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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 physical collections at all branches. The Library also strives to broaden the scope and size of the digital collection but recognizes that due to licensing constraints and budget limitations, there will be variations between the physical and digital collections.

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 individuals' 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.

In accordance with the Inclusion, Diversity, Equity, and Accessibility (IDEA) policy, the Library will make diversity and inclusion a priority in planning and decision making for collections. This includes, but is not limited to providing customers with print disabilities access to accessible formats, making materials available to customers in languages identified by census data as being prevalent in our community, and including titles by and about Indigenous, underrepresented, and systematically oppressed groups in the Library's collection.

### 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

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

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 not eliminate the possibility that children or young adults may obtain items that their parents or legal guardians may consider inappropriate. No items will be excluded from the library collection because it may come into the possession of children or young adults.

#### **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
- diverse and inclusive content
- local and historical content of a significant nature
- licensing requirements
- 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 uses various authoritative film rating associations and review boards to provide customers with information on a film's content.

##### **4.2. Intellectual Freedom**

The Brampton Library endorses:

- a) Canadian Federation of Library Association's [Statement on Intellectual Freedom and Libraries](#) adopted August 26, 2016.
- b) Ontario Library Association's [Statement of Intellectual Freedom and the Intellectual Rights of the Individual](#) dated January 30, 2020.

- c) Ontario Library Association's [Position on Children's Rights in the Library](#) dated November, 1998.
- d) Ontario Library Association's [Teen's Rights in the Public Library](#) dated June, 2010.

### **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. Preference will be given to the Local Authors Showcase for any new or returning unsolicited local author that expresses interest in being added to the collection.

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

### **4.4. Local History**

The Library has a particular interest in local history. Rare, out-of-print, and non-print materials as well as current publications relating to Brampton will be collected.

### **4.5. 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. The introduction of new formats into the collection may result in the discontinuation of preceding formats, including technologies and non-traditional equipment in order to responsibly serve the changing demand of the community.

## **5. DONATIONS**

Acceptance of books, money intended for the purchase of specific items, or other materials is at the discretion of the Library. 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 does not exclude materials based on race, sexual orientation, gender, citizenship, colour, creed, age, marital status, place of origin, or ancestry, nor does it keep, acquire, or purchase materials deemed obscene, hate propaganda, or seditious by Canadian courts. However, 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 must be submitted to the Library for review (see Appendix A.). The Manager, Collections along with a select committee of professional staff will review the request and provide a formal reply. The final decision regarding

reconsideration of materials resides with the Chief Executive Officer. Individuals can choose to appeal the decision. All appeals are reviewed by the The Library Board.

Third-party vendors provide some of the Library's digital content. The Library subscribes to services in which the specific titles or materials made available through the service are determined by a third-party vendor rather than Library staff. In these cases, the Library is unable to reconsider specific materials that Library users object to; however, the Library may notify the third-party vendor of user concerns and/or take these concerns into account when deciding whether to continue using the vendor.

## **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
- Overstocked
- 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.

This policy is available in alternative formats upon request.

## 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? What in the material do you object to? 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:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

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