

Purpose of Policy

- to identify responsibility for collection development at the Welland Public Library
- to provide staff with the necessary guidelines in the development and maintenance of library collections
- to establish procedures for public input
- to defend freedom of information and protect against censorship

Goals of the Collection

WPL's collection must fulfill the library's mission and support established core values:

- to enrich lives in the community by providing access to a wide range of resources
- to promote lifelong learning and support enjoyment of reading and discovery
- to provide equitable access to ideas and knowledge representing a variety of viewpoints in various formats
- to meet the diverse needs and interests of individuals, businesses, and organizations
- to support access to information without prejudice or discrimination

Intellectual Freedom

The Welland Public Library Board supports the individual's right to intellectual freedom as embodied in the Canadian Charter of Rights and Freedoms, and will develop and maintain its collections based on the belief that individuals have the right to access all expressions of knowledge, opinion, and creativity of some value or significance. Such freedom of access to information is essential to the health and development of a democratic society.

The Canadian Library Association's "Statement on Intellectual Freedom" (Appendix A) and the Ontario Library Association's "Statement on the Intellectual Rights of the Individual" (Appendix B) are endorsed by the Library Board and appended in their entirety to this policy.

Responsibility for Selection

The ultimate responsibility for the selection of materials lies with the Chief Executive Officer acting according to the general policies established by the Welland Public Library Board. In practice, the CEO delegates the responsibility to the Manager of Public Services and qualified professional Public Service staff. Responsibility for selections in certain areas of the collection may be assigned to library vendors in the form of standing orders or Automatic Release Plans (ARPs) with clear instructions given by the library, but ultimate responsibility for selections will remain with the CEO and designated staff.

Scope of the Collection

Children’s Collection – Consists of fiction, non-fiction, periodicals, non-print materials, and electronic resources that are written at a level appropriate for children up to the end of grade 8. The Main Branch also maintains a collection of children’s materials that serves as a resource repository for programming.

Young Adult Collection – Consists of print, non-print materials, and electronic resources that appeal to young people in grades 7 to 12. This collection focuses on recreational reading, meets the needs and interests of young people, and bridges the Children’s and Adult Collections.

Adult Collection – Consists of reference materials, periodicals, fiction and non-fiction, audio-visual, and electronic resources. The library does not purchase textbooks specifically related to courses of study in the community, however, textbooks may be purchased if the subject information is not available in any other form.

Local History – The library maintains a collection of materials focusing on the history of Welland and communities forming part of the original Welland County, including Pelham, Port Colborne and Wainfleet.

Technology – The library provides access to some technology, such as laptops and tablets, for use within the library. Some collections may circulate and restrictions are governed by the Library’s Lending Policy (LS 1-1.2) and internal procedures.

Access to Collections

The Library collection supports the interests and needs of people of all ages starting with early literacy, and including children, teens, and adults. Physical access to items will not be restricted except for the express purpose of protecting an item from damage or theft or under the following exceptions:

- Films rated “R” or “18A” by the Ontario Film Review Board and Games rated “Mature” by the Entertainment Software Rating Board are limited to customers 18 years of age or older.
- Responsibility for the use of these collections by children rests with their parents or legal guardians.

Criteria for Materials Selection

All selection must be considered in terms of the following criteria:

- Suitability for the intended users
- Reputation and authority of the author and publisher
- Quality of writing, production, and illustration
- Comments of reviewers, critics and publishers
- Preference for Canadian content
- Suitability of format for library use
- Demand in the community for a certain subject area or title
- Availability of materials through other libraries in the community or area
- Strengths and weaknesses of the existing collection
- Timeliness and accuracy of the information contained therein
- Purchase price and other budgetary considerations

An item need not meet all of the above criteria in order to be acceptable. Materials which do not meet these criteria may be purchased to satisfy demand.

Recommendation for Purchase

Suggestions for purchase are always welcomed from members of the public. These suggestions will be considered according to the Library's selection criteria. The decision to purchase recommended and/or unsolicited titles will reside solely with staff responsible for material selection.

Format

Materials should be purchased in a variety of formats for library patron use. The introduction of new formats to the library collection is carefully considered based on demands of the community, access to other library resources, the present library collection, and the budget. The selection of material in any new format may result in the library's decision to retire specific items or formats from its collection in order to accommodate trends in user demand and/or changes in technology.

Collection Maintenance

To keep the collection timely, attractive, and useful to the community, it is necessary to withdraw materials systematically and periodically. De-selection must be considered in terms of the following criteria:

- **to remove materials which are no longer useful in the light of the goals and objectives of the library**
- **to remove materials whose contents are out-of-date and therefore potentially misleading**
- **to remove materials which have little to no recent circulation activity or in-library use.**
- **to remove damaged or worn-out materials or materials that have been superseded by a more recent edition**
- **to make room for new materials coming into the collection**

Replacement of items depends upon the demand for that particular title, the availability of more current material on the subject, and the extent of the coverage of the subject in the collection.

Local history materials are given special consideration because of their historical value and will not usually be discarded.

Donation of Materials

The Library accepts donations of material from the public. Once accepted, donated material becomes the exclusive property of Welland Public Library and the Library reserves the right to decide the disposition of donated material. Due to space limitations and storage restrictions, the Library may not be able to accommodate large donations of material.. The Library will not issue tax receipts for donated material, nor will it accept donated material in lieu of payment for lost or damaged items.

Request for Reconsideration

The Welland Public Library is an institution where many points of view and modes of expression can be examined without hindrance. No ideas and opinions have universal acceptance or condemnation in a pluralistic society. The use of language, either descriptive or expressive, can in itself stimulate controversy.

The presence of an item in the collection does not indicate an endorsement of its contents by the Welland Public Library, but rather is an affirmation of the principle of intellectual freedom as embodied in the Canadian Library Association's "Statement on Intellectual Freedom".

The Welland Public Library recognizes the right of individuals to express opposition to authors' ideas or to their creative exercise of language in materials selected for the library. However, the Welland Public Library will not remove items purchased in compliance with the principles of this policy. Selection of material cannot be influenced by any anticipated approval or disapproval of its intellectual content by sectors of the community.

In the event of objection or complaint by a library user, the Welland Public Library requires the complainant to fill out a "Request for Reconsideration of Library Materials". Decisions made about challenged materials will be communicated to the originators of the requests following completion of a formal staff review.

The final decision concerning Library materials rests with the CEO, upon consultation and consideration of the Library Board.

Appendix A
Canadian Library Association / Association canadienne des bibliothèques
Position Statement on Intellectual Freedom

All persons in Canada have the fundamental right, 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 libraries have a duty, in addition to their institutional responsibilities, to uphold these principles.

Approved by Executive Council ~ June 27, 1974; Amended November 17, 1983; and November 18, 1985

Appendix B
Ontario Library Association
Statement on the Intellectual Rights of the Individual

In affirming its commitment to the fundamental rights of intellectual freedom, the freedom to read and freedom of the press, as embodied in the Canadian Charter of Rights and Freedoms, the Ontario Library Association declares its acceptance of the following propositions:

That the provision of library service to the public is based upon the right of the citizen, under the protection of the law, to judge individually on questions of politics, religion and morality.

That intellectual freedom requires freedom to examine other ideas and other interpretations of life than those currently approved by the local community or by society in general, and including those ideas and interpretations which may be unconventional or unpopular.

That freedom of expression includes freedom for a creator to depict what is ugly, shocking and unedifying in life.

That free traffic in ideas and opinions is essential to the health and growth of a free society and that the freedom to read, listen and view is fundamental to such free traffic.

That it is the responsibility of libraries to maintain the right of intellectual freedom and to implement it consistently in the selection of books, periodicals, films, recordings, other materials, and in the provision of access to electronic sources of information, including access to the internet.

That it is therefore part of the library's service to its public to resist any attempt by any individual or group within the community it serves to abrogate or curtail access to information, the freedom to read, view and listen by demanding the removal of, or restrictions to library information sources in any format.

That it is equally part of the library's responsibility to its public to ensure that its selection of material is not unduly influenced by the personal opinions of the selectors, but determined by the application of generally accepted standards of accuracy, style and presentation.

Approved, OLA Board of Directors, December 2003; Reaffirmed, OLA Board of Directors, December 2005