishing industry, and recommendations from members.

Activities are responsibly exercised within the context of available funds and space.

## **5. Selection**

As per the Ontario Human Rights Code, no materials are excluded from selection solely because of the "race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, age, record of offences, marital status, disability, family status, sex, sexual orientation and/or receipt of public assistance" of the creator of the work.

Selection of an item for a library collection does not constitute endorsement by the CLMA of either the content or viewpoint expressed in that item.

The CLMA does not keep, acquire, or purchase materials that the Canadian courts have found to be obscene, hate propaganda or seditious.

### **SPECIFIC SELECTION CRITERIA:**

1. Suitability of format for Library use;
2. Suitability of subject, style and reading level for the intended audience;
3. Accessibility of material in other libraries;
4. Relevance to community members;
5. Attention of critics, reviewers, and the public;
6. Quality of writing, production, illustration;
7. Relationship to the existing collection and other materials on the subject;
8. Reputation, skill, competence, or significance of the originator of the work;
9. Special value as a contribution to social questions and problems of continuing or topical interest;
10. Popular demand and current trends;
11. Reputation of the publisher or producer;
12. Clarity, accuracy, and logic of presentation;
13. Availability of funds and space;
14. Timeliness or permanence of the work;
15. Accurate and current data;
16. Balance of viewpoints in the collection (challenging though extreme or minority points of view are often represented though quantity may be limited);
17. Importance as a record of the times.

An item need not meet all of the above criteria in order to be acceptable. Materials that do not meet these criteria may be purchased to satisfy demand.

Special consideration is given to Canadian content by or about significant national and local authors, artists, filmmakers, producers, and composers that record the Canadian experience or that relate to life in Canada or the lives and works of Canadians.

If there is considerable topical interest in a subject and a manifest public desire to review the material first-hand, an item may be included that is not considered accurate, according to expert opinion.

The CLMA does not buy textbooks specifically related to courses of study in the community. However, textbooks may be purchased if the subject information is not available in any other form as budget permits.

The CLMA acquires materials not only for its present members, but also considers the needs of the entire community.

## **6. Access to Materials**

All members have open access to all library materials, except where limited by law. Members can request special items through interlibrary loan. Materials limited by law include video games, as classified Entertainment Software Rating Board (ESRB).

Processing and shelving of materials shall in no way reflect a value judgment of the materials. There will be no labelling of any item or its record to indicate any point of view or bias.

Most materials will be shelved in their proper order on open shelves, freely, and easily accessible to the public. The CLMA may control use of any material to protect items deemed susceptible to theft or damage by members, or to ensure the widest possible use of materials by members.

In addition to the physical collection, electronic collections are available via the CLMA's website. These resources are accessible to CLMA members with cards in good standing, either in the physical branch of the Library or remotely, dependent on the Terms of Use specified by each vendor. The electronic collections serve to expand and enhance the physical collections offered by the CLMA.

The CLMA assures free access to its holdings for all members to select or reject for themselves any item in the collection. Individual or group prejudice about a particular item or type of material in the collection may not preclude its use by others.

The CLMA endeavors to provide equitable access to its extensive collections through a multi-tiered service delivery model that rationalizes the location, scope and focus of collections. In addition, items may be delivered to any branch at the member's request.

While people have the right to reject materials for themselves of which they do not approve, they do not have the right to restrict access of others to those materials.

## **7. Parental Responsibility**

The CLMA does not assume parental responsibility. Parents and/or legal guardians have the sole right and responsibility of supervising their own children's choices and uses of library materials.

In accordance with the Ontario Library's Association's policy statement on Children's Rights in the Public Library, children are entitled to borrowing privileges and open and ready access to all materials and facilities provided by the CLMA and are not limited to the juvenile collection.

## **8. Member Suggestions**

CLMA members may place formal requests for the purchase of collection materials by completing a "Suggest an Item" form available on the CLMA's website. All suggested purchases are reviewed by CLMA staff who apply to the member request the same selection criteria that are applied to all materials purchased by the CLMA.

## **9. Donations and Gifts**

The same criteria and guidelines that apply to the selection of all library materials are used to evaluate donations and gifts. No conditions may be imposed by the donor relating to any item after its acceptance. It is understood that all donations and gifts are freely given without conditions attached, unless specifically negotiated beforehand.

Not all items offered to the CLMA as donations will be accepted. Nor will all accepted items be added to the library collection. Donations that are accepted, but not added to the collection, will be discarded, sold at book sales, or otherwise disposed of as the CLMA deems appropriate. All donations may be weeded from the collection, without the consent of the donor, in accordance with the deselection criteria.

## **10. New Formats**

Careful consideration is given to the introduction of new formats to library collections. Budget considerations, community needs, and the probable impact on existing resources are all reviewed before items are selected and introduced to collections in a new format.

The selection of material in any new format may result in the CLMA's decision to retire specific items or material formats from its collections in order to responsibly accommodate trends in member demands and/or changes in technology.

## **11. Self-Published Materials/Print-on-demand Materials**

Periodically, the CLMA receives requests to include self-published materials in the collection. The CLMA wishes to support local self-published authors with our Read Local collection housed at the Bowmanville Branch.

The Read Local collection showcases self-published or micro-published works. Members of all-ages may borrow items from this collection. Though these books may not meet the requirements outlined in the Collections and Materials Selection Policy, donated copies of works may be added based on the guidelines outlined below.

A series of separate guidelines have been established for the Self-Published Authors: *Read Local* Collection, which can be found in Appendix A of this policy.

In most cases, the CLMA will not purchase micro-published, print-on-demand, or self-published materials that are not reviewed in established review journals. Exceptions may be made for self-published materials of local interest or of popular demand that meet the selection criteria. In order to be considered for purchase, self-published items must be made available through the CLMA's vendor(s).

## **12. Digital Newspaper Collection and Personal Information**

The CLMA digitize local newspaper collections to preserve local history while facilitating easy access to the documents. CLMA sought permission from the copyright holders to digitize the newspapers and host them online.

CLMA is not the copyright holder of the information in the digitized newspapers but acts as a curator of the documents. As a result, CLMA cannot alter the content of the newspapers made available through the digital newspaper collection.

In establishing this Digital Newspaper Collection and Personal Information Policy, CLMA is cognizant of Section 2(b) of the Canadian Charter of Rights and Freedoms, which guarantees everyone the freedom of thought, belief, opinion, and expression, including freedom of the press and other media of communication and the Canadian Bill of Rights, Section 1(f) guarantees freedom of the press.

In addition, the Board endorses the Canadian Federation of Library Associations' "Statement on Intellectual Freedom and Libraries", available on the CLMA website.

The purpose of the digital newspaper collection is to preserve local history while making the information freely available. CLMA recognizes that some of the information may be factually disputed or written from a historic perspective that no longer reflects current opinion.

Individuals who have concerns about any newspaper content are encouraged to contact the copyright holder directly.

### **13. De-Selection (Weeding/Withdrawal) Activities**

Selected materials are regularly assessed for their condition, accuracy, currency, and usage within the context of the library collection and the relevance to CLMA members. The withdrawal of materials from any collection is a formal process conducted by knowledgeable staff, according to written guidelines, as a necessary means to maintain collection vitality, size, and scope.

Items that are weeded or de-selected from the Library's collection and have no marketable value will be disposed of through book sales or recycling depending upon their condition. Monies received from the sale of used library books are deposited into the general revenues of the CLMA and as such are used to offset the CLMA's operating expenses, which include the materials acquisition budget.

The CLMA will not save materials for specific members, to be given or sold, upon their eventual withdrawal.

### **14. Interlibrary Loan (ILLO) Services**

Items that fall outside the selection criteria of the CLMA or that are "out of print" or temporarily unavailable may be available to members from other library systems via the Interlibrary Loan service. Members are encouraged to consult with CLMA staff and complete a Request an Item form, which is available on the CLMA's website.

### **15. Controversial Issues**

The library is a resource where many points of view and modes of expression can be examined without hindrance. No ideas and opinions receive universal acceptance or condemnation. The use of language, either descriptive or expressive, can in itself stimulate controversy. The CLMA, therefore, recognizes the right of individuals to express opposition to authors' ideas or to their creative exercise of language or images in materials selected for the library. However, the CLMA will not engage to satisfy members by removing items purchased in compliance with the principles of this policy.

The presence of an item in the collection does not indicate an endorsement of its contents by the CLMA, but rather is an affirmation of the principle of intellectual freedom as embodied in the Canadian Federation on Intellectual Freedom and Libraries.

## **16. Reconsideration of Materials**

The CLMA 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.

In the event of an objection or complaint by a member to material contained in the CLMA, the steps for resolution are as follows:

- i) The member is provided with a copy of the Collections and Materials Selection Policy and requested to put their objections in writing using the Request for Reconsideration form.
- ii) The written complaint is forwarded to the Manager, Collections and Resources who will read, review, or listen to the material, discuss the complaint with the appropriate staff, and consult external review sources, when necessary. When the review is completed, the member will be provided with a written explanation for the decision. The decision will be rendered within three weeks of the date of receipt of the complaint and will reflect the principles outlined in the Collections and Materials Selection Policy.
- iii) If the member wishes to pursue the matter further, the complaint will be brought forward to the CEO for review. The CEO will review the material and provide a written decision within three weeks of the date of receipt of the second complaint.
- iv) If the member would like to pursue the matter further, the CEO will bring the matter forward to the next meeting of the Library Board. The Board will rule on the complaint and report the decision, in writing, to the complainant and all concerned parties within 30 days of the Board meeting.



## **APPENDIX A – Self-Published Authors: Read Local Collection Guidelines**

Guidelines for Placement:

- Authors must be from the Region of Durham, the book must take place in the Region of Durham, and/or otherwise demonstrate a strong local interest.
- Each request must include a donated copy of the title as well as a completed submission form.
- Each title will be added at the discretion of the CLMA.
- Materials that are donated become the property of the CLMA, and as such, cannot be returned to the donor.
- At the discretion of the CLMA, a work may be considered for purchase if published reviews in standard sources are available, or if there is sufficient demand. To be considered for purchase, the title must be made available through CLMA's vendor(s).
- All books should have an ISBN.
- Works must be bound to withstand the rigors of circulation.
- A basic record will be created in the CLMA catalogue allowing borrowers to access the item by title or author. CLMA will absorb the cost of processing.
- Items will be subject to the de-selection (weeding/withdrawal) activities.

At this time, the CLMA is only able to accept printed/ physical copies of works. Electronic works must be available for purchase through the CLMA's vendor and adhere to the Collections and Materials Selection Policy (ADM 03).

## **APPENDIX B – Read Local Submission Form**

The following is also available on the CLMA website.

Title: \_\_\_\_\_

Author: \_\_\_\_\_

ISBN: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

CLMA Card Number: \_\_\_\_\_



Please provide a brief description of the work:

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What are the major subjects of the work?

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Where has your work been reviewed? Please provide the title of the publication, date of review, and page number or URL. Please feel free to attach a copy of the review(s) to this document.

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- I have read and accepted the CLMA's Collections and Material Selection Policy and the Read Local Clarington Guidelines for Submission.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

**Please forward one copy of work and a completed copy of this form to:**

**Attention: Manager, Collections & Resources, CLMA  
Newcastle Library  
150 King Ave. E.,  
Newcastle, ON L1B 1H5**