



**Peterborough  
Public Library**

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**To:** Library Board of Trustees

**From:** Jennifer Jones, Library CEO

**Meeting Date:** October 24, 2017

**Subject:** Report PPL17-065  
Materials Selection Policy

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## **Purpose**

A report to inform the Library Board of Trustees on updates to the Materials Selection Policy.

## **Recommendation**

That the Library Board approve the recommendation in Report PPL17-065 dated October 24, 2017, of the Library CEO as follows:

That Report PPL17-065 be received for information.

## **Budget and Financial Implications**

There is no budget or financial implications resulting from the approval of the recommendation of this report.

## **Background**

The Collection Development Committee met to discuss updates to the Materials Selection Policy. The updated policy (see Appendix A) is being presented to the Board for approval. Changed areas have been highlighted.

Submitted by,

Laura Gardner  
Collections Development Librarian

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Attachment:  
Appendix A - Materials Selection Policy

**Appendix A - Materials Selection Policy**

## **Peterborough Public Library**

### **Materials Selection Policy**

Department	<b>Community Services</b>	Effective Date	<i>October 30, 2017</i>
Division	<b>Arts Culture &amp; Heritage</b>	Approval Level	<b>Library Board</b>
Section/Facility	<b>Public Library</b>	Policy #	

### **1) PURPOSE**

The primary purpose of the Materials' Selection policy is to provide direction to library staff that select material for the collection as well as to inform the public of how decisions are made with regard to the collection. This extends to how the Library addresses challenges to materials; the handling of donations of materials and de-selection practices.

### **2) APPLICATION**

a) This policy and related procedures apply to:

- i) all library collections;
- ii) and, all materials acquired, whether through purchase, consortial agreements or donation.

### **3) THE POLICY**

#### **a) Responsibility for Selection**

- i) It is the ultimate responsibility of the Library Board to establish all major policies for the operation and management of the Peterborough Public Library. The guidelines set forth below for selection by professional staff have been adopted as the policy of the Library Board.
- ii) The selection and discarding of books and other library materials is vested in the Library Manager and, under the Library Manager's direction, in the members of the professional staff. Staff members select materials based

upon their training and experience with assistance from the general guidelines set forth in this document.

**b) Library Profile**

Each Library branch has a unique profile and its collection will reflect that profile.

- i) The Main Library is a full-service library with circulating and reference collections.
- ii) The DelaFosse Branch is a small neighbourhood library with primarily a recreational collection.
- iii) The library website is a “virtual” third branch providing access to digital resources that can be either used online or downloaded to personal devices.

**c) Intellectual Freedom**

- i) Basic to the Library’s Material Selection Policy is the Peterborough Public Library’s policy on Intellectual Freedom, which is appended to this policy.

**d) Controversial Materials**

- i. The library’s collection is free and open to all. Parents and legal guardians are responsible for monitoring and limiting the use of library materials by their children.
- ii. The library recognizes that many materials are controversial and that any given item may offend some patrons. Selection of materials is made solely on the evaluation of the item in accordance with the criteria set forth within this policy. In the case of controversial issues, an effort is made to see that all points of view are represented. The presence of any item in the library does not indicate an endorsement of its contents by the library.
- iii. Materials are selected on the basis of the content as a whole and without regard to the author or creator’s race, religion, national origin or his or her sexual, social or political views.
- iv. The library does not affix labels of approval or disapproval on its material. Film classification labels are affixed to DVDs, where available, in accordance with Ontario Regulation 452/05 under the Film Classification Act, 2005.

**e) Exclusions from the Collection**

- i) Materials that are prohibited under Canadian law and/or by court order will not be held in the collection or knowingly be acquired by the library
- ii) Institutions that provide formal education are responsible for providing materials to support their curricula. The library may acquire items that assist with school projects and learning. As a matter of course, the library does not acquire textbooks or professional material. Occasionally an item will be included if it is introductory in nature and/or provides the best coverage of a subject.

**f) Review Process**

- i) Individuals may request that a selection decision be reconsidered. A Request for Reconsideration of Material may be made, using the prescribed form. The process and the request form are appended to this policy.

**g) Criteria for Selection of Library Materials:**

- i) The library will use the following criteria, for purchased or donated items, to develop the collection. An item does not have to meet all the criteria.
  - Authority;
  - Clarity, accuracy, style;
  - Budget and space priorities;
  - Adequate scope and depth of coverage of the topic;
  - Relationship to existing collection and other material on subject;
  - Current usefulness and permanent value;
  - Relevance to community needs and interests;
  - Availability of materials in other library collections;
  - Suitability of format for library use;
  - Quality of binding or physical form;
  - And, public and critical reception of an item.

**h) Accessibility**

- i) In accordance with the Accessibility for Ontarians with Disabilities Act (2005), Integrated Accessibility Standards, the Library provides access to materials in alternate formats where they exist, using the selection criteria outlined in this policy. *Access to the collection is also available through the use of equipment available in the library and for loan.*

**i) Special Collections**

- i) Materials in Languages other than English
  - (1) Material will be available in French language as warranted by the community.
  - (2) Books in other languages are provided in accordance with the community needs. The library shall endeavour to meet the needs of clients who require materials in languages other than English through Interlibrary Loan.
- ii) Peterborough Collection

- (1) The Peterborough Collection consists mainly of secondary print materials relating to the history of Peterborough City and County. It also includes primary material of interest to genealogists such as census records; land records indices, cemetery indices, city directories and early local newspapers. The collection excludes any type of material that would otherwise be held in archives at other institutions in the region.

### iii) Healthy Families Collection

- (1) The Healthy Families Collection is composed of a range of material on a wide variety of parenting subjects.

### iv) Government Documents

- (1) The library is a selective depository for federal and provincial governments. Municipal documents are selectively acquired and held for a period of five years. Much material published by government and quasi-government bodies is only available in electronic format on the web.

### iv) Adult Literacy

- (2) The library holds a small collection of books and book and CD kits for beginning to advanced readers. These range from graded readers to materials that support writing development.

### v) English as a Second Language

- (1) The library holds a variety of materials to assist beginning to advanced learners of English.

### vi) Local Authors Collection

- (1) The Local Authors Collection consists of locally-produced, self-published, and independent press works of fiction, non-fiction, music and film for all ages. It is a contemporary, circulating collection (i.e. non-archival).

## j) Resource Sharing

- i) Items that fall outside the selection criteria of the Library; are out of print; or, are temporarily unavailable can be requested through Interlibrary Loan services. Fees for the service may occasionally apply.
- ii) The Library, where possible, may participate in consortial purchasing agreements.

## k) Gifts and Donations

- i) All unsolicited items become the property of the Peterborough Public Library. Most donations are sold by the Friends of the Library for the benefit of the library. Some items may be added to the collection, using the selection criteria outlined within this policy. No condition may be imposed on the Library relating to any donated item.
- ii) The library does not accept donations of items in lieu of payment for lost or damaged items.
- iii) The library does not provide tax receipts for material donations. The library cannot perform valuations for such material.

#### **l) Suggestions for the Collection**

- i) Patrons wishing to suggest titles for purchase by the library may complete a Recommend to Purchase form at the library or through its web site. All items for possible inclusion are considered using the selection criteria outlined within this policy. Authors or vendors wishing the library to consider purchasing their material should contact the Collections' Development Librarian before leaving any materials at the library.

#### **m) Deselection**

- i) Deselection of materials is an ongoing process, which maintains and improves the currency, accuracy, appearance, and efficiency of the collection. Materials will be withdrawn from the collection when:
  - They are no longer used by the community;
  - They are worn-out, damaged, or cannot be repaired
  - They are out-dated, unreliable or misleading;
  - More current materials on a subject become available;
  - Public demand no longer requires multiple copies;
  - Or, space is required for new materials.
- ii) Withdrawals may be given to the Friends' of the Library, other libraries and organizations, sold or recycled at the discretion of the Library Manager. Funds that are raised from the sale of withdrawn items will be used for the benefit of the Library.

#### **n) Replacement**

- i) Library materials that are lost or damaged may be replaced, according to the same selection criteria that apply to new materials.
- ii) Library materials that have been damaged by patrons will be disposed of or recycled – they will not be returned to patrons.

## **4) APPENDIX, RELATED POLICIES, PROCEDURES & LINKS**

### **a) Pertinent Resources**

Canadian Library Association Statement on Intellectual Freedom

Ontario Library Association Statement on the Intellectual Rights of the Individual

Ontario Library Association Position on Children's Rights in the Library

Ontario regulation 191/11 made under the Accessibility for Ontarians with Disabilities Act, 2005; Integrated Accessibility Standards; Part II Information and Communications Standards

Film Classification Act, 2005

Ontario Regulation 452/05

### **b) Related Policies**

Peterborough Public Library Policy on Intellectual Freedom

### **c) Related Procedures**

Review Process Procedures

Procedures for Donated Items

Guidelines for Peterborough Collection Acquisition and Retention

### **d) Related Forms**

Request for Reconsideration of Material

Recommend to Purchase

Local Authors Collection Submission

### **e) Miscellaneous**

Peterborough Public Library Strategic Plan 2008-2013