
Township of Uxbridge Public Library
POLICY STATEMENTS

POLICY NO.: M-2 COLLECTION DEVELOPMENT

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OBJECTIVE: To guide the Township of Uxbridge Public Library staff in the principles to be applied in the selection of materials. This policy cannot and is not intended to replace the judgement of the professional librarians but to assist the process of choice from the array of material available.

DATE OF APPROVAL: September 16, 2004

MOTION: 04-57

DATE OF AMENDMENT AND MOTION:

Policy Statement

The Township of Uxbridge Public Library's primary function is to provide materials to meet the informational, educational, cultural, and recreational needs of the residents of the Township. As a community institution, the Township of Uxbridge Public Library is dedicated to the concept of service to everyone. A fundamental part of this service is the selection and acquisition of appropriate materials.

Policy Practices**1. STATEMENT ON 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/her 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 librarians 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.

2. RESPONSIBILITY

Ultimate responsibility for the selection and disposal of library materials rests with the Chief Librarian, who operates within the framework of library policy. In practice, the responsibility for interpreting and guiding the application in making day-to-day decisions is delegated by the Chief Librarian to professional and para-professional staff.

3. SOURCES FOR SELECTION

1. Public demand as provided through interlibrary loan requests, circulation statistics and recommendations from library staff.
2. Publishers' representatives/catalogues.
3. Reviews in provincial, national and international media.
4. Standard lists and bibliographies of recommended materials.
5. Best-seller lists from national media.
6. Award winners and nominees.

4. SELECTION CRITERIA FOR MATERIAL TYPES

The following criteria apply for the selection of material types:

- 4.1 Criteria for works of information and opinion (non-fiction)
 - 4.1.1 Topicality
 - 4.1.2 Comprehensiveness and depth of treatment
 - 4.1.3 Clarity, accuracy and logic of presentation
 - 4.1.4 Sustained and/or significant community interest
- 4.2 Criteria for works of imagination (fiction)
 - 4.2.1 Representation of significant movements, genres, themes, trends or cultures
 - 4.2.2 Originality and artistic presentation
 - 4.2.3 Effective characterization
 - 4.2.4 Authenticity of purpose and historical or social setting
 - 4.2.5 Sustained and/or significant community interest
- 4.3 Criteria for children's materials
 - 4.3.1 Public demand is not a major criteria for selection of children's materials.
 - 4.3.2 Quality of typeface, appropriate binding, quality and quantity of illustrative matter are all important criteria for children's material.
 - 4.3.3 Any of the above criteria.

5. GUIDELINES BY CATEGORY

- 5.1 Adult Fiction

- 5.1.1 A portion of the adult fiction collection will be supplied in paperback format. The portion of the adult fiction budget spent on paperbacks will be determined by the professional librarian responsible for the selection of adult fiction.
 - 5.1.2 Books by popular authors will be purchased or leased in hardcover in sufficient quantity for demand.
 - 5.1.3 Books in popular genres will be purchased, for example: historical novels, romance, family sagas, etc.
 - 5.1.4 Westerns and science fiction will be purchased in hardcover only if demand warrants purchase and/or paperbacks are not available.
 - 5.1.5 Short story collections will be purchased only if written by a well-known or Canadian author.
 - 5.1.6 The Town of Uxbridge Public Library will purchase titles by local authors if considered of value and/or interest.
- 5.2 Adult Non-Fiction
- 5.2.1 With the boundaries of a balanced collection representing the full scope of the Dewey Decimal Classification, emphasis will be placed on those subject areas most used as demonstrated through requests, circulation statistics and branch information.
 - 5.2.2 Trade paperbacks will be purchased when appropriate.
 - 5.2.3 Highly specialized, technical or scholarly books will only be purchased when there is sufficient demand, i.e., computer book.
 - 5.2.4 An effort will be made to collect material dealing with Uxbridge Township topics and history.
- 5.3 Young Adult
- 5.3.1 Young adult fiction will be purchased in paperback only unless

interlibrary loan demand warrants purchase of a hardcover.

5.3.2 Award-winning and recommended young adult fiction paperbacks will be purchased in addition to the high-demand series titles.

5.4 Juvenile Fiction and Easy Readers

5.4.1 Books by recognized or popular authors will be purchased in hardcover.

5.4.2 Books receiving good review attention in standard sources will be purchased in hardcover.

5.4.3 Books with significant Canadian content will be purchased in hardcover.

5.4.4 Books in fragile or difficult formats (such as pop-up books, oversized books) will be purchased in limited quantities to support storytelling programs.

5.4.5 Materials that encourage an understanding and awareness of diverse cultural, ethnic, religious, and national attitudes will be purchased.

5.4.6 Religious stories, biographies of religious personages, and materials on the customs and traditions of religious faiths may be added if they meet the basic standards for children's books in general.

5.4.7 Materials on human physical development and sex education are carefully selected as to scientific accuracy and simplicity of presentation.

5.4.8 Materials which are recognized as children's classics and are of considerable literary merit are retained even though they may contain a word or phrase which is today unacceptable. A current item that is well written and portrays authentically a period, incident, or way of life is accepted despite the occasional use of an

unaccepted term.

5.4.9 Recognition of special characteristics of this age group and the need to identify with others, peer pressure in the area of behavior and conduct, and a search for self-identity, self-worth, and independence from family

5.5 Juvenile Picture Books

5.5.1 Juvenile picture books will be purchased primarily in hardcover.

5.6 Juvenile Non-Fiction

5.6.1 Emphasis will be placed on high demand, high circulation areas, within the boundaries of a balanced collection.

5.6.2 Materials for popular, recreational, and topical reading that may be related to the needs of students (does not include textbooks).

5.6.3 Materials that reflect the wide spectra of comprehension, maturity, and library skills.

5.7 Large Print Books

5.7.1 The Township of Uxbridge Public Library has a responsibility to provide materials to the visually impaired in formats appropriate to their needs.

5.7.2 Adult fiction is purchased in hardcover and trade paperback, with the emphasis on the latter. Romances, historical romances, westerns, mysteries and requested bestsellers are the primary selections.

5.7.3 Generalized, popularized adult non-fiction is selected on occasion.

5.8 Reference Collection

5.8.1 The primary criteria are the Library's users' information needs and

the format in which it is available.

5.8.2 Basic reference materials necessary to answer basic informational questions are bought.

5.8.3 Specialized or detailed reference books are purchased only if demand is sufficient.

5.8.4 Computer-based reference resources may be preferred over print publications in some instances. These decisions will be based upon cost, content, currency, and ease of use.

5.8.5 In addition to the general selection criteria mentioned above, the following must be considered in acquiring materials for the reference collections: favorable reviews or inclusion in basic reference collection guides; reputation of the author or publisher; currency of information; cost; and the expense of ongoing maintenance, especially in the case of serial publications that will require frequent updating.

5.9 Genealogy and Local History Collections

5.9.1 Local Histories will be purchased for the Local History collection.

5.9.2 Other items relevant to the collection will be considered.

5.10 Professional Collection

The Township of Uxbridge Public Library purchases and maintains a collection of books on library practice, programming, bibliographies, public relations and other general public library activities. Highly specialized, scholarly or short-term solving materials are not purchased.

5.11 Storytelling Collection

Books specifically for use in story hours, including difficult formats, may be purchased to support branch storytelling programs. Resource materials to help in planning and operating children=s programs may be purchased.

5.12 Holiday Collection

Adult and juvenile books for circulation for special periods are purchased utilizing the same criteria as other materials. Books for Christmas, Valentine' Day, Easter, Halloween and Thanksgiving are included.

5.13 Multicultural Books

The Township of Uxbridge Public Library does not generally collect books in foreign languages but borrows from other sources. French titles for both the Adult and Children's Collections will be considered.

5.14 Periodicals

Magazines, periodicals and serials are purchased or accepted as donations for the following reasons:

5.14.1 to provide the public with popular information reading

5.14.2 to keep the library's collection up-to-date with current thinking in various fields

5.14.3 to supplement the collection with information not found elsewhere

5.14.4 to serve employees as selection aids and professional readings

5.14.5 to provide newspaper information of local interest

5.15 Talking Books

5.15.1 The collection will consist of adult fiction and non-fiction, including language tapes.

5.15.2 Popular adult materials will be the highest priority with an emphasis on romances, westerns, and mysteries, according to the availability of material.

5.15.3 Where possible, best sellers will be purchased to increase the potential number of users.

5.15.4 Language audio cassettes will be selected by most requested language and the reliability of the producer.

5.15.5 Low-cost instructional or self-improvement material with a broad range of appeal

5.16 Recordings (Cassette and CD formats)

5.16.1 Children's story cassettes with or without booklets

5.16.2 Children's music

5.16.3 Adult music

5.16.4 Adult talking books.

5.17 Computer Software

The Township of Uxbridge Public Library may purchase microcomputer software and CD-ROM titles that have an educational or practical value.

5.17.1 Easy to understand documentation

5.17.2 User-friendly

5.17.3 Useful capabilities or subject matter

5.17.4 Good vendor support

5.18 Videotapes/DVDs

5.18.1 The implications of video/DVD technology for library service are many. This medium can serve people who are not print-oriented or who have literacy or language problems. It has particular use for instructions where a visual image is more clear than the written

word. Much of the material on video cassettes/DVD is of a popular nature; however, information in a variety of fields is available in this format.

5.18.2 Video cassette/DVD technology has certain limitations, including poor image resolution on large screens and the type of information, which make it most useful for individuals and small groups. Public performance rights are rare and tend to be expensive.

5.18.3 These factors provide the context to the selection criteria:

5.18.3.1 All videos purchased will be in either VHS or DVD format.

5.18.3.2 Video/DVD materials are subject to the same criteria as the print collection, with the intent of building a collection which will be parallel and complimentary to the print collection.

5.18.3.3 Videos/DVDs will be purchased with individual use in mind; however, where public performance rights are available, affordable and appropriate they will be obtained.

5.18.3.4 The video/DVD collection will reflect the regional community.

5.18.3.5 The emphasis of the collections will be entertainment reflecting the highest quality available and relevance to the print collection and information.

5.18.3.6 Subject matter should be appropriate for home use, and should not duplicate materials provided through local educational institutions or other organizations

5.19 Internet Records

TO BE DETERMINED

6. ITEMS NOT GENERALLY PURCHASED

- 6.1 Specialized materials of limited community interest unless deemed of value by the Genealogy or Local History Department.
- 6.2 Slides
- 6.3 16mm films
- 6.4 Textbooks or materials needed in quantity for school work
- 6.5 Workbooks
- 6.6 Print books that are abridged
- 6.7 Outlines or synopses

7. REPLACEMENTS AND DUPLICATES

A replacement is an item purchased to replace an identical title previously in the collection. It is not the policy of the Township of Uxbridge Public Library to automatically replace all items withdrawn because of loss, damage, or wear. The need for replacement or duplication in each case is judged by the following factors:

- 7.1 Accuracy and currency of content
- 7.2 Number of copies available
- 7.3 The coverage of the Township of Uxbridge Public Library has on the subject.
- 7.4 The amount of similar material available.
- 7.5 The demand for subject material in that subject area.
- 7.6 The availability and cost of a particular title.

- 7.7 Damaged books of intrinsic value that are no longer in print or that have high replacement costs are rebound if the physical conditions permit.

8. GIFTS AND TAX DEDUCTIONS

Please see *Gifts and Donations Policy*.

9. RECOMMENDATIONS FROM THE PUBLIC

The Township of Uxbridge Public Library welcomes suggestions from the public concerning possible purchases of materials. All suggestions are given serious consideration. The patron will be asked to fill out a form giving information concerning the materials. These suggestions will be considered by the same criteria as any other materials purchased for the Library. Please see *Consideration of a Specific Library Item Policy*.

10. RECONSIDERATION OF LIBRARY MATERIAL

Please see *Reconsideration of a Specific Library Item Policy*.

11. MATERIAL WITHDRAWAL

Please see *Collection Evaluation Policy*.