

Huron County Library **Collection Development Policy**

Mission Statement:

The Huron County Library is committed to providing public library service to meet the informational, educational and recreational needs of the residents of the County of Huron.

The Library is dedicated to developing a comprehensive collection of books and non-print materials, making them accessible to all residents of the County, from trained and service-oriented staff.

Purpose:

The purpose of the Huron County Library Collection Development Policy is to state the principles upon which materials are chosen from the vast array of available resources, define responsibility for selection and provide direction for library staff.

Responsibility for Selection:

The ultimate responsibility for the selection of all materials lies with the County Librarian, acting according to the general policies established by the Library Board. This authority may be delegated to other professional and senior staff.

Intellectual Freedom:

The Huron County Library endorses the Canadian Library Association Statement of Intellectual Freedom, the Ontario Library Association Statement on the Intellectual Rights of the Individual and the Ontario Library Association Children's Rights in the Public Library.

It is the responsibility of the Library to guarantee and facilitate access to all expressions of knowledge and intellectual activity. The Library will resist all efforts to limit the exercise of these responsibilities while recognizing the right of criticism by individuals and groups.

The Library Board and all library staff have a duty to uphold these principles. Selection of material will not be curtailed by any anticipated approval or disapproval by individuals or groups within the community.

The library complies with laws enacted at all levels of government and does not collect material that has been designated obscene or

pornographic under the Criminal Code of Canada or has been banned by the courts.

General:

Huron County encompasses many diverse communities. The needs, interests and points of view of this clientele range over the spectrum of all subjects relating to contemporary society. The Library has a responsibility to provide a diversity of materials in both print and non-print forms.

Resource sharing is the cornerstone of county library service. All Huron County Library patrons have access to the collection through interbranch loan and through the regular exchange of materials between branches to refresh collections.

The size of a branch collection, and the types of material in the collection, will vary based on community needs, available resources, hours of operation and the space available to house it.

Selection Criteria:

Possible considerations are:

- suitability of physical form for library use;
- relation to existing materials in collection;
- accessibility of materials at other libraries;
- popular demand and current trends;
- availability of funds and space;
- need for balance of viewpoints in the collection;
- quality of writing/recording/visual art;
- reputation and artistry of the originator;
- timeliness or permanence of work;
- interests and composition of community served.

Lifelong Learning:

The Library supports lifelong learning for all ages. It is the responsibility of institutions engaged in formal education to provide materials which support their curricula. The library collection may meet the needs of school curricula but this is not a primary reason for selection.

A book will neither be excluded nor included because it is a textbook. Textbooks may be purchased if they provide the best coverage of a subject.

In order to stimulate ideas, to encourage and facilitate understanding of many subject areas, to enhance appreciation of the arts and sciences, to assist the individual in learning or perfecting skills, hobbies and crafts, all of which are included in the library's role in lifelong learning, the Library will provide a representative collection of various subjects and viewpoints. Reference sources necessary to answer the many and varied questions, addressed to the Library's staff, will also be provided, subject to the inevitable limitations of space and funds.

Recreation:

The Library will acquire print and non-print materials for the recreational reading, viewing and listening enjoyment of a wide range of differing tastes, interests, purposes and reading skills.

Balance:

The Library recognizes that some books may be regarded by certain individuals 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 one sector of the community; but rather on the evaluation by the professional librarians of the material's merit, authenticity, honesty of presentation, topical interest, use to the audience for whom it is intended and public demand. The primary aim of selection is to establish a balanced collection which adequately represents various points of view upon many subjects.

The Library Board does not advocate particular beliefs or points of view and the presence of an item in the collection does not indicate endorsement of its content.

Scope of Collection:**Children's Collection**

Book and non-print materials are selected for the interest, information and enjoyment of all children, from birth to age twelve, served by the library. Materials are selected for a varying range of ages and abilities.

Parents and legal guardians are responsible for children's reading and viewing, not library staff. Selection of materials for the adult collection is not restricted by the possibility that children may obtain, read or view such materials. The Library believes in the intellectual freedom of the individual and the right of parents and legal guardians to develop, interpret and enforce their own code of ethics upon their minor children.

Young Adult Collection

Book and non-print materials are provided for the interest, information and enjoyment of young people ranging in age from twelve to eighteen years to ease the transition from children's to adult literature.

Adult Collection

The selection of book and non-print materials will not be restricted by the open access policy.

Access:

Physical access to materials will not be restricted except to protect an item from theft or damage.

Patrons of all ages have access to all of the library's collection except:

- Talking Books, which are restricted for use by print disabled patrons only, due to acquisition agreements.

Collection Maintenance:

A necessary part of collection development is the removal of materials, worn out in ordinary use, outdated through the growth of knowledge, or seldom used because of changes in public taste. Such items should be discarded as they weaken the library collection and occupy valuable shelf space. The replacement of these items will depend upon demand, availability of more current materials, and whether or not the collection contains sufficient materials on the subject.

Discarding involves the continuous evaluation of the library collection by the staff. This process is an integral part of collection development.

Canadian Materials:

The Library recognizes its responsibility to make Canadian materials available to the public and endeavours to develop a collection which represents significant local and Canadian authors, artists, film makers and composers.

Making a wide variety of Canadian materials available to the general public is an important role of the Library.

The Library will maintain a Canadiana collection of older, out-of-print Canadian materials to ensure they remain available for the use of Huron County residents.

Huron County Library tries to obtain copies of all materials relating to Huron County. Works by, and about local authors and material relating to the County, will be acquired, if they meet general standards of collection, and prove suitable to the needs of the library.

Gifts:

The Library welcomes gifts of materials if they enhance the library collection. Unwanted materials in good condition may be accepted for sale in a library book sale. No condition may be imposed relating to any book or other item after its acceptance.

The Library has the authority to refuse unsuitable gifts and to make whatever disposition of donated materials it deems appropriate.

Suggestions from the public for the purchase of materials not in the library collection are referred to the appropriate staff concerned and are considered according to the library's collection development policy.

Challenged Materials:

If an individual or group wishes to challenge library material:

The complainant will be requested to put his or her objections in writing using the "Citizen's Request for Reconsideration of Library Material" form.

Branch staff will forward this written complaint to the County Librarian. Senior staff will review the complaint and the challenged material. A written response, consistent with the principles of the Collection Development Policy, will then be provided to the complainant.

If the complainant is dissatisfied with the response, he or she, may appeal in writing to the Library Board. The Library Board will consider an appeal within the context of whether or not the principles of the Collection Development Policy were applied properly in the decision.

Copyright:

The Huron County Library adheres to the laws of Canada governing the copyright of materials and observes and protects, as much as is possible, the legal copyright of materials in its collection.

Interlibrary Loan:

Through reciprocal interlibrary loan, Huron County residents have access to materials from other libraries in Ontario and beyond. Patrons at other public libraries may borrow Huron County Library materials through interlibrary loan. The Library co-operates with other Ontario public libraries in observing interlibrary loan rules and procedures and making the Huron County holdings database available for interlibrary loan purposes.

Responsibility

The County Librarian has the ultimate responsibility for the implementation of this policy.

(Adopted by the Huron County Library Board, September 1999)

**Canadian Library Association
Statement of Intellectual Freedom**

Every Person in Canada has the fundamental right, as embodied in the Nation's Bill of Rights, to have access to all expressions of knowledge, creativity, and intellectual activity, and to express his thoughts publicly. This right to intellectual freedom 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.

(Adopted by the Canadian Library Association, 1985)

Ontario Library Association
Statement on the Intellectual Rights of the Individual

In affirming its commitment to the fundamental rights of Intellectual Freedom, the freedom to read and freedom of the press, as embodied in the Canadian Charter of Rights and Freedoms, the Ontario Library Association declares its acceptance of the following propositions:

1. That the provision of library service to the public is based upon the right of the citizen, under the protection of law, to judge individually on questions of politics, religion and morality.
2. That intellectual freedom requires freedom to examine other ideas and other interpretations of life than those currently approved by the local community or by society in general, and including those ideas and interpretations which may be unconventional or unpopular.
3. That freedom of expression includes freedom for a creator to depict what is ugly, shocking and unedifying in life.
4. That free traffic in ideas and opinions is essential to the health and growth of a free society and that the freedom to read, listen and view is fundamental to such free traffic.
5. That it is the responsibility of libraries to maintain the right of intellectual freedom and to implement it consistently in the selection of books, periodicals, films, recordings, other materials, and in the provision of access to electronic sources of information, including access to the internet.
6. That it is therefore part of the library's service to its public to resist any attempt by any individual or group within the community it serves to abrogate or curtail access to information, the freedom to read, view and listen by demanding the removal of, or restrictions to library information sources in any format.
7. That it is equally part of the library's responsibility to its public to ensure that its selection of material is not unduly influenced by the personal opinions of the selectors, but determined by the application of generally accepted standards of accuracy, style and presentation.

(November 7, 1998)

Children's Rights in the Public Library

Children in Public Libraries have the right to:

1. Intellectual freedom.
2. Equal access to the full range of services and materials available to other users.
3. A full range of materials, services and programs specifically designed and developed to meet their needs.
4. Adequate funding for collections and services related to population, use and local community needs.
5. A library environment that complements their physical and developmental stages.
6. Trained and knowledgeable staff specializing in children's services.
7. Welcoming, respectful, supportive service from birth through the transition to adult user.
8. An advocate who will speak on their behalf to the library administration, library board, municipal council and community to make people aware of the goals of children's services.
9. Library policies written to include the needs of the child.

(Adopted at the Ontario Library Association Annual General Meeting, November 1998. Adopted by the Huron County Library Board, August 1999.)

Request for Reconsideration of Huron County Library Material

Title:

Author/Artist/Producer:

Type of Material (book, video etc.)

Is this a personal complaint? _____ organizational complaint?

Name of Organization, if applicable:

1. Please describe what it is about the material that you object to. (Give pages, songs, etc., as applicable.)

2. Did you read/listen to/watch the entire item? _____ If not, what parts?

3. What is the theme of the material?

4. Are you aware of any critical reviews or evaluations of this material?

5. Is there anything good about this material?

6. What do you feel might be the results of exposure to this material?

Request for reconsideration....cont.

7. What do you want the Library to do with this material?

(Please Print)

Name:

Address:

Postal Code:

Phone Number:

Signature:

Return this form to your local Branch or mail to:

County Librarian
Huron County Library
R.R.5,
Clinton, Ontario
N0M 1L0

You will receive a written reply as soon as possible.