Policy Name	Collection Management		
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Author	Manager, ICT	Next Review	2027
Policy Maintenance	Reviewed by Management		

Policy Statement

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

Scope

SCPL's Collection Management Policy supports SCPL's mission and strategic goals. This policy applies to all formats in the SCPL collection, including print and non-print materials and should be read in conjunction with other library policies that support specific areas of the collection, including the Local History Policy, which outlines the acquisition, preservation, and access guidelines for local history materials.

1. SCPL provides accessible 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 SCPL, 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. SCPL 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 materials 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. SCPL 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 SCPL 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 SCPL 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 SCPL Board.
3. SCPL does not keep, acquire or purchase material that a court of competent jurisdiction has found to be obscene, hate propaganda or seditious

Responsibility

1. The SCPL 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. In selecting materials, staff will use library data, public library trends, professional resources, judgment, advice from the community, knowledge and experience.

2. 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
- availability of materials in other libraries, or from other easily and freely accessible resources
- educational or recreational technologies that may be inaccessible or cost prohibitive
- accessibility criteria and features

3. SCPL affirms the central importance of human authorship and creativity in the development of cultural and intellectual works. In applying the selection criteria outlined above, preference shall be given to materials created by human authors and creators. Works generated in whole or in part by Artificial Intelligence (AI) will not be categorically excluded; however, their inclusion shall be exceptional and in clear alignment with SCPL's strategic priorities. If AI-generated materials are added to the collection, SCPL will make every effort to ensure transparency regarding their origin through appropriate cataloguing and descriptive practices.

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.

SCPL does not mark selected materials in order to indicate approval or disapproval of item contents or attempt to expurgate information contained in selected items.

Responsibility for children's use of materials rests with their parents and legal guardians. No materials are excluded from selection because they may come into the possession of a child.

D. Maintenance

1. An up-to-date, aesthetically pleasing and useful Collection is maintained through a continual maintenance process.

2. SCPL continually identifies items from its collections for withdrawal 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 SCPL 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**: SCPL 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. Suggestions are referred to staff responsible for the Collection and considered according to SCPL's selection criteria.
- **Donations**: In general, donations of items to SCPL 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.
- **Gifts**: SCPL 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. SCPL cannot accept imposed conditions relating to any item (e.g., consignment, return).

F. Request for Review

SCPL is a resource where many points of view and modes of expression can be examined without hindrance. While people have the right to reject items they disapprove of, 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.

If a customer feels that an item in our collection falls outside the selection criteria outlined in this policy, they are invited to complete 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 SCPL Board. The final decision on any challenge to the Collection rests with the SCPL Board.

Some of SCPL's digital content is provided using third-party vendors. SCPL subscribes to services in which the third-party vendor, and not SCPL staff, determines the specific titles or materials made available through the service. In these circumstances, SCPL is unable to reconsider specific materials that SCPL users object to, but may inform the third-party vendor of user concerns.