

Owen Sound & North Grey Union Public Library Policy	Policy # L 3
SUBJECT: Materials Selection Policy	Date: 1994 Reviewed: November 19, 2018 September 26, 2022 Next Review Date: September 2026
BOARD AUTHORITY OR STAFF APPROVED: Library Board Resolution 20-94 Library Board Resolution 96-18 Library Board Resolution 48-22	Page # 1 of 5

Materials Selection Policy

In its selection of materials the Owen Sound & North Grey Union Public Library is committed to four main goals:

- providing materials which meet the needs of its patrons
- upholding intellectual freedom
- applying established selection criteria, to ensure a high standard of materials
- making the best possible use of its budgetary resources

a) Community needs

The goal of the Owen Sound & North Grey Union Public Library is to satisfy the informational, educational, cultural and recreational needs of library users and potential users in the community. The selection of library materials must reflect that goal by providing materials in various formats.

In addition to meeting general requirements and interest the Library must identify and respond to the specific needs of various groups in the community. It is most important to provide children with material suitable to their cognitive, emotional, social and educational development, and encourage their interest in and enjoyment of reading. Other areas of specialized effort include working with the Adult Learning Centres to provide materials geared to encouraging adult literacy; making available large print and talking books for people with disabilities; and co-operating with the Bruce Grey Branch of the Ontario Genealogical Society in acquiring local history and genealogy materials.

The Owen Sound & North Grey Union Public Library strives to complement, rather than duplicate the resources available at local schools, Georgian College, the Regional Health Centre and other organizations and institutions.

b) Intellectual Freedom

The concept of intellectual freedom is fundamental to public libraries. The Owen Sound & North Grey Union Public Library supports the Canadian Library Association statement on intellectual freedom. In its selection of materials the Library must therefore reflect a wide variety of beliefs and lifestyles, and strive to represent all points of view on major issues, including controversial issues. Each work must be judged objectively on its individual merits and its value to the collection as a whole, even when acquisition of such a work may offend some individuals. However the Library will automatically exclude from its collection hate literature or any other material banned under the Criminal Code or other legislation.

Once acquired, all materials must be made freely accessible to all patrons. While the library encourages minors to use materials suitable to their age groups it does not withhold materials; rather it holds parents responsible for restricting materials which they deem unsuitable.

Despite the Library's efforts to acquire a balanced collection, objections to materials are inevitable. Library users have the opportunity to submit complaints on the Library's Request for Reconsideration form (Appendix A) or by letter. The Library CEO and involved staff will re-evaluate the material in question using the Library's selection criteria, with special regard for the complainant's comments.

c) Criteria for selection

The Library must apply established library criteria for the selection of materials. Although not all criteria will apply to each type of material, they include: authoritativeness, and/or reputation of the author; accuracy; objectivity; permanent value; timeliness; local interest; popular demand; subject value to the collection; price; suitability of format. Recognized selection tools and reviews will be used to assist in selection, particularly in cases where the style, language, subject matter or point of view may be controversial.

Collection development (the enrichment of subject areas through retrospective selection from established bibliographies) must be regarded as an ongoing separate facet of materials selection.

The Library will also accept patrons' suggestions for purchase, subject to the same evaluation. Donations of materials or money for specific material, from individuals or groups, will also be accepted with the understanding that these materials will be evaluated by library standards.

d) Budgetary considerations

The selection of library materials is governed to a large extent by budgetary and space restrictions. The restrictions impose a high degree of selectivity in acquiring materials. The Library must work within these restrictions to supply as much depth and variety in its collection as possible. But it must be acknowledged that many worthwhile titles must be rejected because of high cost, limited demand, and other such factors.

The Library may take advantage of such budget-expanding sources as library discounts, government grants, leasing of materials, government publications and multilingual deposits, remainder houses/vendors, and paperbacks. Interlibrary loan must be regarded as an important source of materials, particularly for those of limited demand.

Annual budget preparations should include re-evaluating the distribution of the materials budget.

e) Responsibility

The responsibility for the formulation of the materials selection policy rests with the Owen Sound & North Grey Union Public Library Board.

Overall responsibility for carrying out the selection policy rests with the Library CEO and/or Deputy Chief Librarian. Responsibility for selection in certain areas may be delegated to other staff.

CANADIAN LIBRARY ASSOCIATION

STATEMENT ON INTELLECTUAL FREEDOM

The Canadian Federation of Library Associations recognizes and values the Canadian Charter of Rights and Freedoms as the guarantor of the fundamental freedoms in Canada of conscience and religion; of thought, belief, opinion, and expression; of peaceful assembly; and of association.

The Canadian Federation of Library Associations supports and promotes the universal principles of intellectual freedom as defined in the Universal Declaration of Human Rights, which include the interlocking freedoms to hold opinions and to seek, receive and impart information and ideas through any media and regardless of frontiers.

In accordance with these principles, the Canadian Federation of Library Associations affirms that all persons in Canada have a fundamental right, subject only to the Constitution and the law, to have access to the full range of knowledge, imagination, ideas, and opinion, and to express their thoughts publicly. Only the courts may abridge free expression rights in Canada.

The Canadian Federation of Library Associations affirms further that libraries have a core responsibility to support, defend and promote the universal principles of intellectual freedom and privacy.

The Canadian Federation of Library Associations holds that libraries are a key institution in Canada for rendering expressive content accessible and affordable to all. Libraries are essential gateways for all persons living in Canada to advance themselves through literacy, lifelong learning, social engagement, and cultural enrichment.

Libraries have a core responsibility to safeguard and facilitate access to constitutionally protected expressions of knowledge, imagination, ideas, and opinion, including those which some individuals and groups consider unconventional, unpopular or unacceptable. To this end, in accordance with their mandates and professional values and standards, libraries provide, defend and promote equitable access to the widest possible variety of expressive content and resist calls for censorship and the adoption of systems that deny or restrict access to resources.

Libraries have a core responsibility to safeguard and foster free expression and the right to safe and welcoming places and conditions. To this end, libraries make available their public spaces and services to individuals and groups without discrimination.

Libraries have a core responsibility to safeguard and defend privacy in the individual's pursuit of expressive content. To this end, libraries protect the identities and activities of library users except when required by the courts to cede them.

Furthermore, in accordance with established library policies, procedures and due process, libraries resist efforts to limit the exercise of these responsibilities while recognizing the right of criticism by individuals and groups.

Library employees, volunteers and employers as well as library governing entities have a core responsibility to uphold the principles of intellectual freedom in the performance of their respective library roles.



(Approval History: C.L.A.: June 1974. Amended November 17, 1983; November 18, 1985; September 27, 2015. CFLA-FCAB: Adopted August 26, 2016; Reviewed April 12, 2019.)

Citizen's Request for Reconsideration of Library Material

Author: _____

Title: _____

Publisher (if known): _____

Request initiated by: _____

Address: _____

Postal Code: _____

Telephone: _____

Email: _____

Complaint represents:

Him/Her Self: _____

Organization: _____

(Identify Other Group): _____

1. For what age group would you recommend this material?
2. Did you read the entire material? _____What parts?
3. To what in the material do you object? (Please be specific, cite pages)
4. Is there anything good about the material?
5. What do you believe is the theme of this material?
6. What is the judgement of this material by literary critics?
7. In its place, what material of equal literary quality would you recommend that would convey as valuable a picture and perspective of the subject treated?
8. Are you a member of the Owen Sound & North Grey Union Public Library?
9. If not, how did you acquire this material?
10. What do you think would be the appropriate action by the Library in this situation?

Signature of Citizen registering complaint

Date: _____