



Adoption Date:	July 2004
Revision Date:	January 2018
Reference #:	BRD - 13
Category:	Operations

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## Collection Management

### 1. PURPOSE

To provide a statement of general principles and criteria for developing collections of materials<sup>1</sup> that supports the Mission and Strategic Plan of Brampton Library.

### 2. SCOPE

A significant responsibility of the Brampton Library is to serve customers by providing a broad choice of materials to meet their informational, educational, cultural, and recreational needs. Materials are selected to aid individuals, groups, and organizations in fulfillment of their educational, informational and inspirational needs, thus enriching the quality of life for all community members. The Library attempts to provide equitable distribution of its materials throughout the system. Budget and space limitations, as well as local needs, preclude the Library from duplicating the collections at all branches.

The Library aims to establish a balanced collection which adequately represents various points of view on a subject. The Library is aware that some items in its collection may be offensive in whole or in part to some customers. While the Library respects individual's rights to express their views, it upholds the right of other individuals to have access to those same items.

The selection of an item by the Library does not in itself constitute endorsement of the viewpoint or information expressed in that item.

### 3. RESPONSIBILITIES

The Brampton Public Library Board assumes ultimate responsibility for the collection and for implementation of the Collection Management Policy.

The Library Board delegates this responsibility to the Chief Executive Officer who in turn delegates it to qualified staff. Qualified staff are responsible for following the principles of selection of the Collection Management Policy.

The Library holds that the responsibility for the use of materials by children and young adults rests with their parents or legal guardians. The Library's selection and classification of materials does

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<sup>1</sup> Material accessed, leased or owned by Brampton Library

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not eliminate the possibility that children may obtain items that their parents or legal guardians may consider inappropriate.

## 4. PRINCIPLES OF SELECTION

### 4.1. Criteria

All materials shall be considered using the following criteria:

- suitability for meeting the needs and interests of the community
- suitability of reading level for the intended audience
- artistic and literary merit
- authoritativeness of the writer and reputation of the publisher
- comments by reviewers
- accuracy of information
- adequate breadth and depth of coverage
- Canadian content
- local content of a significant nature
- popular demand
- availability of similar material within the community and other libraries
- relation to existing collections and other material on the subject
- suitability and quality of physical form, layout and construction
- space requirements
- purchase price and other budgetary requirements
- timeliness or permanence of the work

An item need not satisfy all of the above criteria in order to be acceptable.

Brampton Library follows the viewer classification codes provided by the Ontario Film Review Board for movies.

### 4.2. Intellectual Freedom

The Brampton Library endorses the Canadian Federation of Library Association's [Statement on Intellectual Freedom and Libraries](#) dated September 27, 2015.

### 4.3. Local Authors

Special interest will be made to add works by local authors to the collection. Works will be accepted if they are in a suitable format, fit the selection criteria and meet the eligibility requirements on the Brampton Library website.

All other authors will fall under the regular selection process. All submitted works will be treated as donations.

#### **4.4. Format**

Within the facilities available to the Library, budget constraints, and other provisions of this policy, materials will not be excluded on the basis of format.

### **5. DONATIONS**

Brampton Library has the discretion to accept gifts of library materials and reserves the right to decide the disposition of gifts received. No condition may be imposed by the donor on the Library relating to any item after its acceptance. Once received, materials are the exclusive property of the Library.

### **6. INTERLIBRARY LOAN / SHARED RESOURCES**

Interlibrary loan or shared resources may be used to supplement service to the Brampton Library customer.

### **7. RECONSIDERATION OF MATERIALS**

The Library recognizes the right of an individual or group to make a complaint about the inclusion of material in the Library's collection. Requests for reconsideration may be submitted to the Library for review and appropriate action (see Appendix A.).

The final decision regarding reconsideration of materials resides with the Chief Executive Officer and the Library Board.

### **8. SUGGESTIONS FOR PURCHASE**

All suggestions for purchase will be considered according to the selection criteria outlined in this policy.

### **9. COLLECTION MAINTENANCE**

To keep the collection timely and attractive, materials are withdrawn when they are:

- outdated
- worn
- redundant
- duplicate copies of seldom used titles
- superseded editions of specific titles

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

## APPENDIX A



### Request for Reconsideration of Library Materials Form

Please complete and return to staff.

Request initiated by:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Material being questioned:

\_\_\_\_\_

\_\_\_\_\_

Have you read / viewed / listened to the material in question

To what in the material do you object? Please be specific?

\_\_\_\_\_

\_\_\_\_\_

Do you wish to be informed of our decision?  YES  NO

Personal information is collected under the authority of the Public Libraries Act, R.S.O. 1990, Chap. P44, Section 23, Subsection 4 and is subject to the Freedom of Information Act.

Questions about this collection should be directed to the Chief Executive Officer, Brampton Library, 65 Queen Street East, Brampton ON L6W 3L6, Tel. 905-793-4636, ext. 74344.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Received by:

\_\_\_\_\_

**OFFICE USE ONLY**

**Reviewed by:** \_\_\_\_\_

**Service Unit:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Recommendation:** \_\_\_\_\_

\_\_\_\_\_

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**Action and Dates:** (e.g. Decision, item deleted, customer notified, etc.)

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