



WHITBY PUBLIC LIBRARY

doorway to discovery

Collection Development Policy

Policy Type: Public

Authority/Created: Library Board

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General Structure

The Whitby Public Library supports a three-tier model for collection development.

Community Branches are designed to supply convenient access to library services and materials. Community branches will maintain small, up-to-date reference collections. The materials in these branches will be general in nature, although reflective of the surrounding community.

The **Central Library** will provide a centrally located resource collection for the Town of Whitby. The Central Library reference collection will provide substantial material, with particular emphasis on local business needs and on local issues and history.

Interlibrary loan and **networking** with other libraries will provide material not available in Whitby. Patrons wishing to engage in prolonged in-depth research requiring a great deal of material may have to develop independent relationships with specialized libraries.

Intellectual Freedom

The Whitby Public Library Board recognizes the diverse reading needs and interests of the community and endeavours, within budgetary limitations and within the guidelines outlined below, to satisfy the broadest range of these diverse interests.

The Whitby Public Library Board considers that every patron has the right to determine personal reading material. The Whitby Public Library Board endorses the Canadian Library Association “Statement on Intellectual Freedom” as it concerns collection development (Appendix A).

Responsibility for Collection Development

Final responsibility for book and material selection rests with the Chief Librarian, who operates within the framework of policies approved by the Whitby Public Library Board. Selection responsibility for specific portions of the collections may be delegated to individual staff members.

Collection Balance

Neither selection personnel nor the Library Board need endorse every idea or presentation contained in the material they make available. Selection staff will, in fact, make every effort to ensure that all areas of the collection reflect community needs and not personal interests or beliefs.

Canadian Material

The library’s non-fiction and fiction collections will emphasize material relevant to Canadian society and culture.

Access to Material

Processing and shelving of material shall not reflect a value judgment of the material itself. There will be no labeling of any item or of its online records to indicate a rating as to point of view or use of language, with the exception of films rated 18A or Restricted (R) by the Ontario Film Review Board. These films will be restricted to patrons 18 years of age and older. Video games rated “Mature” by the Entertainment Software Rating Board will be restricted to patrons 17 years of age and older. Some films may be subject to a voluntary rating system and may contain rating labels or information in the online record. Other films, such as multilingual titles, may not contain any rating information. All materials will be shelved in their proper order, easily accessible to the public.

The library assures free access to its holdings, with the exception of 18A and Restricted films and Mature video games as outlined above, for all patrons. Children are not limited to use of the juvenile collection.

Role of Parents

Parents and guardians are responsible for monitoring use of library materials by their children. The library is not in a position to act “in loco parentis.”

Patron Suggestions

Patron suggestions are both welcomed and encouraged. Forms for this purpose are available at all branches. All recommendations for purchase will be subject to the same selection criteria that are applied to all material purchased by the library.

New Formats

Budget considerations, impact on current formats, and community demand will all play a role in considering new formats for inclusion in the collection. As new formats are added, other formats may be considered obsolete and withdrawn from the collection.

Accessibility

The Whitby Public Library purchases material in a variety of accessible formats, including but not necessarily limited to large print, audiobooks, e-audiobooks, e-books, a selection of Braille picture books, DVDs with closed captioning and DVDs with described video.

Selection Criteria

Selection decisions, both for purchased material and for donations, and for all formats should take the following into consideration:

- the suitability of subject and style for the intended audience
- the comments of reviews, critics, publishers, and the public
- the reputation and/or significance of the author, producer, director, or performer
- the present and potential relevance
- the strength or weakness of the collection in a particular area
- the demand for a subject, title, or type of material
- the relevance of curriculum-oriented material to the general public
- the availability of material through other libraries (if demand for the title is low)
- the suitability of physical form and construction

- budget considerations

Self published material will be included if it is of local interest or has been positively reviewed in a national or major publication.

Withdrawing Library Material

The Whitby Public Library routinely withdraws outdated or inaccurate material, material no longer of interest or in demand, and worn, damaged or mutilated material. Replacement shall depend on demand for the title, availability of the title, availability of more current material on the subject, and the extent to which the subject is already covered in the collection.

Library material will not be saved for specific patrons to be given or sold to them upon eventual withdrawal.

Books in Memoriam

Patrons wishing to present book(s) or other items in memoriam are asked to consult with the Public Services Manager in order that needless duplication is avoided. A memorial plate with the donor's name will be placed in each donated book and a charitable donation tax receipt will be issued for books purchased through the library. All such books become the property of the Whitby Public Library and will be processed, catalogued, housed, and withdrawn as determined by the needs and priorities of the library system.

Donations

The library gratefully accepts donations of materials that are in good condition (free of mold, mildew, or other damage) and are generally less than five years old, with the understanding that they may be used or disposed of as the library sees fit. The library does not accept donations of encyclopedias or textbooks. Titles acquired in this manner are subject to the same standards of selection applied to purchased material. Donated items will be integrated into the normal library collections, not housed separately. The Whitby Public Library does not provide evaluations of books for tax deduction or other purposes. Special historical collections pertaining to Canada or Whitby will be examined by the Reference Librarian for possible inclusion in the collection.

Reconsideration of Materials

While the Whitby Public Library Board regards the right of access to controversial fiction and non-fiction material as an important element in a democratic society and opposes the attempt of any individual or group to place a particular moral outlook upon the library's materials, it is recognized that some library material may be inappropriate for reasons stated within this policy or may be catalogued improperly.

Patrons objecting to material held by the library may complete a Request for Reconsideration of Library Material Form. The request will be formally reviewed by senior library staff and the decision will be communicated to the requestor. Patrons who are not satisfied with the nature of the response will be invited to meet with the Chief Librarian and the staff review team. Patrons who are still not satisfied will be invited to make a deputation to the Library Board.

Policy Review

The Collection Development Policy will be reviewed every five years by staff, with recommendations taken to the Library Board.

Collection Guidelines for Specific Areas of the Collection

1. Adult Non-Fiction

Non-fiction that is demonstratively inaccurate or sensationalist in approach may be excluded from selection. Text material of limited appeal is not generally collected. Variety and balance of opinion are sought whenever possible, particularly in the case of controversial questions.

a. Religion

The library will maintain impartial collections that recognize various religious points of view. Inclusion or exclusion of any book or item is based on the considerations of this policy statement and not on the personal religious convictions of individual staff members.

The library will collect material in the following areas:

- sacred works related to the world's major religions
- theological writings, doctrines, and histories of all major religions and denominations (including agnosticism and atheism)

- inspirational material

The library system will collect selected authoritative reference works that introduce scriptures and religious classics. Any denomination should have the right to expect the library to carry a book of sacred writings acceptable to the denomination as well as an acceptable book explaining doctrinal beliefs. The library does not add material of a strictly proselytizing nature nor material, produced by a particular religious group, which stresses the strengths of one religion by emphasizing the perceived weaknesses of others.

Unsolicited magazines sent by religious organizations are not accepted by the library system. Space limitations, the inability of the library to maintain a balanced religious periodicals collection, and proven lack of reader interest govern the necessary restriction of this material.

Material on astrology, witchcraft, and other occult sciences and religions will be limited to the best and most reasonably presented.

b. Medicine and Health

The library purchases standard and popular materials dealing with health, nutrition, hygiene, diseases, and medicine that are primarily of interest to patrons outside the medical profession.

c. Sex Education

Authoritative, scientific, and popular material about sex is provided for the general reader at various age and interest levels. Every attempt will be made to present a variety of approaches and formats.

d. Law

The library purchases standard and popular material that deals with the philosophy of law as well as general information on laws dealing with issues that are primarily of interest to persons outside the legal profession. Laws and regulations for Canada, Ontario, the Region of Durham, and the Town of Whitby are included in the collection to the extent of their availability. Similar material for other jurisdictions is not included.

e. Political Thought

In addition to a balanced collection on Canadian and international politics and government, the basic documents of all political systems that have influenced, and do influence, people should be available to the public.

The same principles and limitations outlined in the section on religious materials apply to material on political philosophies.

f. Social Issues

From time to time, issues of social importance will become topics of hot debate. It is the responsibility of the library to provide representation of a broad range of thoughts and positions. The same principles and limitations outlined in the section on religious materials apply to material on social philosophies.

2. Adult Fiction

Works of fiction cover a wide range of human experience and form of presentation, from avant-garde and experimental to the more popular approaches provided in mysteries and romances. Since patrons have the freedom to determine their personal reading material, the library's adult fiction collections will reflect the spectrum of available fiction. Works of fiction which are unpleasant to many readers will not be excluded for this reason alone.

3. Young Adult

The library will maintain a collection of books specifically selected for young adult readers and housed in a suitable location. Young Adult books are intended for patrons between the ages of thirteen and eighteen.

4. Children

The Children's collections will include material of interest and within the comprehension of children ranging in age from preschool through age twelve.

Adult books of interest to students of children's literature, parents, and people working with children may be housed within the Main Branch children's collection.

Multiple copies of perennial classics, particularly picture books, will be acquired to the level of community demand. In general, the library does not purchase graded readers or abridged versions of classics.

5. French and Multilingual Material

The library recognizes the need to provide information in both of Canada's official languages, as well as materials that reflect the diverse linguistic and cultural communities in Whitby. Multilingual materials will be purchased in response to the level of community need.

6. Government Documents

The Whitby Public Library is a selective depository for Ontario and Canadian government publications. Items are selected on the basis of community need and interest.

7. Reference

Community branches maintain basic, up-to-date reference collections consisting of encyclopedias, dictionaries, atlases, and almanacs. The Central Library maintains a larger up-to-date reference collection and a Local History Collection of materials about the Town of Whitby, former Whitby Township, and Durham Region, former Ontario County.

8. Periodicals

The Whitby Public Library provides a circulating magazine collection in each of its branches. These magazines are contemporary and generally popular in nature. Magazines/periodicals are selected on the basis of need, interest, and cost per subscription. Selected titles are subject to review once a year.

Unsolicited magazines sent by religious, fraternal, or sectarian organizations are not accepted by the Whitby Public Library.

The library maintains a collection of back-issue magazines/periodicals. Such periodicals are accessible through available indices.