



The Deep River Public Library

Policy Type:	Operational	Policy Number:	OP - 05
Policy Title:	Collection Development Policy	Initial Policy Approval Date:	December 1992
		Last Review/Revision Date:	June, 2023
		Year of Next Review:	2027

Policy Statement:

The Library's collections support our mission to build a strong Deep River community by supporting literacy and life-long learning, to foster inspiration and enjoyment, and to connect people to each other and the world at large.

It is the goal of the Deep River Public Library to provide equitable access to library materials. The Library is committed to making the collections accessible to people with disabilities by offering a choice of formats.

This policy provides the framework for developing a comprehensive collection, as well as collection evaluation, planning and budget.

Collection Scope and Size:

1. The Library provides a relevant and responsive collection, serving the needs and interests of the entire community, including:
 - a. A variety of alternative formats such as large print and talking books;
 - b. French language materials in response to community need; and
 - c. Both physical and digital resources.
2. The collections shall be well-balanced and represent diverse points of view and may include materials that some members of the public consider to be controversial.
3. The presence of an item in the Library does not indicate an endorsement of its content.
4. The Library develops collections which include, but are not limited to, the following areas: fiction and non-fiction for adults, young adults, and children; magazines; music; movies; local history and local interest; reference; and non-traditional resources such as museum passes, kits, board games, seeds, and snow equipment.
5. Our local history collection includes unpublished photographs and textual material, select published materials, and some maps that focus on the social history of the Upper Ottawa Valley from Deux Rivieres to Petawawa.
6. The Library works with local partners to broaden the scope and size of the collection.

7. The Library participates in consortia to broaden the scope and size of the collection.
8. The Library participates in inter-library loan services to broaden the scope and size of the collection.
9. To provide users with print disabilities with a broader collection the Library works with the Centre for Equitable Library Access (CELA).
10. Recognized, professional standards will be used to determine the appropriate size of the collection. Planning for budgets and facilities will reflect these standards.

Selection of Materials:

1. The Board delegates the overall responsibility for the collection to the Chief Executive Officer (CEO). Selection responsibility for specific portions of the collections may be delegated to staff.
2. Staff will proactively solicit advice from, as well as anticipate the needs and interests of, the community.
3. Items are selected to:
 - a. Meet the recreational needs and interests of the community, promoting personal and social well-being;
 - b. To enrich human understanding and contribute to the growth of knowledge;
 - c. Educate and support lifelong learning, recognizing and accommodating a range of education levels and abilities;
 - d. Inspire a love of reading, learning and creativity;
 - e. Collect and preserve local materials, celebrating our history and our artists.
4. Criteria for selection and retention of materials include:
 - a. Recommendations by critics and reviewers;
 - b. Public demand;
 - c. Relation to existing collections and other materials on a subject;
 - d. Balance of viewpoints in the collection;
 - e. Interests, needs, and composition of the community;
 - f. Authority, significance and/or skill of the author;
 - g. Authority and standards of publisher;
 - h. Accessibility criteria and features;
 - i. Suitability of format for library use;
 - j. Canadian content;
 - k. Indigenous content;
 - l. Budgetary consideration of funds and space.

Collection Maintenance:

1. An up-to-date, attractive, and useful collection is maintained through a continual withdrawal and replacement process.
2. The ongoing process of withdrawal is the responsibility of the CEO. This responsibility may be shared with other staff members.
3. Items will be withdrawn based on the CREW (Continuous Review, Evaluation, and Weeding) Method for weeding the collection. This includes materials that are worn, outdated, overabundant, or no longer useful.

4. Withdrawn material may be discarded or sold.
5. Replacement shall depend on demand for the title, availability of more current material on the subject, and the extent of the subject coverage in the collection.

Gifts and Donations:

1. The Library accepts gifts of books, other materials, or money for the purchase of specific items, with the understanding that they will be added to the collection only if appropriate, needed, and contribute to a balanced collection.
2. The same criteria of selection and withdrawing that are applied to purchase materials also apply to gifts and donations.
3. Donated materials not added to the collection are discarded or sold.

Requests from Community Members:

1. Suggestions from the community for the purchase of items are always welcome and are given due consideration.
2. Requests for the reconsideration of, withdrawal of, or restricted access to, a specific item in the collection from a community member must be received by the CEO in writing. See Appendix A for the Request for Reconsideration of Materials Form. The CEO will review the request and respond in writing explaining the outcome. Responses to these requests are guided by the Board's position that:
 - a. 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.
 - b. It is the right of parents and legal guardians to develop, interpret, and enforce their own code of ethics upon their minor children.
3. If a patron is not satisfied with the CEO's response to their request for reconsideration of materials, they may appeal the decision in writing to the CEO. This request will be forwarded to the Board for consideration. At a Board meeting open to the public, the Board and CEO will jointly rule on the appeal and respond to the complainant explaining the outcome.

Access to Collections:

1. Physical access to items will not be restricted except for the express purpose of protecting an item from damage or theft.
2. Patrons of all ages shall have open access to all the Library's collections with the following exceptions:
 - a. Films rated "R" or "18A" by the Ontario Film Review Board / Consumer Protection BC are limited to patrons 18 years of age or older.
 - b. Reference and some local history materials must be viewed in the library building.

Intellectual Freedom

The Library Board, in establishing a Collections Policy, was cognizant of the Constitution Act, 1982, Part 1, Canadian Charter of Rights and Freedoms [1], Section 2b, which guarantees

everyone the fundamental freedom of thought, belief, opinion and expression, including freedom of the press and other media of communication.

The Deep River Public Library endorses the Canadian Federation of Library Associations' [Statement](#) on Intellectual Freedom and Libraries, adopted on August 26, 2016 and reviewed on April 12, 2019.

Related Documents:

- Accessibility in the Library Policy OP – 15
- Accessibility for Ontarians with Disabilities Act
- Canadian Charter of Rights and Freedoms, section 2(b)
- Ontario Human Rights Code, section 13
- Criminal Code of Canada, regarding hate propaganda (section 318) and obscenity (section 163).

12/92

Rev. 3/97

Rev. 6/2021

Appendix A

Request for Reconsideration of Materials Form

Name: _____

Date: _____

Address: _____

Email: _____

Phone Number: _____

I represent: Myself Other: _____

Please confirm that you have read the following:

- Deep River Public Library Collections Development Policy
- Canadian Federation of Libraries' Statement on Intellectual Freedom

Item for Reconsideration

Title: _____

Author/Producer: _____

Audience: Children Teen Adult

Format: Audiobook DVD Book eBook Graphic Novel
 Picture Book Magazine Music CD
 Other: _____

Have you examined (read, listened, or viewed) the entire work? Yes No

If no, please explain. _____

What is the basis of your objection? Please be specific and cite pages.

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

What steps do you wish the library to take?

Do you have alternate material to suggest?

Signature: _____

Date: _____

Personal information collected by the Deep River Public Library is done so under the authority of the Public Libraries Act, R.S.O. 1990, c. P.44., s. 4(3) and s. 20 and the Municipal Freedom of Information and Protection of Privacy Act, R.S.O., c. M.56., s. 28(2) The information collected will be used in the process of the library's business. Questions regarding the collection of this information should be directed to the CEO, Deep River Public Library, PO Box 278, 55 Ridge Road, Deep River, ON, K0J 1P0, 613-584-4244.