

Ajax Public Library Administrative Policy	AP-COL-001	Page: 1	Revision: #8
	Collection Development Policy		

Goal

The Ajax Public Library's collection development is driven by popular demand while recognizing the unique nature of the diverse Ajax communities as well as the need to provide core reference services.

This policy is intended to provide guidance for the collection development committee; to achieve consistency in the selection of materials for the collection; to define for staff, customers, Board members and the public the scope of the existing collections, and to inform the public of the principles upon which the decisions are made.

Objective

Ajax residents shall have access to library collections, provided in an efficient, effective and professional manner within comfortable facilities and with responsible fiscal planning. These collections will:

1. Provide the materials needed to meet the community's recreational and cultural needs;
2. Provide the information needed to answer the community's personal, primary and/or secondary education-related, and work-related questions;
3. Enable the community to develop their ability to find and use information in a variety of formats;
4. Assist the community to continue growing and learning throughout their lives; and
5. Evolve, change, and grow/diminish in relation to the needs of the community.

1. Scope of the Library Collections

The Ajax Public Library serves foremost as a community library for people of all ages who live and/or work in the Town. The Library's emphasis on collections is to acquire materials of wide-ranging interest to meet the needs of this general public.

General interest materials are collected on at least a basic information level. Basic information level collections serve to introduce and define a subject or author, to indicate the varieties of information available elsewhere, and to support the needs of general library users.

Basic information level collections are frequently and systematically reviewed for currency of information, and superseded editions and titles containing outdated information are withdrawn. Classic or standard retrospective materials may be retained.

Materials are purchased in the most appropriate format for library users within the Library's budgetary guidelines and constraints. The Library monitors the development of new and emerging formats, and considers the feasibility and usefulness of new technologies when making selection decisions.

2. Policies Guiding Materials Selection

2.1 Responsibility for Materials Selection

Selection of all library materials is vested in the Chief Librarian who delegates this function to members of staff who are qualified by reason of education or training.

Ajax Public Library Administrative Policy	AP-COL-001	Page: 2	Revision: #8
	Collection Development Policy		

In order to achieve greater levels of efficiency in selecting materials, some materials selection may, from time to time, be outsourced. Under said scenario, the vendor and its selectors will be provided with a copy of this policy and shall be bound by the selection criteria as outlined herein and as further defined by any selection guidance provided by the Library's collection development team.

2.2 Intellectual Freedom

The selection of materials for the Ajax Public Library is based on the belief that every person has the right of access to all expressions of knowledge, opinion, and creativity of some value or significance. Such freedom of access to information is essential to the well-being and development of a democratic society.

For this reason, the Library has the responsibility to acquire and make available a wide range of books and materials, including those which express controversial or unpopular beliefs.

This responsibility means that the Library, while recognizing the right of individuals and groups to criticize material selections, must not allow the freedom of choice within the Library to be limited by the personal views of any group or individual.

Therefore, basic to the Library's *Collection Development Policy* is the Statement on the Intellectual Rights of the Individual adopted by the Ontario Library Association. The Ajax Public Library accepts without reservation this statement:

- 2.2.1 That the provision of library service to the public is based upon the right of the citizen, under protection of the law, to judge individually on questions of politics, religion, and morality.
- 2.2.2 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.
- 2.2.3 That freedom of expression includes freedom for a creator to depict what is ugly, shocking, and unedifying in life.
- 2.2.4 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.
- 2.2.5 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.

Ajax Public Library Administrative Policy	AP-COL-001	Page: 3	Revision: #8
	Collection Development Policy		
Revised: 12/12/10			

2.2.6 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.

2.2.7 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.

2.3 Governing Legislation

The Library recognizes any law enacted at the federal, provincial, or municipal level, for example the prohibitions in the Criminal Code of Canada against sedition, hate propaganda, and obscenity.

Examples include, but are not limited to: Town of Ajax Information Technology Use Policy (Policy #82) which requires the Library to filter both public and staff Internet access and Ontario Film Review Board Regulation 452/05 which restricts access to adult/mature rated DVDs and video games.

It is acknowledged that definition and interpretation of these terms and decisions on application rest with the courts.

2.4 Customer Responsibility

The Library recognizes that many materials are controversial and that any given item may offend some members of the community. The materials selected for the Library's collection will vary to suit the needs of different parts of the Library's community. Not all materials selected, therefore, will be suitable for every customer or community member. While the Library staff will attempt to guide individuals and groups to materials suitable for their use, the ultimate responsibility for the choice made by the customer rests with the customer.

2.5 Responsibility for Children's Reading

The Library believes in the freedom of the individual and the rights and obligations of parents/guardians to develop, interpret, and maintain their own code of values in their children.

In support of this belief, the responsibility for the choice of library materials used with children rests with their parents/guardians.

No item will be excluded from the library collection because it may come into the possession of children.

Library users, regardless of age, have unrestricted access to the library's varied and diverse collections, except as outlined in 2.3.

Ajax Public Library Administrative Policy	AP-COL-001	Page: 4	Revision: #8
	Collection Development Policy		

2.6 Labeling of Collections

Library materials will not be marked or identified to show approval or disapproval of the contents, except as outlined in 2.3. No catalogued book or other item will be placed on closed shelves except due to space limitations or to protect the item from damage or theft.

2.7 Suggestions for Purchase

The Library welcomes suggestions from customers for materials to be purchased by the Library and added to the Library's collection. Customers should submit purchase requests to staff at any one of the information desks at the Main Branch or at a customer service desk in one of the community branches. Titles that have been requested by customers and considered for purchase, but which do not fit the scope of the Library's collections, too old, out-of-date, out-of-print, or otherwise inconsistent with the Library's *Collection Development Policy*, may be candidates for interlibrary loan.

2.8 Gifts and Donations

The Library, as a publicly-owned institution, is for the use and enjoyment of all residents. Interest and support are greatly appreciated. Gifts of books, materials, or money for the purchase of books, materials, equipment, or facility enhancement are welcome.

The Library reserves the right to decide the dispensation of all gifts received.

All gifts/donations become the property of the Ajax Public Library.

Materials which are not needed for the collection may be sold, redistributed to other agencies, recycled, or discarded. The Library is not responsible for informing the donor of such dispensation.

Unsolicited materials from authors and publishers are treated as donations and as such any accompanying invoices shall not be honoured.

3. Materials Selection

To build collections of merit and significance, materials must be measured by objective guidelines.

Materials, whether donated or purchased, will be examined and evaluated in terms of the following standards. An item need not meet all of the criteria to be acceptable.

3.1 General Criteria

1. Relevance to community needs.
2. Suitability of subject, style, and reading level for intended audience.
3. Insight into human and social conditions.
4. Reputation and/or significance of author.
5. Demand for material.
6. Positive reviews by critics and staff members.

Ajax Public Library Administrative Policy	AP-COL-001	Page: 5	Revision: #8
	Collection Development Policy		

7. Reputation of the publisher or producer.
8. Availability and accessibility of materials in the collection on the same subject.
9. Clarity, accuracy, and logic of presentation.
10. Suitability of format for library use.
11. Canadian, Ontario, or Ajax content.
12. Date of publication.
13. Price.

3.2 Selection by Levels

Adult Materials

Adult collections must satisfy the informational, recreational, educational, and cultural reading needs of a wide range of customers with varying reading levels. Adult materials are provided in a variety of formats, in English, French, and other select languages.

Children's Materials

The Library seeks to build a children's collection of high quality, broad ranging materials for children from babies to 12 years old. The Library provides the best of new materials and selected older works of lasting value. While the general selection criteria are used, additional attention is paid to reading level, quality of illustrations, suitability of format, bias, and age-appropriateness of content. The collection has an emphasis on children's literature – picture books, juvenile fiction and folk and fairy tales – but it also includes non-fiction selected to support children's personal interests as well as homework. Children's materials are provided in a variety of formats, in English, French and other select languages.

Young Adult Materials (YA)

Young Adult collections appeal to youth 12 to 16-years of age. As with children's materials, quality is the foremost selection criterion with a strong emphasis on popular and recreational items. The YA collection is largely paperback, although hardcover titles are also purchased. The collection consists of fiction, graphic novels, comic books, and magazines. Information needed to satisfy school assignments will be found in the adult non-fiction collection. YA materials are available in a variety of formats and in English only.

3.3 Selection by Material Type

Fiction

- primary purpose of the fiction collection is to satisfy the heavy demand from recreational readers for popular, new titles
- collection reflects the diverse interests of the public
- selections made in many genres of fiction – romance, mystery, etc.
- book reviews are used as a selection tool but selection is also based on customer demand – high demand items may not be notable for literary quality or artistic merit
- popular titles are duplicated as necessary to meet demand

Ajax Public Library Administrative Policy	AP-COL-001	Page: 6	Revision: #8
	Collection Development Policy		

Non-Fiction

- material is selected on a wide variety of topics
- significant points of view are represented
- inclusion does not constitute endorsement by the Library
- popular items are duplicated as with fiction
- accuracy of content and authority are considered important criteria, but opinion, hypothesis, and theory are as important to providing a good non-fiction collection
- some materials are designated as reference so they are consistently available

Audiobooks

- the audiobook CD collection consists of both fiction and non-fiction materials
- the fiction area includes contemporary and classic fiction with an emphasis on contemporary works
- works of best-selling authors are represented primarily in unabridged versions
- the non-fiction collection covers a range of subject areas including bestsellers, instructional, and self-improvement titles
- audiobook titles are selected for the Children's and YA collections
- most titles are available only in English

Canadiana & Local History

- the Library endeavours to maintain a collection of Canadiana and local history materials
- works by local authors and works about the local area are of particular interest
- works by Canadians and about Canadians/Canada are chosen based on the selection criteria

Compact Discs

- the sound recording collection includes CDs covering all varieties of music including, but not limited to, pop, R&B, country, jazz, rap, international, new age, soundtracks, classical, etc.
- particular attention is paid to selecting popular Canadian artists from all genres
- selections are made to appeal to all three levels – adult, children, and young adult
- where possible, selections shall include popular recordings that complement the Library's print multilingual collections

DVDs

- the DVD collection contains adult and children's feature titles as well as informational/non-fiction videos
- the collection consists of a varied selection of feature films, including current high interest, old classics, and foreign films
- informational/non-fiction titles include such popular subjects as travel, sports, exercise, parenting, cooking, documentaries, and home repair
- per Ontario Film Review Board Regulation 452/05, the Library restricts access of DVDs rated 18A or R (or the equivalent) to customers 18 years of age or older

Ajax Public Library Administrative Policy	AP-COL-001	Page: 7	Revision: #8
	Collection Development Policy		
Revised: 12/12/10			

- when available, popular feature titles will be selected for the multilingual collections
- most of the collection is currently for home use only
- items for home use are restricted to individual or family viewing

Electronic Resources/Internet

- through its website, the Library directs users to informational resources on the Internet that complement, enhance, and in some cases, parallel resources housed in the library's collections; these links may be to in-house databases, commercial research databases, or other Internet sites that may satisfy the informational needs of Ajax residents
- factors in selection include reference value, space allocation needs, availability of print equivalent, subscription cost, availability of remote access, and customer demand
- technical considerations/requirements must be a factor in selection
- the Library participates in purchasing consortiums when possible; as a result, desired products may be part of a larger product package
- the Library's public website includes links to Internet sites that are of a credible, timely and relevant nature
- emphasis is made on selecting sites created by governmental, educational, and non-profit entities although for-profit sites are included when they meet selection criteria and informational needs
- links to sites will be deleted or removed when they are outdated or superseded by newly identified sites

ESL/Literacy Collections

- the ESL/Literacy collections are primarily intended to help adults with low reading skills in English and those who are learning English as a second language

French Language

- as the Library recognizes the need to provide information in both of Canada's official languages, informational and recreational materials will be provided in the French language
- multimedia formats - CDs and DVDs - are also included
- this collection is maintained as separate collections arranged in call number order within both the Children's and Adult departments
- most of this collection is housed at Main Branch with Children's French materials also available at McLean Branch

Government Documents

- the Library is a selective depository for both Federal and Provincial government publications
- the Library maintains a small collection of current interest municipal (Ajax) and regional (Durham) documents
- selection is based on the importance of the publication, its usefulness, and public interest
- the publication may be available in either print or electronic format depending upon availability and currency

Ajax Public Library Administrative Policy	AP-COL-001	Page: 8	Revision: #8
	Collection Development Policy		

Large Print

- the large print collection is primarily a duplication of titles already in the Library in standard-sized print
- classic literature, popular, and genre fiction - including mystery and romance - make up the fiction collection
- the majority of non-fiction books consists of biographies, travel-related, self-help, medical, humor, and assorted other popular works
- this collection is an important resource for the Visiting Library Service

Magazines

- collections focus on publications that will provide current information on a wide variety of popular topics
- criteria for purchase may include potential use of the magazine, inclusion in magazine indexes, reviews of the publication, coverage of the subject area in the existing collection, availability in Canada, and price
- magazines are selected for all three levels – adult, children, and young adult
- all copies, current and back files, are circulating items
- the needs of the Town's diverse ethnic communities are addressed by the inclusion of foreign titles in the collection
- because annual subscription costs for magazines have greatly surpassed increases in book prices and the general rate of inflation, consideration is given to dropping a subscription when a new one is added to contain annual expenditures for magazines
- back files are maintained on only the most popular of titles

Multilingual

- the Library maintains a small collection of titles in Arabic, Bengali, Chinese, Farsi, Gujarati, Hindi, Punjabi, Spanish, Tamil, Urdu and Vietnamese
- these collections consist primarily of popular fiction and are intended for the recreational reading of customers fluent in the languages represented
- multimedia formats – CDs and DVDs – are also included
- the collection is housed at Main Branch and maintained as separate browsing collections arranged in call number order by language; some Hindi materials are available at McLean Branch
- selection for these collections is made by the Library's book jobber, LSC, as the Library does not have staff proficient in these languages

Multi-Media Kits

- these kits are generally pre-packaged sets containing a book and audiocassette/CD
- the emphasis is on selecting for the children's collection
- kits are selected based on current selection criteria

Newspapers

- a selection of local, regional, national and international newspapers are available at the Main Branch
- community branches receive only local/regional newspapers
- the local Ajax newspaper is microfilmed
- back issues are maintained for three months before being recycled
- additional titles are accessible through electronic resources

Ajax Public Library Administrative Policy	AP-COL-001	Page: 9	Revision: #8
	Collection Development Policy		

Paperbacks

- the Library maintains a large collection of titles in paperback format due to the popularity of the format and because some titles only appear in paperback
- the popularity of this format may mean that their content does not always meet the criteria of literary quality or artistic merit
- series and genres with an established demand are selected heavily
- paperbacks are selected at all three levels – adult, children, young adult
- the level of cataloguing varies whether or not the item is considered a browser paperback or a fiction paperback
- trade paperback titles are not included here but rather in the appropriate fiction/non-fiction category

Video Games

- the Library selects video games which are of interest to adults, young adults, and children with an emphasis on those games primarily of interest to adult and young adult customers
- games are selected for the PlayStation II and xBox platforms
- per Ontario Film Review Board Regulation 452/05, the Library restricts access of DVDs rated 18A or R (or the equivalent) to customers 18 years of age or older
- video games are available at all branches

3.4 Emerging Formats

The Library will evaluate emerging formats annually to determine appropriateness to Library collections, and a time line for adding new formats to the collections.

3.5 Materials Not Collected

Due to finite resources, there are certain materials that the Ajax Public Library does not collect:

Rare Books

- since it is the public library's function to make materials available to all users, the Library does not collect rare or unusual materials that require special handling
- special consideration will be given to materials relating to Ajax history

Genealogy Materials

- the Library collects basic materials on genealogical research, but does not collect more specialized publications such as family histories, etc.
- special consideration will be given to materials relating to Ajax
- library staff, however, will attempt to locate desired genealogical information via interlibrary loan or via computer databases

Textbooks

- the Library does not buy textbooks used by the local schools, colleges, or universities, as it is the responsibility of the libraries of those institutions to provide copies of these course materials to their students

Ajax Public Library Administrative Policy	AP-COL-001	Page: 10	Revision: Revised: 12/12/10	#8
	Collection Development Policy			

- textbooks will, however, be purchased in those subject areas where there is little or no material in any other format or in those instances where they substantially add to the collection

3.6 Materials no longer collected

- audiobooks in the cassette format, items in the CD-ROM/Software category
- items in the videocassette format
- the Library has items in the following languages although they are no longer collected: Dutch, Filipino, Finnish, German, Greek, Hungarian, Italian, Japanese, Korean, Polish, Portuguese, Swedish, and Tagalog

4. Collection Management

4.1 Weeding

Weeding, or de-selection, is a very important part of the collection development process. It leads to a vital and useful collection that can provide the facts, information, and recreational reading needed by the community.

The systematic withdrawal of materials no longer useful is necessary to maintain up-to-date and relevant collections. The same criteria are used in withdrawing materials from the collection as are used in their selection. The decision to withdraw library materials shall be based on the physical condition, use of the material as determined by the last date of loan or by the number of loans in a designated time period, and the age of the material. The weeding of the collection is done by the collection development committee and/or their designates. Withdrawal of individual items based on condition may be done at any service desk as per training binder instructions. However, the staff person responsible for collection development in that item's area must be notified of the withdrawal so that an assessment to replace can be made.

4.2 Retention Guidelines

The Ajax Public Library uses current usefulness as the determining factor in how long material is kept. There is no attempt to be complete in terms of historical coverage. Old editions are withdrawn when new ones are received or when the contents are incorrect or out of date. The amount of use that an item receives in the present outweighs the possibility that someone may use it someday. No extraordinary effort is made to preserve or protect the last copy of any title in the collection. Local History materials will be retained in the Local History Room but even this collection may undergo periodic evaluation and reassessment.

4.3 Weeding Criteria

Weeding/de-selection decisions may be made, in part, under accepted library principles known by their acronyms of CREW and MUSTY. In general, these principles consider the following criteria:

- Usage/Age criteria
- Value/Quality Criteria
- Deteriorating Materials Criteria

Ajax Public Library Administrative Policy	AP-COL-001	Page: 11	Revision: Revised: 12/12/10	#8
	Collection Development Policy			

Usage/Age

- frequency of use/potential use
- in-house use
- age – publication, imprint, or copyright

Value/Quality

- subject matter
- historical importance
- cost
- availability of other materials in the fields
- physical appearance/condition relative to other factors
- superceded

Deterioration

- worn/damaged
- aged, dirty
- duplicated

4.4 Reconsideration of Library Materials

The Library will review the selection of any specific materials upon written request from any member of the community. A completed copy of form LIB-031 – *Request for Reconsideration of Library Material* is reviewed per LIB-OP-312 – *Reconsideration of Library Material*, and in light of the criteria outlined in this *Collection Development* policy.