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# **BRAMPTON LIBRARY**

## **Collection Development Policy**

### **1. Purpose of the Policy**

To provide a statement of general principles and criteria for developing collections of materials that supports the mission and strategic plan of the Brampton Library.

### **2. Scope of Collection**

The primary responsibility of the Brampton Library is to serve customers by providing a broad choice of materials to meet their informational, educational, cultural, and recreational needs. Materials are selected to aid individuals, groups, and organizations in fulfillment of their educational, informational and inspirational needs, thus enriching the quality of life for all community members.

The Library attempts to provide equitable distribution of its materials throughout the system. Budget and space limitations, as well as local needs, preclude the Library from duplicating the collections at all branches.

### **3. Responsibilities**

The Brampton Public Library Board assumes ultimate responsibility for the collection and for implementation of the Collection Development Policy.

The Library Board delegates this responsibility to the Chief Executive Officer who in turn delegates it to qualified staff. Qualified staff are responsible for following the principles of selection of the Collection Development Policy.

The Library holds that the responsibility for the use of materials by children and young adults rests with their parents or legal guardians. The Library's selection and classification of materials does not eliminate the possibility that children may obtain items that their parents or legal guardians may consider inappropriate.

Brampton Library recognizes the diversity of the population it serves. In keeping with its strategic goal of inclusion, the Library provides materials and formats in languages other

than English and French in accordance with the information and literacy interests of the diverse community it serves and the availability of the material and formats.

#### **4. Principles of Selection**

##### **4.1 Intellectual Freedom**

The Brampton Library endorses the Canadian Library Association's Statement on Intellectual Freedom dated 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.*

Materials that the courts have determined violate the Criminal Code of Canada, or other Statutes of Canada or the Province of Ontario will not be held by the Library.

##### **4.2 Balance**

The Library aims to establish a balanced collection which adequately represents various points of view on a subject.

As certain materials deal with controversial issues, the Library is aware that some items in its collection may be offensive in whole or in part to some customers. While it respects their right to express their views, the Library equally upholds the right of other customers to have access to those same items.

The selection of an item by the Library does not in itself constitute endorsement of the viewpoint, or information expressed in that item.

### **4.3 Criteria**

All materials shall be considered using the following criteria:

- suitability for meeting the needs and interests of the community
- artistic and literary merit
- authoritativeness of the writer and reputation of the publisher
- comments by reviewers
- accuracy of information
- adequate breadth and depth of coverage
- Canadian content
- local content of a significant nature
- popular demand
- availability of similar material within the community and other libraries
- relation to existing collections and other material on the subject
- suitability and quality of physical form, layout and construction
- space requirements
- purchase price and other budgetary requirements

An item need not satisfy all of the above criteria in order to be acceptable.

### **4.4 Format**

Within the facilities available to the Library, budget constraints, and other provisions of this policy, materials will not be excluded on the basis of format.

## **5. Donations**

The Library will accept donations of books and other materials. Donations are added according to the same criteria as for the selection of purchased materials. Materials not added to the collection may be offered to other libraries, sold, or discarded. No condition may be imposed by the donor on the Library relating to any item after its acceptance. Once received, materials are the exclusive property of the Library.

Cash donations and bequests of money for collection development may be made to the Brampton Library. The donor may request that these funds be used for the development of specific collections, but the Library reserves the right to select materials it deems appropriate.

Recognition of donations whether cash or items is at the discretion of Brampton Library.

## **6. External Resources**

### **6.1 Interlibrary Loan**

Interlibrary loan is used to supplement service to the Brampton Library customer. The Library provides an interloan service by which materials are made available from one library to another on a provincial and national level. By this means, the Library attempts to make available materials it does not own.

### **6.2 Shared Resources**

The Library may have access to external resources by means of shared pools, partnerships and/or consortiums. The selection of these resources will comply with this collection policy.

## **7. Reconsideration of Materials**

The Library recognizes the right of an individual or group to make a complaint about the inclusion of material in the Library's collection. Requests for reconsideration may be submitted to the Library for review and appropriate action (see Appendix A.). Any action taken must comply with this Collection Development Policy.

In the event that the customer who initiated the Request for Reconsideration is not satisfied with the response of the Branch Manager, they may appeal in writing to the Chief Executive Officer.

## **8. Collection Maintenance**

To keep the collection timely and attractive, materials are withdrawn when they are:

- outdated
- worn
- redundant
- duplicate copies of seldom used titles
- superseded editions of specific titles

Replacement of items depends upon the demand for that particular title, the availability of more current materials on the subject and the extent of the coverage of the subject in the collection.

**9. Revision of Policy**

This policy will be reviewed annually.



# ***Brampton Library***

## **REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS**

**PLEASE COMPLETE AND RETURN TO STAFF.**

**Request initiated by:**

**NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

\_\_\_\_\_

**TELEPHONE:** \_\_\_\_\_ **E-MAIL:** \_\_\_\_\_

Material being questioned: \_\_\_\_\_

To what in the material do you object? Please be specific. \_\_\_\_\_

Do you wish to be informed of our decision?  YES  NO

Personal information is collected under the authority of the Public Libraries Act, R.S.O. 1990, Chap. P44, Section 23, Subsection 4. This information will be used in the management of Library Services.

Questions about this collection should be directed to the Chief Executive Officer, Brampton Library, 65 Queen Street East, Brampton ON L6W 3L6, Tel. 905-793-4636, ext. 4311.

Signature: \_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_  
\_\_\_\_\_

Received by: \_\_\_\_\_

**OFFICE USE ONLY**

**Reviewed by:** \_\_\_\_\_

**Service Unit:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Recommendation:** \_\_\_\_\_

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**Action and Dates:** (e.g. Decision, item deleted, customer notified, etc.)

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