



The mission of the Clarence-Rockland Public Library (Library) is to make the Library a community destination to learn, discover, imagine and play. The Library's collections are one of the primary ways the mission is realized. The Library strives to provide a dynamic collection of materials that is regularly evaluated and available in a variety of formats to serve the needs and support the interests of all members of our community.

This policy sets out the parameters for the development of the collections and decisions on the selection of materials and is the basis for collection evaluation, planning and budgeting.

### **Section 1: Scope and Size of the Collection**

1. The Library provides a collection of books and materials that is responsive to the needs and interests of a diverse community including:
  - a. A variety of alternative formats, and
  - b. Multilingual materials in response to community need.
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 Library does not indicate an endorsement of its content.
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 curriculum.
5. The Library may participate in consortia and in pools to broaden the scope and size of the collection.
6. To provide users with print disabilities with a broader collection, the Library will join accessible format initiatives as required.
7. Recognized, professional standards will be used to determine the appropriate size of the collection. Planning for budgets and facilities must reflect these standards.

## Section 2: Selection of Materials

1. The Library Board delegates the overall responsibility for the collection to the Chief Executive Officer (CEO). She will in turn employ an Acquisitions Coordinator who will develop the collection.
2. In selecting materials, staff will use professional resources, judgment, knowledge and experience.
3. The staff will anticipate the needs and interests of the community. Suggestions for purchase are welcomed from members of the public. All suggested purchases are reviewed by Library staff who apply the same selection criteria that are applied to all other materials purchased by the Library.
4. What is ordered, and what remains in the collections, is based on the following criteria:
  - a. To maintain a well-balanced and broad collection of materials for information, enjoyment, reference and research;
  - b. To foster intellectual growth, lifelong learning and the formal and informal education and enlightenment of the community;
  - c. To provide materials for the recreational and leisure pursuits of the public; and
  - d. To stimulate thoughtful participation in community affairs by providing access to a variety of opinions and ideas.
5. To assist in the process of selection, the following principles are used to judge the quality and the quantity of the items that are chosen:
  - a. Contemporary materials representing various points of view, which are of current interest and possible future significance, including materials which reflect current conditions, trends and controversies;
  - b. Materials designed to increase the individual's ability to function effectively as a member of society;
  - c. Materials which provide access to practical information which develops the individual's independence, thereby enhancing the quality of life;
  - d. Materials which provide an aesthetic experience, stimulate imagination and increase the individual's potential for creativity;
  - e. Materials, including the experimental or controversial, which may extend the individual's capacity to understand the world in which they live;
  - f. Materials which entertain and which may enhance the individual's enjoyment of life;
  - g. Source materials which thoughtfully interpret, document or illuminate the past;

- h. In addition to English and French language materials, materials which reflect the diverse linguistic or cultural heritage of the community; and
- i. Recognizing the responsibility to make works by Clarence-Rockland and Canadian writers widely available, the Library shall acquire Canadian materials in all categories.

### **Section 3: Withdrawal and Replacement of Items**

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 and the Manager of Client Services. This responsibility may be shared with other members of the staff.
3. Items will be withdrawn based on the ALA's Crew Method for weeding the collection.
4. Withdrawn material may be donated, sold or discarded.
5. Replacement 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.

### **Section 4: Gifts and Donations**

1. As accordance with the Library's policy **OP-18 Gifts and Donations**, 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 purchased materials are also applied to gifts and donations.
3. Materials not added to the collection are donated, sold or discarded.

### **Section 5: Requests from Members of the Community**

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 member of the community must be received by the CEO in writing. Responses to these requests are guided by the board's position that:
  - a. The presence of any material in the Library does not indicate an endorsement of its contents. The Library recognizes that many materials are controversial and that any given item may offend some patrons. Selection will not be made on the basis of any anticipated approval or disapproval, but solely on the evaluation of the item's literary merit, authenticity, honesty of presentation and use to the community. In the case of controversial issues, an effort is made to see that all points of view are represented; and
  - b. 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.

### Section 6: Parental Responsibility

1. Responsibility for a child's or teen's choice and use of materials rests with their parent(s) or legal guardian(s). The Library believes in the freedom of the individual, and the right and obligation of parents(s) or legal guardian(s) to guide, develop, interpret and maintain their own code of values in their family.
2. Library users of all ages have open access to the Library's collections. Selection for the adult collection is not restricted by the possibility that children or teens may access materials their parent(s) or legal guardian(s) may consider inappropriate.

### Related Documents

Clarence-Rockland Public Library ***FN 04 - Intellectual Freedom***

Clarence-Rockland Public Library ***OP-03 Accessible Customer Service***

Clarence-Rockland Public Library ***OP 15 - Meeting the Requirements of the AODA Regulations***

Clarence-Rockland Public Library ***OP-18 – Gifts and Donations***

### Revision History

Document Owner	Issue/Revision Date	Reason for change
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V. Portelance	June 17, 2025	Revision and New Format
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