
Township of Uxbridge Public Library
POLICY STATEMENTS AND PRACTICES

POLICY NO.: C10 - Children's Services Collection Development Policy **Page 1**

OBJECTIVE: To ensure there is a collection suitable to children and to ensure the maintenance and organization of the children's collection.

DATE OF APPROVAL: **May 26, 2016**

MOTION: **16-44**

DATE OF AMENDMENT AND MOTION:

Policy Statement

1) Purpose of the Policy

The library provides a wide range of materials to fulfill the informational, cultural, learning and leisure needs of children of all ages.

The specific purposes of this policy are:

1. To state publicly the principals of selection upon which materials are chosen.
2. To define responsibility for selection and to identify the delegation of that responsibility.
3. To provide direction for staff in collection development and maintenance.

2) Responsibilities

The Township of Uxbridge Public Library Board assumes ultimate responsibility for the collections and the implementation of the Children's Services Collection Development Policy.

The Library Board delegates this responsibility to the library CEO who in turn delegates it to qualified staff.

A qualified children's librarian is responsible for carrying out collection development tasks and may be vetted through the CEO.

Suggestions from patrons are always welcomed and are given due consideration in accordance with established collection development policy.

Children's reading and viewing are the responsibility of parents and legal guardians and not the responsibility of library staff. The library believes in the intellectual freedom of the child and the right of parents and legal guardians to develop, interpret and enforce their own code of morals and ethics upon their children.

3) Intellectual Freedom

Children have the same rights as all other library patrons to intellectual freedom. Various levels of government and library associations have defined these rights. The collection development policy endorses these rights by:

- Taking on the responsibility for the development and maintenance of intellectual freedom.
- Recognizing the right of criticism by parents/ legal guardian and other individuals or groups.
- Endorsing the Children's Rights in the Public Library adopted at the Ontario Library Association Annual meeting, November 1998. (See Addendum A)

4) Balance

The primary aim of selection is to establish a balanced collection which represents all points of view on a subject. The Township of Uxbridge Public Library Board recognizes that some materials in the collection may offend some individuals because of language, moral implications, or religious or political point of view expressed. However, selection will not be made on the basis of any anticipated approval or disapproval, but on the evaluation of the item's merit, authenticity, quality of presentation and use to the community.

5) The Library and Schools

Materials may be selected which support school curriculum and the needs of school projects; however, this is not the primary reason for selection.

6) Selection Criteria

All selections must be considered in terms of the following criteria:

- Suitability for meeting the needs of children in the community
- Artistic excellence/literary merit/technical quality/quality of presentation
- Reputation and/or significance of the author
- Accuracy, authority and currency on the subject
- Comments by qualified reviewers
- Avoidance of stereotypical representations of people
- Popular demand and current trends
- Relation to existing collections and other material on the subject
- Skill, competence and purpose of the author
- Budgetary and space considerations

Suitability of physical form for library use Items chosen for the collection should meet most but not necessarily all of these criteria.

7) Composition of the Collection

The composition of the collection reflects the needs and interests of children of all ages in the community as determined by analysis and experience on the part of library staff.

The collection will be composed of the following parts:

1. Fiction

The materials in the fiction collection must interest and encourage children to read. All reading levels shall be included. Individual collections are: Board books, Picture Books, Easy Readers, Early Chapters books, Senior Fiction, and Graphic Novels.

2. Non-fiction

Non-fiction includes circulating materials in all subject areas, at reading levels from preschool to grade six, for both information and recreational interests.

8) Other Components of the Collection

When considering the components of the collection, the Township of Uxbridge

Public Library selects for individual needs within the community. Policies for collection development include these individual needs:

- Multiculturalism
- First Nations
- French immersion
- Special Needs Children
- High-Interest-Low-Vocabulary
- Parents/ Professional Support
- English as a Second Language

9) Format

Materials should be purchased in a variety of formats for children's use. Selection criteria (listed in section 6), will be applied to selection and de-selection of all library materials. The content of material, rather than the format will determine the selection of the item. Children's collections will include hardcover and paperback books, music CDs, talking-books, magazines, and videos/DVDs.

10) Collection Maintenance

To keep the collection timely and attractive, materials are withdrawn when they are outdated, worn, or no longer useful. Replacement of items depends on the demand for that title or subject, the availability of more current materials on the subject and the extent of coverage of the subject already in the collection.

11) Donations

The same criteria for selection are used in the acceptance of donated materials. All items not meeting those criteria will be sold in library book sales with the proceeds being used to purchase new titles or put on the free cart.

12) Request for Review of Library Materials

The presence of an item in the collection is an affirmation of the principle of intellectual freedom as embodied in the Children's Rights in the Public Library. It does not necessarily indicate an endorsement of its contents by the Township of Uxbridge Public Library Board. The following will not cause an item to be

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automatically included or excluded from the collection:

- Race, religion, nationality or political views of the author
- Controversial content
- Endorsement or disapproval by an individual or group

The Township of Uxbridge Public Library recognizes the right of individuals to express opposition to authors' ideas or their creative use of language. In the event of objection or complaint, the library patron shall complete the "Request for Reconsideration of Library Materials" form.

This Policy replaces C3 - Content of the Children's Collection Policy and C4 - Maintenance and Organization of Children's Collection Policy.