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## **Purpose**

The policy has been created:

- to identify the responsibility for collection development and to provide staff with guidelines for development and maintenance of the collections;
- to assist in budget allocation for materials;
- to establish collections that are balanced and broad, reflecting various points of view on many subjects within the constraints of budget, space and available resources;
- to meet the needs and interests of the community.

## **Responsibility**

The Board delegates the responsibility for the collections to the Chief Executive Officer (CEO), who may in turn delegate to qualified staff.

### Responsibility of Library patrons

The Library acknowledges that some materials are controversial and that any given item may offend Library patrons. While the Library staff members are available to assist individuals and groups in selecting materials, the ultimate responsibility for the choice of borrowing materials remains with the patron.

### Responsibility for children's reading

West Perth Public Library provides access to its materials to all patrons, in accordance with its *Children and the Library* and *Teens and the Library* policies. Responsibility for children's use of library materials belongs to parents/legal guardians. The Library understands that individuals have the freedom to choose their own reading materials and that parents have the right and obligation to develop, interpret and maintain their own values in their household.

## **Selection criteria**

All acquisitions (purchased, leased or donated) shall be considered in terms of the following criteria:

- existing holdings in the collections;
- reputation and authority of the author, illustrator and/or publisher;
- demand/interest in the community;
- Canadian content;
- budgetary considerations;
- suitability of format for public library use.

An item does not have to meet all of the above criteria in order to be acceptable. Materials which do not meet these criteria may be recommended for purchase or interlibrary loan to satisfy heavy reader interest.

### Local History

Materials specifically pertaining to the Municipality of West Perth, Perth County and surrounding communities—and/or local authors or illustrators identified within these areas—will be given special consideration in order to provide or supplement information that is uniquely significant to the community. Special consideration may include the availability of the materials through the Stratford-Perth Archives, Perth County libraries and museums, heritage committees, and other organizations with public access to historical resources.

### **Withdrawal of items**

Items will be withdrawn based on changes in relevancy of the information, accuracy, physical condition of the item, and amount of circulation activity.

The ongoing process of withdrawal is the responsibility of the CEO who may share this duty with qualified staff. Disposal of withdrawn materials is at the discretion of the CEO.

### **Gifts and donations**

West Perth Public Library welcomes donations of books and other materials, as outlined in its *Donations, Sponsorships and Fundraising* policy. These are added to the collection according to the same selection criteria as purchased materials. Once received, materials become the exclusive property of West Perth Public Library, and acceptance of the materials is without conditions regarding the Library's use or disposal of the items. Donations that are not added to the collection may be included in the Library's book sale.

Monetary gifts and bequests may be made to the West Perth Public Library. The donor may request that these funds be used for specific items and the Library Board, in consultation with Library staff, reserves the right to approve purchases of \$20 000 or more. Acknowledgement of gifts and donations is under the responsibility and discretion of the CEO.

## **Requests from members of the community**

Suggestions from the community for the purchase of items are welcome and given due consideration.

Requests for the re-consideration or withdrawal of specific items in the collection must be received by the CEO in writing. Responses to these requests are guided by the Library's *Intellectual Freedom* policy, and the Board's position that:

- everyone has the right to reject for themselves materials of which they do not approve, but they do not have the right to restrict the intellectual freedom of others;
- it is the right of parents and legal guardians to develop, interpret and enforce their own code of ethics upon their minor children.

## **Related Documents**

West Perth Public Library Policy. *Children and the Library*.

West Perth Public Library Policy. *Donations, Sponsorships and Fundraising*.

West Perth Public Library Policy. *Intellectual Freedom*.

West Perth Public Library Policy. *Teens and the Library*.

West Perth Public Library Policy. *Use of Technology*.

Canadian Federation of Library Association. [Statement on Intellectual Freedom and Libraries](#). September 27, 2015.

Government of Ontario. *Ontario Human Rights Code*.

Government of Canada. *Canadian Charter of Rights and Freedoms*.

United Nations. *Universal Declaration of Human Rights*.

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