

**ST. CATHARINES PUBLIC LIBRARY BOARD****POLICY**

<b>Section:</b> General <b>Number:</b> G04	<b>Subject:</b> Collection Management	<b>Motion#:</b> 2003-79 1993-59 2020-18 1993-66 2021-37 2022-83
<b>Policy Level:</b> Library Board	<b>Author:</b> Collections Librarians	<b>Review:</b> Annual
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<b>Notes:</b> Approved at the Board Meeting of: June 17, 1993. Amended at the Board Meetings of: July 15, 1993; October 23, 2003; and February 20, 2020. Rescinded and approved March 18, 2021. Amended at the Board Meeting of June 16, 2022.		

**POLICY STATEMENT**

The purpose of this policy is to provide an overall framework for the development of the Library's collections and is the basis for collection planning and budgeting.

**SCOPE**

The St. Catharines Public Library's Collection supports the Library's mission to provide spaces, resources, and experiences for all citizens to learn, grow, and connect. The Collection also supports the goal for the Library to *Be A Library For All* by striving to provide services to our diverse population.

1. The library provides collections of physical and digital materials that are responsive to the needs and interests of our diverse community including a variety of alternative formats and multilingual materials.
2. The Collection 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.
3. The presence of an item in the Collection does not indicate an endorsement of its contents by the Library, but rather is an affirmation of the principle of intellectual freedom as embodied in the Canadian Federation of Library Associations' Position Statement on Intellectual Freedom and Libraries as well as its Position Statement on Diversity and Inclusion.
4. It may happen that materials in the Collection meet the needs of students, but this is not the primary reason for their selection. It is the responsibility of schools to provide materials which support their curricula.

5. The library develops physical and digital collections which include, but are not limited to, the following areas: fiction and non-fiction for adults, young adults (YA) and children, books, movies, music, magazines, newspapers, video games, local history and the Library of Things (a collection of non-traditional materials).
6. 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.
7. The library participates, where appropriate, in consortia and in pools to broaden the scope and size of the Collection.
8. To provide users with print disabilities with a broader selection the library works with the Centre for Equitable Library Access (CELA).
9. Recognized, professional standards will be used to determine the appropriate size of the Collection. Planning for budgets and facilities must reflect these standards.

## **DEFINITIONS**

For the purpose of this Policy, the following definitions shall apply:

1. The Collection – all materials at the St. Catharines Public Library in various formats available and accessible to the public.
2. A collection – a subset of the Collection (e.g., adult fiction collection).
3. Selection – the identification of titles/materials suitable for inclusion in various collections.
4. Acquisition – the actual purchase, lease, or subscription of materials which have been selected for inclusion in the various collections.
5. Access – the means used to make materials available in an organized manner to the public.
6. Maintenance – the inventory, disposal, replacement, repair, and preservation of materials in the collections.

## **REGULATIONS**

1. The Library Board supports the individual's right to intellectual freedom as embodied in the Canadian Charter of Rights and Freedoms.
2. The Canadian Federation of Library Associations' Statement on Intellectual Freedom and Libraries, Statement on Diversity and Inclusion, and the Ontario Library Association's Statement on the Intellectual Rights of the Individual are endorsed by the Library Board and appended in their entirety to this policy.
3. The Library complies with any applicable law enacted at the federal, provincial or municipal level, and therefore does not collect or maintain items which have been judged obscene or pornographic, or have been banned by the courts. The relevant sections of the [Criminal Code of Canada](#) are sedition, hate propaganda and obscenity.

## **RESPONSIBILITY**

1. The Library Board delegates the overall responsibility for the Collection to the Chief Executive Officer (C.E.O.) and through the C.E.O. to managers and staff.
2. Selection responsibility for specific portions of the Collection may be delegated to staff.

## **OPERATIONAL GUIDELINES**

The Collection will be developed, assessed, and maintained in accordance with the selection criteria and guidelines outlined below.

### **A. Selection**

1. The staff will proactively solicit advice from, as well as anticipate the needs and interests of, the diverse community.
2. In selecting materials, staff will use library data, public library trends, professional resources, judgment, knowledge and experience.
3. What is ordered, and what remains in the collections, is based on the following criteria:
  - public and/or anticipated demand and current trends
  - importance of subject matter in relation to community needs
  - relation to existing collections and other materials on a subject
  - quality, clarity, comprehensiveness and accuracy of materials
  - Canadian content and perspective
  - suitability of physical and/or digital form for library use
  - publication, creation or release date
  - timeliness or permanence of the work
  - availability of funds and space
  - accessibility of materials in other libraries, for free via the internet, or from other easily and freely accessible resources
  - educational or recreational technologies that may be inaccessible or cost prohibitive
  - promotion of a communal sharing economy

An item need not meet all of the above criteria in order to be acceptable. Items that do not meet these criteria may be purchased to meet community needs.

### **B. Acquisitions**

The criteria and parameters used for the acquisition of materials selected for inclusion in collections will include price, format and availability. In selecting a vendor, consideration will be given to discounts and performance.

### **C. Access**

Professional standards (e.g., Dewey Decimal Classification) will be used to ensure the integrity of data within the catalogue.

### **D. Maintenance**

1. An up-to-date, aesthetically pleasing and useful Collection is maintained through a continual maintenance process.
2. The Library continually identifies items from its collections for discard based upon the following criteria:
  - a Item's subject is outdated
  - b Item is no longer of interest or in demand
  - c Overabundance of an item or subject as interest wanes
  - d Worn or damaged copies
3. Replacement of Library materials 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.
4. Withdrawn materials may be donated, recycled, discarded or sold.

### **E. Suggestions, Donations and Gifts**

- **Suggestions:** The Library encourages customer participation in the shaping of the Collection. Customers may place formal requests for the purchase of collection materials by completing a "[Suggest a Purchase](#)" form provided by the Library. Suggestions are referred to staff responsible for the Collection and considered according to the Library's selection criteria.
- **Donations:** In general, donations of items to the St. Catharines Public Library are not accepted due to costs associated with evaluating and processing such items. Exceptions may be made for items of local historical significance (e.g., local history books, photographs, and postcards). All donations are subject to terms and conditions outlined in [Gifts in Kind \(F03\) Policy](#). Donations shall become the property of the Library and may be disposed of in the future at the discretion of the Library, subject to this Policy.
- **Gifts:** The Library welcomes gift copies of work from local authors, recording artists and filmmakers, provided they are submitted in a format currently supported. Items that are not added to the Collection are not returned, but rather donated, recycled, discarded or sold. The Library cannot accept imposed conditions relating to any item (e.g., consignment, return).

### **F. Request for Review**

The Library is a resource where many points of view and modes of expression can be examined without hindrance. While people have the right to reject for themselves items of which they do not approve, they do not have the right to restrict the freedom of others.

The following will not cause an item to be automatically included or excluded from the Collection:

- race, religion, sexual orientation, gender identity, nationality or political views of an author or creator
- frankness or coarseness of language
- controversial content
- endorsement or disapproval of an individual or group
- language in which the work is written or spoken

Items which have been judged obscene or pornographic, banned by the courts or breach legislation such as the Ontario Human Rights Code or the Criminal Code of Canada will be excluded from the Collection.

Customers may request a review for items currently in the Collection by completing a "[Request for Reconsideration](#)" Form. All Requests for Reconsideration will be reviewed by the staff responsible for the Collection in accordance with the Collection Management Policy. Their decision will be communicated to the requestor. Customers who are not satisfied with the response can submit an appeal to the C.E.O and subsequently the Library Board. The final decision on any challenge to the Collection rests with the Library Board.

### **IMPLEMENTATION**

This Policy shall be implemented by the C.E.O. The responsibility for collection management is vested in the office of the C.E.O., which delegates activity to staff.

## **Canadian Federation of Library Associations**

### **Statement on Intellectual Freedom and Libraries**

The Canadian Federation of Library Associations recognizes and values the Canadian Charter of Rights and Freedoms as the guarantor of the fundamental freedoms in Canada of conscience and religion; of thought, belief, opinion, and expression; of peaceful assembly; and of association.

The Canadian Federation of Library Associations supports and promotes the universal principles of intellectual freedom as defined in the Universal Declaration of Human Rights, which include the interlocking freedoms to hold opinions and to seek, receive and impart information and ideas through any media and regardless of frontiers.

In accordance with these principles, the Canadian Federation of Library Associations affirms that all persons in Canada have a fundamental right, subject only to the Constitution and the law, to have access to the full range of knowledge, imagination, ideas, and opinion, and to express their thoughts publicly. Only the courts may abridge free expression rights in Canada.

The Canadian Federation of Library Associations affirms further that libraries have a core responsibility to support, defend and promote the universal principles of intellectual freedom and privacy.

The Canadian Federation of Library Associations holds that libraries are a key institution in Canada for rendering expressive content accessible and affordable to all. Libraries are essential gateways for all persons living in Canada to advance themselves through literacy, lifelong learning, social engagement, and cultural enrichment.

Libraries have a core responsibility to safeguard and facilitate access to constitutionally protected expressions of knowledge, imagination, ideas, and opinion, including those which some individuals and groups consider unconventional, unpopular or unacceptable. To this end, in accordance with their mandates and professional values and standards, libraries provide, defend and promote equitable access to the widest possible variety of expressive content and resist calls for censorship and the adoption of systems that deny or restrict access to resources.

Libraries have a core responsibility to safeguard and foster free expression and the right to safe and welcoming places and conditions. To this end, libraries make available their public spaces and services to individuals and groups without discrimination.

Libraries have a core responsibility to safeguard and defend privacy in the individual's pursuit of expressive content. To this end, libraries protect the identities and activities of library users except when required by the courts to cede them.

Furthermore, in accordance with established library policies, procedures and due process, libraries resist efforts to limit the exercise of these responsibilities while recognizing the right of criticism by individuals and groups.

Library employees, volunteers and employers as well as library governing entities have a core responsibility to uphold the principles of intellectual freedom in the performance of their respective library roles.

Approval History: ~ CLA: June 27, 1974. Amended November 17, 1983; November 18, 1985; September 27, 2015. CFLA-FCAB: Adopted August 26, 2016; Reviewed April 12, 2019.

## **Ontario Library Associations**

### **Statement on Intellectual Freedom and the Intellectual Rights of the Individual Introduction**

#### **Introduction**

The Ontario Library Association and its divisions are committed 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.

Ontario Libraries have the important responsibility to facilitate expressions of knowledge, creativity, ideas, and opinion, even when viewed as unconventional or unpopular.

The Ontario Library Association declares its acceptance of the following principles for libraries:

1. Equitable access to library service to the public is based upon the right of the citizen, under the protection of the law, to judge individually on questions of politics, religion and morality.
2. Intellectual freedom requires freedom to critically examine and create other ideas, opinions, views, and philosophy of life, other than those currently approved by the local community or by society in general and including those ideas and interpretations which may be unconventional, uncommon or unpopular.
3. The free traffic in ideas and opinions is essential to the health and growth of a free society and that the freedom to read, listen, view, and create is fundamental to such free traffic.
4. Library governance ensures that the principles of intellectual freedom and expression of thought are upheld.

#### **Library Service, Collections and Resources:**

5. 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, and other materials including the provision of access to electronic sources of information and access to the internet. Materials are not excluded from library collections based on race, place of birth, origin, ethnic origin, ethnicity, citizenship, age, creed, disability, family structure, sex, and sexual orientation.
6. It is 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, censor or curtail access to information, the freedom to read, view, listen or participate by demanding the removal of, or restrictions to library information sources in any format.



### **Library Programming, Events, and Space Bookings**

7. It is the responsibility of libraries to maintain the right of intellectual freedom and expression by implementing it consistently when hosting programs and events within the public space of the library including rented public space by individuals and community organizations.
8. Libraries create welcoming community spaces where community members are free from discrimination and may engage in peaceful assembly. Libraries may cancel or deny permits to individuals or organizations when speech or displays are used in a way that is unlawful.

## **Canadian Federation of Library Associations**

### **Statement on Diversity and Inclusion**

The Canadian Federation of Library Associations (CFLA-FCAB) believes that a diverse and pluralistic society is central to our country's identity. Libraries have a responsibility to contribute to a culture that recognizes diversity and fosters social inclusion.

Libraries strive to deliver inclusive service. Canada's libraries recognize and energetically affirm the dignity of those they serve, regardless of heritage, education, beliefs, race, religion, gender, age, sexual orientation, gender identity, physical or mental capabilities, or income.

Libraries understand that an acceptance of differences can place individual and collective values in conflict. Libraries are committed to tolerance and understanding. Libraries act to ensure that people can enjoy services free from any attempt by others to impose values, customs or beliefs.

#### **Applicable legislation:**

[Canadian Charter of Rights and Freedoms](#): Section 2(b) of the Charter of Rights and Freedoms protects "freedom of thought, belief, opinion and expression, including freedom of the press and other media of communication".

[Criminal Code](#): Section 63 pertains to Unlawful Assemblies and Riots. Section 297 pertains to defamatory libel. Section 318 pertains to hate propaganda.

[Ontario Human Rights Code](#): Sub-section 13 pertains to infringing on freedom from discrimination.

Revision approved at the OLA AGM, January 30, 2020

## Sample Request for Reconsideration Form

### Request for Reconsideration Form

St. Catharines Public Library follows the Statement of Intellectual Freedom by The Canadian Federation of Library Associations. Please note the following from our Collection Management Policy:

- The Collection 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 Collection does not indicate an endorsement of its contents by the Library, but rather is an affirmation of the principle of intellectual freedom as embodied in the Canadian Federation of Library Associations' Position Statement on Intellectual Freedom and Libraries.

All Requests for Reconsideration will be reviewed by the staff responsible for the Collection in accordance with our Collection Management Policy, which can be viewed here: <https://www.myscpl.ca/about-us/policies>

\* Required

1. Your Name \*

2. Phone Number \*

3. E-mail Address \*

4. Title \*

Enter your answer

5. Author \*

Enter your answer

6. Audience \*

- Adult
- Children
- Teen

7. Format \*

- Audiobook
- DVD
- Book
- eBook
- Graphic Novel
- Large Print
- Magazine
- Music CD

Other

8. What is the basis of your objection? Please be specific. \*

Enter your answer

9. What do you think might be the consequence of reading / viewing / listening to this material? \*

Enter your answer

10. What did you find of value in the material? \*

Enter your answer

11. Did you examine the entire work? \*

Yes

No

12. Do you have an alternate material to suggest?

Enter your answer

13. What steps do you wish the library to take? \*

Enter your answer

14. Are you representing your own views, or those of a group? \*

My own views

Group

Submit

### Sample Suggest a Purchase Form

**St. Catharines Public Library welcomes recommendations from our customers for titles we do not already have in our collection.**

For each suggestion, please provide your name, library card number, format, and the title you are requesting. Further details such as author/artists, publisher and ISBN may help us find the item more easily, but are not required.

Before submitting an item title, please check the Library's Catalogue to ensure that SCPL does not already own it. Please request titles published more than five years ago through our Interlibrary Loan Service.

Bear in mind that not-yet-released popular books, movies and music are likely on our order list.

Suggestions are evaluated according to SCPL's Collection Management Policy and will be considered only for items that are available for purchase.

You may make up to 5 suggestions for purchase per month.

\* Required

1. Your Name \*

2. Library Card Number \*

3. Email or Phone Number \*

4. Format \*

- Audiobook
- Book
- Book (Large Print)
- DVD
- e-Book
- e-Audiobook
- Music CD
- Video Game
- Unknown

5. Game System (i.e. Nintendo Switch, PS5, etc.)

6. Title \*

7. Author/Artist



8. Publisher

9. ISBN

10. Where did you hear about this item?

11. If we decide to purchase this item, at which library would you like to pick it up?(not applicable to e-books or e-audiobooks)

- Central Library
- Dr. Huq Family Library Branch
- Merritt Branch
- Port Dalhousie Branch