

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

- o providing materials which meet the needs of its patrons
- o upholding intellectual freedom
- o applying established selection criteria, to ensure a high standard of materials
- o 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 mental, psychological 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 must 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. Responsibility for selection in certain areas may be delegated to other staff.

CANADIAN LIBRARY ASSOCIATION
STATEMENT ON INTELLECTUAL FREEDOM

All persons in Canada have the fundamental rights, as embodied in the nation's Bill of Rights and the Canadian Charter of Rights and Freedoms, to have access to all expressions of knowledge, creativity and intellectual activity, and to express their thoughts publicly. This right to intellectual freedom, under the law, is essential to the health and development of Canadian society.

Libraries have a basic responsibility for the development and maintenance of intellectual freedom.

It is the responsibility of libraries to guarantee and facilitate access to all expressions of knowledge and intellectual activity, including those which some elements of society may consider to be unconventional, unpopular or unacceptable. To this end, libraries shall acquire and make available the widest variety of materials.

It is the responsibility of libraries to guarantee the right of free expression by making available all the library's public facilities and services to all individuals and groups who need them.

Libraries should resist all efforts to limit the exercise of these responsibilities while recognizing the right of criticism by individuals and groups.

Both employees and employers in library have a duty, in addition to their institutional responsibilities, to uphold these principles.

(Ratified by the C.L.A. Board of Directors and Council at the 29th Annual Conference in Winnipeg, June 1974 and amended November 17, 1983 and November 18, 1985)



Citizen's Request for Reconsideration of Library Material

Author: _____

Title: _____

Publisher (if known): _____

Request initiated by: _____

Address: _____

Postal Code: _____

Telephone: _____

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: _____