

Appendix A

Subject: Collection Development Policy
Elgin County Library Policy Manual Date
Approved: August 1, 2017
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COLLECTION DEVELOPMENT POLICY

PURPOSE:

Elgin County Library provides a welcoming, inclusive, and supportive environment that fosters lifelong learning, creative expression, community engagement and cultural vitality in harmony with a rural way of life. Bordering on the shores of Lake Erie, Elgin County is diverse in culture, economics, and education.

The goal of Elgin County Library is to acquire and make available materials that inform, educate, entertain, and enrich individuals through a multi-branch system designed to serve the needs of the local communities.

This policy outlines the principles and guidelines adhered to by library staff in the development and maintenance of the Library's collections, while informing residents of the County of Elgin of the selection and deselection parameters for the Library's collection.

CONTEXT FOR THE POLICY:

When developing collections, the information needs of our communities cannot always be met through the resources of the Elgin County Library alone. The collection is one essential element in an information system which also includes cooperative resource development with neighbouring libraries and schools. We are committed to working cooperatively with regional public libraries to coordinate collections and resources wherever possible and to avoid duplication. Furthermore, we are committed to resource-sharing with other libraries across the province and provide InterLibrary Loan (ILLO) service for this purpose. Library staff will make requests for ILLO in situations where this is the most appropriate means of providing suitable material to meet the customer's needs. Fees for the service occasionally apply on a cost-recovery basis.

COLLECTION DEVELOPMENT OBJECTIVES:

- To provide access to knowledge, creativity, and intellectual activity.
- To provide materials that meet the patrons' interests and needs in a timely manner.
- To provide a wide range of resources for self-development and independent study and to complement formal education for all age ranges.
- To provide a broadly based and diverse collection that can support the roles of the Library as a popular material centre, a reference centre and/or an independent learning centre.
- To provide materials for recreational and leisure time use.
- To provide access to information of local interest and concern.
- Strive to provide a balance of viewpoints on all subjects in its collection.

COLLECTION PRINCIPLES AND GUIDELINES:

Responsibility for Collection

The responsibility for selection of materials is vested in the office of the Director of Community and Cultural Services for the County of Elgin, which delegates this professional activity to qualified and knowledgeable collection development staff.

Access to Materials

All materials, regardless of format, shall be freely and easily accessible to the public. The library assures free access to its holdings for all patrons, who are free to select or reject for themselves any item in the collection. Age restrictions may apply to certain materials. Individual or group prejudices about a particular type of material in the collection may not preclude its use by others.

Collections are available in a variety of formats to benefit patrons with special needs as well as for all ages and levels of comprehension.

Children are not limited to the children's collection, although some of these collections are kept separate from other library collections to facilitate use. Responsibility for a child's reading must rest with the parent or guardian, not with the library. Selection of materials for the adult collection is not restricted by the possibility that children may obtain, read or view such materials.

Intellectual Freedom

Elgin County Library supports the individual's right to access ideas and information representing all points of view. We have adopted the Canadian Library Association's *Statement on Intellectual Freedom* and the Ontario Library Association *Statement of the Intellectual Rights of the Individual*. These statements are also linked below in the References and Related Documents section.

Selection Guidelines

- Literary merit (accuracy, authority, and objectivity of the work)
- Accuracy and timeliness of the information contained in the material
- Reputation and authority of the author and publisher
- Representation of Canadian and/or local perspectives
- Physical limitations of the library building
- Availability of materials to purchase through qualifying vendors
- Social significance
- Importance of the subject matter to the collection
- Budgetary considerations
- Availability elsewhere, and as by InterLibrary Loan
- Quality and suitability of physical form (for library use), layout, and construction
- Comments of reviewers, critics, and publishers
- Levels of demand and use; and purchasing current materials proportionate to those; and in anticipation of and response to new areas of need
- Community demand (Suggest a Purchase Form)

Selection guidelines of digital resources also includes:

- Ease of access
- Loaning models, e.g. perpetual loans (simultaneous use) versus metred loans
- Hardware / network requirements
- Comparison of content with other available formats
- Licensing requirements
- Staff training and customer assistance requirements
- Cost considerations in relation to the overall development of the collection
- Additional selection guidelines of third-party library vendors of digital resources where the collection is not curated by Elgin County Library

Diverse and Inclusive Collections

Elgin County Library recognizes its responsibility to provide access to information on a wide variety of subjects from a variety of perspectives and cultures including selection of materials by diverse authors and creators.

With an aim to creating diverse and inclusive collections including all cultures, Elgin County Library is committed to seeking feedback and suggestions from community groups and customers.

Elgin County Library recognizes and embraces the principles of Truth and Reconciliation and the Ninety-Four Calls to Action. Elgin County Library engages in meaningful dialogue with Indigenous people and local First Nation bands and is committed to drawing on resources and strategies developed by the Canadian and International library community.

Elgin County Library is committed to policies and actions that address the value of Indigenous collection materials and enable Indigenous authors and content creators to be included and highlighted. Furthermore, Elgin County Library is committed to the provision of library services for Indigenous people that include plans or policies to partner with Indigenous people and their communities.

Elgin County Library collects materials related to Indigenous, Inuit and Métis cultures and peoples in all available formats. The library's collection will include titles by and about Canada's, and specifically Ontario's, Indigenous, Inuit and Métis communities.

Local Collections

Elgin County Library will collect material pertaining to the history of Elgin County, its local communities within the County, and its surrounding area as it relates to Elgin County. The Library acknowledges a particular interest in local history in branch communities, genealogy, works by local authors, and other special and locally focused collections. Duplication of the Elgin County Archives shall be avoided.

Self-published or locally authored materials may be considered based on the selection guidelines as well as the following criteria:

- must be a resident of Elgin County
- must submit a Local Author Submission Form (included as Appendix III)

Donated Collections

Elgin County Library accepts donations of print and non-print materials which can be integrated into the existing collection and which fit the Library's selection guidelines as



outlined above. The Library reserves the right to refuse donations which it deems inappropriate, unsuitable, or do not meet selection guidelines. No condition may be imposed relating to a donated item after its acceptance.

Classifications, shelving, access, location, and disposal will be determined by the Library. The Library reserves the right to discard, recycle or repurpose donations not added to the collection.

EVALUATION OF THE COLLECTION:

Elgin County Library will practice ongoing collection evaluation to ensure the Library is fulfilling its mission of providing materials in a timely manner to meet patrons' interests and needs. Qualified collection development staff regularly assess library material for condition, accuracy, currency, and usage.

Withdrawn materials shall be sold in library book sales, donated to non-profit groups and correctional facilities, or recycled.

Collection Maintenance Guidelines

In order to maintain an active working collection that is of high standard, materials shall be withdrawn from the collection on a regular and systematic basis for the following reasons:

- To keep the collection responsive to patrons' needs
- To insure the collections' vitality and usefulness to the community
- To remove materials which are no longer useful in the light of the goals and objectives of the Library
- To remove materials whose contents are out-of-date and therefore potentially misleading
- To remove damaged or worn-out materials
- To identify areas or titles where additional materials are needed, or older editions need to be updated
- To make room for new materials coming into the collection

Materials that have been lost or damaged may be replaced using the selection guidelines stated above. Other factors which the Collection Development staff will consider when deciding on replacements include:

- The number of copies of a title that the Library owns
 - Availability of newer materials on the subject
 - Importance of the work in its field
 - Cost
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Reconsideration of Library Material

Elgin County Library recognizes the rights of individuals to express opposition to an author's ideas or to their creative exercise of language in materials selected for the Library. The presence of an item in the collection does not indicate endorsement of its contents by Elgin County Library, but rather is an affirmation of the principle of intellectual freedom as embodied in the Ontario Library Association's Statement on the Intellectual Rights of the Individual. Selection should not, and will not, be made on the basis of anticipated approval or disapproval of any individual or group, but rather on evaluation of the publication's literary merit, authority, honesty of presentation, topical interest and usefulness to the audience for which it is intended. The primary aim of materials selection is to establish a balanced collection which adequately represents various points of view on many subjects.

Patrons who object to certain library materials will be asked to put their requests in writing by completing and signing the form appended to the policy, entitled "Request for Reconsideration of Library Materials".

REFERENCES AND RELATED DOCUMENTS

[Canadian Library Association, Statement on Intellectual Freedom, 2015](#)

[Ontario Library Association, Position on Children's Rights in the Library, 1998](#)

[Ontario Library Association, Position on Teen's Rights in the Public Library, 2010](#)

[Ontario Library Association, Statement on Intellectual Freedom and the Rights of the Individual, 2020](#)

[Truth & Reconciliation Commission of Canada: Calls to Action, 2015](#)



APPENDIX I: REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS

Kindly complete all sections of the form below so that collections staff can fully understand your specific concerns regarding the item in question.

Date: _____

Name: _____

Library Card #: _____

Address: _____

Phone Number: _____

Email Address: _____

1. Have you read the attached Collection Development Policy?

Yes: _____ No: _____

2. Resource on which you are commenting:

Title: _____

Author / Producer: _____

Format:
(e.g. book, DVD, eBook) _____

Page Numbers:
(if applicable) _____

3. Have you read, viewed or listened to this material in its entirety?

Yes: _____ No: _____

4. Please state your specific objections to this work. Cite pages or sections if possible.

5. What do you think might result from reading, viewing or hearing this material?

6. What do you propose the library do about this material?

7. Could you suggest alternative material in its place?

**This request will be reviewed by the Library Coordinator and Collection Development staff and you will be informed of the decision.
Thank you for your comments.**

Patron Signature: _____ Date: _____

Staff Contact: _____ Branch: _____

The collection of information on this form is subject to the provisions of the Municipal Freedom of Information and Protection of Personal Privacy Act. This information is used for library related purposes only. Please direct any inquiries to the Director of Community and Cultural Services, Elgin County Library, 519-631-1460, reference@elgin.ca.





APPENDIX II: SUGGEST A PURCHASE OF LIBRARY MATERIALS

Do you have a suggestion for an item you would like to see added to the Library's collection? Submit your suggestion by filling out the form below.

Title: _____

Author: _____

Format: _____

(e.g. book, DVD, eBook)

ISBN: _____

Publisher: _____

Publication Date: _____

Notes: _____

Name: _____

Email: _____

Library Card #: _____

Pick-up Branch Location:

Aylmer Belmont Dutton Pt. Burwell Pt. Stanley

Rodney Shedden Springfield Straffordville West Lorne

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APPENDIX III: LOCAL AUTHOR SUBMISSION FORM

Please review our Collection Development Policy before submitting this form.
Please note: This form is for local Elgin County authors only who were born in or currently reside in Elgin County.

Title:

Format:

(e.g. book, DVD, eBook)

ISBN:

Publisher:

Publication Date:

of Pages:

Type of Binding:

Price:

Notes:

Author's Name:

Address:

Phone Number:

Email:

Library Card #:

Home Library Branch:

Aylmer Belmont Dutton Pt. Burwell Pt. Stanley

Rodney Shedden Springfield Straffordville West Lorne





Author's
Credentials:

Brief summary of
the item and
intended
audience:

Where has your
book / item been
reviewed?
Please give
specific details:

Please feel free to attach reviews, publicity materials or other supplementary information if available.

Thank you for your submission! This request will be reviewed by the Library Coordinator and Collection Development staff and you will be informed of our decision.

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