

Strong library collections are fundamental to public library service. The Library is committed to developing and maintaining diverse, relevant, and responsive collections that meet and anticipate the changing needs of our patrons.

### **1. Community to be Served**

The diversity of the residents of the County of Brant is to be reflected in the composition of the Library's collection:

- a. including a variety of alternative and accessible formats (such as through the Centre for Equitable Library Access – CELA),
- b. including multilingual materials in response to community need
- c. including representation of a wide variety of opinion, lived experience, culture, language, religious tradition, and people

The Library will identify groups of people with specialized needs, purchase materials in appropriate formats and provide service in a manner that respects their dignity and independence.

### **2. Statement of 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](#). Section 2b, which guarantees everyone the following fundamental freedoms: freedom of thought, belief, opinion and expression, including freedom of the press and other media of communication. The County of Brant Public Library endorses the [Position Statement on Intellectual Freedom and Libraries](#) adopted by the Canadian Federation of Library Associations in 2016, and the Statement on the Intellectual Rights of the Individual<sup>1</sup> by the Ontario Library Association, last revised on January 30, 2020.

The presence of materials in the library collection does not constitute an endorsement of either the content or viewpoints by the Library Board. The Board recognizes that this policy is carried out in compliance with and with due regard for all applicable legislation.

### **3. Responsibility for Access to Collection**

Responsibility for access to the collection regardless of format, by children rests with their parents or legal guardians. No item will be excluded from the library collection only because it may come into the possession of children.

For user-information purposes and the guidance of users, restricted media in the collection may be labeled with "viewer classification" codes. The Library does not mark selected

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<sup>1</sup> [https://accessola.com/wp-content/uploads/2020/08/2020\\_OLAIntellectualFreedomStatement.pdf](https://accessola.com/wp-content/uploads/2020/08/2020_OLAIntellectualFreedomStatement.pdf)

materials in order to indicate approval or disapproval of item contents or attempt to expurgate information contained in selected items.

#### **4. Responsibility for Selection & De-selection**

Responsibility for the selection and the de-selection of materials resides with the Chief Executive Officer acting in accordance with the general policies established by the Library Board. This responsibility may be delegated to appropriate staff.

#### **5. Selection and De-Selection**

Materials in all formats are judged by the following criteria. An item need not meet all the criteria in order to be acceptable.

- a. suitability and appeal to the interests of the community
- b. artistic excellence/literary merit/technical quality/quality of presentation
- c. reputation and/or significance of the author generally and locally
- d. accuracy, authoritativeness, objectivity
- e. comments by reviewers
- f. originality of thought
- g. Canadian content
- h. Timeliness or permanence of the work, popular demand and current trends
- i. relation to existing collection and other material on the subject
- j. skill, competence and purpose of the author
- k. budgetary and space considerations
- l. contemporary significance/current usefulness
- m. suitability of physical form for library users
- n. availability of materials at other libraries
- o. relevancy of material to user

Selected materials are to be regularly assessed for their condition, accuracy, currency, and performance within the context of the collection in which they are located and relevance to library users. Materials that no longer meet these criteria will be de-selected.

#### **6. eResources and Content Hosted by Library Vendors**

The Library subscribes to a variety of third-party vendors that provide content for users of the Hamilton Public Library. The materials that are made available by these platforms are determined by the vendor, and not the library itself. In these circumstances, the library may be unable to assess the items for continued inclusion using our Request for Reconsideration guidelines.

#### **7. Replacement**

Replacement of a lost or damaged item depends upon the demand for that particular title, the availability of more current materials on the subject and the extent of the coverage of the subject in the collection.

## **8. Recommendations for Purchase of Materials**

Recommendations from the public for the purchase of books or other materials are considered according to the criteria listed in section 6.

## **9. Donations of Materials**

Donated materials must meet the selection criteria.<sup>2</sup>

## **10. Resource Sharing**

Where appropriate, the Library participates in resource sharing initiatives and consortium purchasing to provide the greatest access to library materials.

The library recognizes the purposes and resources of other information agencies in the municipality and endeavours not to needlessly duplicate materials.

## **11. The Library and the Education Community**

It is the responsibility of institutions engaged in formal education to provide materials which support their curricula. It may happen that materials collected by the Library meet the needs of school projects, but this is not the reason for their selection.

Textbooks will be obtained by the Library only when they provide the best coverage of a subject. A book will neither be excluded nor included solely on the basis that it is a textbook.

Referrals may be made to the collection of local educational institution libraries.

## **12. New Formats**

Careful consideration is given to the introduction of new formats to the Library collection. Budget considerations, community needs and the probable impact on existing resources are all reviewed before items are selected and introduced to collection in a new format.

The selection of material in any new format may result in the Library's decision to retire specific items or material formats from its collection in order to responsibly accommodate trends in user demands and/or changes in technology.

## **13. Collection Development**

Collection development is an ongoing process requiring professional judgment and experience to balance competing needs and demands, striving for the optimal use of the human and fiscal resources entrusted.

Each branch will have collections specifically developed to meet the community needs of the geographic area in which the branch is located. The library has adopted a floating collection model which allows for a timely demand-focused approach to collection locations.

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<sup>2</sup> Library Services: LS12 Donations

The Board is committed to maintaining a technology infrastructure that ensures open access to the collection in both search function and delivery to the convenience of the Library's members and community.

#### **14. Request for Reconsideration of Selected Materials**

The library believes that a vibrant society encourages its members to actively participate in an open exchange of ideas and opinions. Material selectors consequently strive to provide the widest possible range of resources within the Library's collection.

Occasionally, material that is purposely selected to fill the needs of some library users, may be considered to be offensive by other library users. The Library recognizes the right of any person to reject library material for their own use but does not accord to any individual or group the right to restrict the freedom of others. The Library is a resource where many points of view and modes of expression can be examined without hindrance.

The Library complies with any 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. The following will not cause an item to be automatically included or excluded from the collection:

- Race, religion, nationality or political views of an author.
- Frankness or coarseness of language.
- Controversial content.
- Endorsement or disapproval of an individual or group.
- Language in which the work is written or spoken.

Library users who object to materials located in a library collection are asked to complete a written request for the reconsideration of the material. Request forms are available for this purpose at local library branches. (See Appendix 1)

All written complaints will be forwarded to the CEO. The CEO and appropriate staff will read/view/listen to the item, review and discuss the complaint. As part of the process, they will investigate critical reviews about the item of complaint. The decision reached on this, or any subsequent reviews will reflect the principles outlined in This policy.

When the review is completed, the CEO will provide the complainant with a written copy of the decision with reasons. The CEO will submit to the Board a report on requests for reconsideration for their information.

**Appendix 1**  
**Request for Reconsideration of Library Materials**

To register a complaint about material owned by the Library, fill out this form. All written complaints are forwarded to the Chief Executive Officer, who will review the materials with appropriate staff. When the review is completed, the CEO will provide the user with a written response.

Title:					
Author:					
Publisher:					
Format:	Book	Audiobook	DVD	Kit/Equipment	<u>Other:</u>

Your Name:			
Address:			
Phone #		Email:	

1. What is the basis of your objection? (Please be specific, cite page numbers, etc.)

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

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3. Do you feel there is any value in this material?

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4. Have you examined the entire work? YES  NO

If not, which parts have you not examined?

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5. Have you seen or heard any promotions, or have you read any critical reviews about the work? If so, please list.

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6. What steps do you wish the library to take?

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