



Otonabee – South Monaghan Public Library

Policy Type: **Operational**
Policy Title: **Collection Development**

Policy Number: **OP-04**
Initial Policy Approval Date: **Feb. 2008**
Late Review/Revision Date: **June 2026**
Year of Next Review: **March. 2029**

Chair Signature: _____ Date: _____

Purpose

The Otonabee South Monaghan Public Library is committed to developing and maintaining a collection that reflects the diverse interests, needs, and values of its community. This policy establishes the principles and criteria that guide the selection, maintenance, and evaluation of the Library's collections.

Guiding Principles

The Library:

- Upholds intellectual freedom and supports the right of individuals to access information from a wide range of perspectives
- Provides materials representing diverse cultures, identities, languages, and viewpoints
- Does not endorse the content of items in its collection
- Selects and maintains collections based on professional standards and community needs, not anticipated approval or disapproval

Section 1: Scope and Size of the Collection

The Library provides collections in a variety of formats, including but not limited to:

- Print materials (fiction and non-fiction for all ages)
- Digital resources (eBooks, audiobooks, online databases)
- Audiovisual materials
- Local history and community-focused resources

Collections will:

- Reflect a wide range of viewpoints, including controversial or challenging materials
- Include accessible and alternative formats
- Respond to community demographics and interests, including Indigenous and local content

Section 2: Responsibility

The Library Board delegates responsibility for the development and management of the collection to the Chief Executive Officer (CEO), who may assign selection responsibilities to qualified staff.

The CEO ensures:

- Materials are selected, organized, and maintained according to this policy
- Professional tools, reviews, and standards are used in decision-making
- Community needs and trends are considered

Section 3: Selection Criteria

Materials are selected and retained based on:

- Community interest and demand
 - Relevance to community needs
 - Authority and credibility of the creator or publisher
 - Quality of content, writing, and presentation
 - Currency and accuracy of information
 - Diversity of viewpoints
 - Canadian content
 - Suitability of format for library use
 - Accessibility features
 - Relationship to the existing collection
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- As outlined in our Respect and Acknowledgement document (FN-05), the OSM Public Library will provide collections relating to Indigenous cultures, languages, and peoples, including books, audio and videorecorded materials. Our collection will include titles by and about First Nation communities and will include titles presented in the First Nation Communities Read program.

Section 4: Size of the Collection

The Board recognizes that given the limitations of available physical space, the size of the collection must be limited to:

- Ensure adequate space for public and staff circulation and activities
- Avoid overcrowding of the collection which would hamper access to materials and given an impression of disorder and lack of control

Each year material will be replaced as per **Section 5** or as deemed by the CEO

Section 5: Collection Maintenance and Evaluation

To maintain a relevant and high-quality collection, materials are regularly and may be withdrawn based on:

- Outdated or inaccurate information

- Physical condition
- Lack of use
- Availability of newer or better resources
- Space considerations

Withdrawn materials may be discarded, donated, sold, or recycled at the Library's discretion.

Section 6: Gifts and Donations

Donations are accepted with the understanding that:

- Materials are evaluated using the same criteria as purchased items
- Not all donations will be added to the collection
- Accepted materials become the property of the Library
- Disposition of unused items is at the Library's discretion
- Members of the public can sponsor the acquisition of collection items

Section 6: Public Suggestions and Input

The Library welcomes suggestions from the public for additions to the collection. All suggestions are considered in accordance with this policy and available resources.

Section 7: Intellectual Freedom and Access

The Library affirms that:

- Individuals may choose what they read, view, or access
- Parents and legal guardians are responsible for guiding their children's use of Library materials
- Materials will not be excluded or removed solely because they may be considered controversial

Section 8: Requests for Reconsideration

The Library recognizes the right of individuals to express concerns about materials in the collection.

All requests for reconsideration of Library materials:

- Must be submitted in writing using the approved form
- Are governed by the Library's **Request for Reconsideration of Library Materials Policy (OP-12)**
- Will be reviewed and decided in accordance with that policy

Section 9: Excluded from the Collection

- The Library collection offers materials for self-study but is not primarily intended to provide required reading for academic courses. Materials necessary for formal education at elementary, secondary, and post-secondary levels may not always be available. Textbooks will be acquired only when they offer the best coverage of a topic and are beneficial to the public.

- Materials that clearly promote religious, racial, or other forms of social intolerance are beyond the scope of this collection.
- Materials that are banned under Canadian law will automatically be excluded from the Library's collection.

Section 10: Children's Reading

Parents and legal guardians are responsible for overseeing their children's reading and viewing choices. Materials in the adult collection will not be restricted based on the possibility that children may access content some may consider unsuitable. The Board upholds intellectual freedom and affirms that it is the right and responsibility of parents and guardians to determine, interpret, and enforce standards of acceptable content within their own households.

Related Documents:

OSM Public Library Policy **FN-01 – Donations**
 OSM Public Library Policy **FN-03 – Sponsorship Policy**
 OSM Public Library Policy **FN-04 – Intellectual Freedom**
 OSM Public Library Policy **FN-05 – Respect and Acknowledgement Declaration**
 OSM Public Library Policy **OP-05 – Resource Sharing**
 OSM Public Library Policy **OP-12 – Request for Reconsideration of Library Materials Policy**
 OSM Public Library Policy **OP-13 – Accessibility in the Library**
 OSM Public Library Policy **PG-02 – Children in the Library**