

LONDON PUBLIC LIBRARY POLICY

Title of Policy: Collections Management

Policy Type: Board Operational Linkage

Policy No: C-CL-01

Effective Date: November 23, 2017

Review: November 2021

PURPOSE:

London Public Library endeavours to provide relevant, accessible, high quality collections for the use and enjoyment of the public. The purpose of the Collections Management Policy is to establish:

- Library Board policy for the development, maintenance and management of Library collections;
- Processes for members of the public to provide input; and
- Accountability for the management of Library collections.

SCOPE:

This policy governs all collections materials in all formats held by the London Public Library and made available to the public. The policy is in accordance with the principles of universal and equitable access and with London Public Library's Purpose Statement and Community Values.

DEFINITIONS:

Materials include all items in library collections, which are available to the public through the integrated library system, such as but not limited to books, audiobooks, pamphlets, magazines, newspapers, DVDs, CDs, microfilm, microfiche, digital resources.

Format is the physical form of material and applies to all literary, dramatic, musical and artistic works; sound recordings; and recorded performances. Physical forms include: print, audiovisual, digital and multimedia.

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POLICY STATEMENT:

It is the policy of the London Public Library to provide collections that:

- Represent a wide range of ideas, creative thought, information and viewpoints;
- Meet present and future literacy, learning, informational, culture, leisure and recreational needs of the community;
- Reflect various cultural, ethnic, linguistic, religious and philosophical backgrounds;
- Provide access to current and retrospective content;
- Include a wide variety of formats; and
- Are delivered through a multi-tiered service delivery model which rationalizes the location, scope and focus of collections.

Collections Management Philosophy

The Library Board, in establishing this policy, is cognizant of Section 2(b) of the *Canadian Charter of Rights and Freedoms* which guarantees everyone the freedom of thought, belief, opinion and expression, including freedom of the press and other media of communication.

This policy is consistent with the Library Board's endorsement, as policy, of the Canadian Federation of Library Association/Fédération canadienne des associations de bibliothèques *Statement on Intellectual Freedom and Libraries (2015)* which reads in part:

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.

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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.

The Library Board is aware that in providing collections that represent a wide range of ideas, creative thought, information and viewpoints, some materials in the collection may be considered objectionable by some people. The Library recognizes the right of any individual or group to reject library material for personal use, but does not accord to any individual or group the right to restrict the freedom of others to make use of that same material.

Except where limited by law, children are entitled to access all materials provided by the Library. Parents and legal guardians are responsible for monitoring and limiting the use of Library materials by their children.

The presence of materials in the Library collections does not constitute an endorsement of their content or viewpoints by the Library Board.

LPL acts in compliance with federal and provincial legislation including the *Canadian Copyright Act* and other laws governing intellectual property, the *Criminal Code of Canada*, and other legislation, such as the *Accessibility for Ontarians with Disabilities Act (AODA)*, governing access to and communication of information, knowledge, opinion, creative thought and intellectual activity. The Library does not purchase or retain in its collections materials in contravention of the laws of Canada and the Province of Ontario.

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Collection Development

Collections development decisions are made consistent with London Public Library's Purpose Statement and Community Values and this policy.

General materials selection criteria are:

- Popular demand and responsiveness to current demographic and social trends;
- Suitability of subject and style for intended audience;
- Suitability of physical form for library use;
- Relationships to existing collection and other material on the subject;
- Reputation and/or significance of the author;
- Local significance of authors and/or subject;
- Currency and relevance;
- Availability in the marketplace; and
- Purchase price and other budgetary considerations.

LPL provides access to or arranges for the provision of access to accessible materials, where such materials exist in the marketplace, according to standards established by federal and provincial legislation, including the *Accessibility for Ontarians with Disabilities Act (AODA)*. This includes collecting a variety of formats which support people in ways they prefer or require, in order to access and use content. Special collections and archival materials are exempt in some areas.

Community needs, marketplace trends and availability, the anticipated impact on existing resources, cost and budget availability are all assessed before a new format is introduced. The introduction of a new format may result in the Library's decision to retire another format or formats from its collections.

Suggestions for Purchase

Members of the public are invited to submit suggestions for purchase. These suggestions for purchase are subject to the same criteria and guidelines for selection as other purchased materials.

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Donations and Gifts

The Library welcomes cash donations to be used towards the purchase of collections materials. Funds may be directed by donors to the acquisition of materials in specific subject areas and/or for specific library locations. Materials are selected subject to the general selection criteria outlined in this policy. If requested, donor recognition will be made.

The Library accepts books and other materials as gifts-in-kind. It is understood that gifts are freely given without conditions attached. Donations suitable to the Library's need may be added to the collection subject to the general selection criteria outlined in this policy.

The Library reserves the right to dispose of unwanted donated items at any time in any way it deems appropriate. Materials that are not added to the collection may be directed to the Friends of the London Public Library for sale.

Collections Maintenance

Items that are no longer circulating and/or outdated, worn or damaged items are withdrawn from the collection in order to keep materials relevant, up-to-date and in a condition suitable for public use.

Worn or damaged items are selectively considered for replacement based on the general selection criteria outlined in this policy. The Library may decide not to replace items which are stolen or damaged repeatedly.

Materials Reconsideration

Any person(s) from the community having a question regarding the inclusion of a specific title in the Library collection may request information from the Library. Any person(s) recommending the removal of a particular title from the collection may submit a written Request for Reconsideration of Library Materials. The request will be reviewed

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by the Coordinator, Collections Management who will then make a decision on the matter.

The person(s) may request a reconsideration of the decision and may request that the matter be referred to the office of the CEO & Chief Librarian. The final decision concerning Library materials rests with the CEO & Chief Librarian.

A report on requests for collections materials reconsideration will be provided to the Board annually. The names of those individuals requesting reconsideration of a title will be excluded from the report in order to protect their privacy.

Some of the Library's digital content is provided by third-party vendors. In some cases, the Library may be restricted in its ability to reconsider or remove content from a third-party platform. When considering requests for reconsideration, the Library will take into account all reasonable actions available within the terms and conditions of the user agreement or license.

Accountability

Accountability for the development, maintenance and management of collections of materials is vested in the office of the CEO & Chief Librarian which delegates this professional activity to qualified and knowledgeable **employees**.

Accountability for the application of the *Collections Management Policy* resides with the Library Board. The Library Board will ensure that:

- The policy is applied in the context of the governance policy framework of the Library;
- The terms of the policy are applied;
- Through the CEO & Chief Librarian, collections management processes, procedures and guidelines are followed; and
- The CEO & Chief Librarian has acted in accordance with the policy and follows due process in the materials reconsideration process.

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Persons from the community with concerns may address the Library Board through the delegation process.

BACKGROUND:

INQUIRIES:

Coordinator, Collections Management
CEO & Chief Librarian

KEYWORDS:

RELATED DOCUMENTS:

Canadian Charter of Rights and Freedoms
Copyright Act of Canada
Criminal Code of Canada
Accessibility for Ontarians with Disabilities Act
Public Libraries Act of Ontario (RSO 1990, chapter 44)
Accessibility for Users with Disabilities Policy (M-04)
Diversity and Inclusion Policy (M-02)
Fund Development - Gift Acceptance Policy (F-FD-01)
Intellectual Freedom Policy (M-01)
Lending Services Policy (C-CL-02)

DOCUMENT CONTROL:

Approved: October 12, 1988
Reviewed: November 28, 1998
Reviewed: December 19, 2013 (L13/77)
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