

**La BIBLIOTHEQUE de BEAUMONT LIBRARY
BOARD OF DIRECTORS POLICY**

Policy Section: Operational

Policy Number: O-03

COLLECTION DEVELOPMENT

Date Approved: SEP 1 1 2017

Valid To: SEP 1 1 2020

Replaces: POLICY O-03, 2014

Board Chair: 

The Library shall develop a collection of materials to help meet the diverse leisure, educational, and informational needs of the community served.

The Library is mandated to provide functional, up-to-date French language materials to all age groups. As such, sustainable funding for this purpose will be made available on a yearly basis.

1. Objectives of Selection:

The Library subscribes to The Canadian Federation of Library Associations' *Statement on Intellectual Freedom and Libraries* which states:

The Canadian Federation of Library Associations recognizes and values the Canadian Charter of Rights and Freedoms as the guarantor of the fundamental freedoms in Canada of conscience and religion; of thought, belief, opinion, and expression; of peaceful assembly; and of association.

The Canadian Federation of Library Associations supports and promotes the universal principles of intellectual freedom as defined in the Universal Declaration of Human Rights, which include the interlocking freedoms to hold opinions and to seek, receive and impart information and ideas through any media and regardless of frontiers.

In accordance with these principles, the Canadian Federation of Library Associations affirms that all persons in Canada have a fundamental right, subject only to the Constitution and the law, to have access to the full range of knowledge, imagination, ideas, and opinion, and to express their thoughts publicly. Only the courts may abridge free expression rights in Canada.

The Canadian Federation of Library Associations affirms further that libraries have a core responsibility to support, defend and promote the universal principles of intellectual freedom and privacy.

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.

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.

Libraries have a core responsibility to safeguard and foster free expression and the right to safe and welcoming places and conditions. To this end, libraries make available their public spaces and services to individuals and groups without discrimination.

Libraries have a core responsibility to safeguard and defend privacy in the individual's pursuit of expressive content. To this end, libraries protect the identities and activities of library users except when required by the courts to cede them.

Furthermore, in accordance with established library policies, procedures and due process, libraries resist efforts to limit the exercise of these responsibilities while recognizing the right of criticism by individuals and groups.

Library employees, volunteers and employers as well as library governing entities have a core responsibility to uphold the principles of intellectual freedom in the performance of their respective library roles.

2. Responsibility for Selection of Materials:

La Bibliotheque de Beaumont Library is legally responsible for all matters relating to the operation of the Library.

The responsibility for the selection of collection materials is delegated to the Librarian employed by the Library Board.

3. Criteria for Materials Selection:

Materials for purchase are considered on the basis of the following (in no particular order):

- Overall purpose
- Timeliness
- Importance of the subject matter
- Quality of the writing or production
- Readability and popular appeal
- Authoritativeness
- Reputation of the publisher or producer
- Reputation and significance of the author or artist/composer/producer, etc.
- Format and price

4. Scope of Selection:

The Library shall provide a diverse collection that serves to introduce and define a subject, but is not expected to offer exhaustive coverage of that subject. As the interests and needs of the community emerge, so will the collection evolve.

In general, the scope of the Library's collection will be:

- A. Contemporary materials representing various points of view including materials that reflect current conditions, trends, and controversies;
- B. Materials that increase an individual's ability to function effectively in our society, stimulate their imagination, or increase their potential for creativity;
- C. Materials that extend an individual's capacity to understand the world in which we live, including the experimental or controversial;
- D. Materials that entertain and enhance an individual's enjoyment of life, including those in current demand.

5. Selection Procedure:

When selecting materials for purchase, the Librarian will:

- E. Evaluate the current collection;
- F. Consult reputable, unbiased, professionally prepared selection aids and/or examine the material;
- G. Consider the overall balance of the collection; and will
- H. Consider available shelf space within the Library.

6. Religious or Ideological Works:

Materials on religions, philosophies, and ideologies shall be chosen for their ability to explain rather than to convince, and to enlighten rather than to indoctrinate.

7. Sex and Education:

The Library shall make available clear and accurate information at maturity levels appropriate for the intended audience. The Library is not responsible for ensuring that persons select appropriate materials; that responsibility rests with the person, parent or guardian.

8. Challenged Materials:

The principles of the *Statement on Intellectual Freedom and Libraries* and of the professional responsibility of the staff must be defended.

The responsibility of evaluating a person's reading rests with their parent or guardian.

The procedure to be followed in the event of a challenge is:

- I. Request the complainant to fill in a complaint form;
- J. Return the completed complaint form to the Library Manager;
- K. The Library Manager shall examine the material based on this policy;
- L. The complaint and the Library Manager's evaluation will be presented to the Library Board for their decision,
- M. The Library Board will render a written decision to the Library Manager within two weeks of hearing the complaint.
- N. The Library Manager will provide the complainant with the decision of the Library Board.

9. Acquisition and purchase of Materials:

Materials are ordered and processed through the Yellowhead Regional Library system or through local sources.

10. Disposition of Materials:

The collection is evaluated regularly and material is selected for disposal based on the selection criteria and the condition of the material. Materials marked for disposal may be sold, donated, or recycled at the discretion of the Library Manager.