



# Kenora Public Library Board

## POLICY

<b>SECTION: Operating</b>	<b>NO: OP-02</b>
<b>TITLE: Collection Development</b>	<b>DATE: March 27, 2024</b>
	<b>Next Review Date: March 2028</b>

The Kenora Public Library will provide diverse collections relating to cultures, languages, religious traditions, and peoples, in all our formats from books to audio and video materials. A broad range of authors, content creators and experiences will be included and highlighted in our collection. Our bibliographic database will use subject headings and descriptors which are more inclusive, including the use of Indigenous Subject Headings as they become available. This policy sets out the parameters for the development of the collections and decisions on the selection of materials and is the basis for collection evaluation, planning, and budgeting.

### Scope and Size of the Collection

- The library provides a collection of books and materials that is responsive to the needs and interests of our diverse community:
  - including a variety of alternative and accessible formats (such as through the Centre for Equitable Library Access – CELA),
  - including multilingual materials in response to community need
  - including representation of a wide variety of opinion, lived experience, culture, language, religious tradition, and people
- The collections shall be balanced and represent diverse points of view and may include materials that some members of the public consider to be controversial in nature.
- The presence of an item in the library does not indicate an endorsement of its content by the library.
- The library develops collections which include, but are not limited to, the following areas: fiction and non-fiction for adults, teens, and children; magazines and periodicals, media, local history and local interest, literacy, and government documents. Materials in non-English languages will be made available based upon community demographics and public interest.
- The staff is responsible for developing profiles for each area of the collection to further define the scope of the collections. These profiles are tools for collection development and evaluation.
- The library participates in consortia purchasing and collective efforts with other libraries to broaden the scope and size of the collection. See **Resource Sharing Policy OP-06**.

- Recognized, professional standards will be used to determine the appropriate size of the collection. Planning for budgets and facilities must reflect these standards.

### **Selection of Materials**

- The board delegates overall responsibility for the collection to the Chief Executive Officer (CEO).
- Selection responsibility for specific portions of the collection may be delegated to other members of the library staff. In selecting materials, staff will use professional resources, judgment, knowledge, and experience.
- The staff will proactively solicit advice from, as well as anticipate the needs and interests of, the community.
- What is purchased, and what remains in the collections, is based on the following criteria:
  - recommendations by critics or reviewers
  - public demand
  - relationship of subject to existing collection
  - importance of subject matter in relation to community needs
  - authority or significance of author
  - quality of writing, production, and illustrations
  - accessibility criteria and features
  - authority and standards of publisher
  - suitability of format for library use
  - Canadian content
  - currency and relevancy of the content
- As outlined in our Respect and Acknowledgement document (FOU-03), the Kenora Public Library will provide collections relating to Indigenous cultures, languages, and peoples, including books, audio and video materials. Our collection will include titles by and about First Nation communities and will include titles presented in the First Nation Communities Read program. Our teen and adult materials will also include First Nations and Metis graphic novels, and a selection of DVDs on history, culture, and Indigenous issues.

### **Withdrawal and Replacement of Items**

- An up-to-date, attractive, and useful collection is maintained through a continual withdrawal and replacement process.
- The ongoing process of withdrawal is the responsibility of the CEO. This responsibility may be shared with other members of the staff.
- Items will primarily be withdrawn based on the CREW Method for weeding the collection (as provided by the Texas State Library and available at <https://www.tsl.texas.gov/ld/pubs/crew/index.html>) or by the guidance of collection maintenance software (such as CollectionHQ).
- Withdrawn material may be discarded, donated, or sold at the library's discretion.

- 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.

### **Gifts and Donations**

- The library accepts gifts of books, other materials, or money for the purchase of materials, with the understanding that they will be added to the collection only if appropriate, needed, and contribute to a balanced collection, and space allows.
- Gifts of books or other materials may be rejected for donation based upon the physical condition of those materials.
- All donated material automatically becomes the property of the Kenora Public Library.
- The same criteria of selection and withdrawal applied to purchased materials also apply to gift and donations.
- Donated materials not added to the library's collection are discarded, donated, or sold at the library's discretion.

### **Requests from Members of the Community**

- Suggestions from the community for the purchase of items are always welcome and are given due consideration.
- Requests for the re-consideration of, withdrawal of, or restricted access to, a specific item in the collection from a member of the community must be received by the CEO in writing. Responses to these requests are guided by the board's position that:
  - people have the right to reject for themselves material of which they do not approve but they do not have the right to restrict the intellectual freedom of others (see ***Intellectual Freedom FOU-02***)
  - it is the right of parents and legal guardians to determine and select the most appropriate materials for the minor-aged children in their care.

### **Related Documents:**

Kenora Public Library Foundational Policy. ***FOU-02 - Intellectual Freedom***  
 Kenora Public Library Foundational Policy. ***FOU-03 Respect and Acknowledgement Declaration***  
 Kenora Public Library Policy. ***OP-06 Resource Sharing***  
 Kenora Public Library Policy. ***OP 15 – Accessibility in the Library***

History			
<b>Approval Date:</b>	March 27, 2024	<b>Approved by:</b>	Marj Poirier
<b>Amendment Date:</b>		<b>Approved by:</b>	
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