

	COLLECTION DEVELOPMENT POLICIES	Approved Motion: 2018-12
		Review Date: Jan., 2018

Col-1 Purpose of the Collection

It is the Board's belief that the Ramara Public Library is one means whereby the record of thoughts and ideas, and the expression of the creative imagination are made freely available to all, the Ramara Public Library shall:

1. Assemble and administer, in organized collections, books and related educational, informational and recreational resources in order to promote, through guidance and stimulation, the communication of resources, an informed citizenship and enriched personal lives.
2. Provide resources through which inquiring minds may encounter the original, sometimes unorthodox and critical ideas so necessary in a society that depends on the free circulation of ideas for its health and survival; and
3. Provide a progressive, user-oriented service which responds to and anticipates the educational, cultural, leisure and other information needs for the people of the Township of Ramara.

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Col-2 Goals of the Collection

1. To provide access to knowledge, creativity and intellectual activity.
2. To provide a wide range of resources for self-development and independent study, and to complement formal education.
3. To meet the informational needs of all members of the community.
4. To provide resources which stimulate and support enjoyment of and participation in cultural life.
5. To provide access to information of local interest or concern.
6. To provide resources for recreational and leisure time use.

To achieve these goals, the Library staff shall endeavour to:

1. Select resources which represent all sides of a wide range of issues.
2. Consider resources in terms of timeliness, demand, quality and authority.
3. Develop collections of resources in a variety of formats.
4. Acquire resources in formats specifically for use of the disabled.
5. Acquire resources for all ages and levels of comprehension.
6. Develop collections on specialized topics such as Local History.

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Col-3 Collection as Part of the System

The Board recognizes that the information needs of the community cannot be met through the resources of Ramara Public Library alone. The Board views the Library's permanent collection as one essential element in an information system which also includes interlibrary loan, the sharing of resources and cooperative resource development with neighbouring libraries and supplementary rotated collections deposited by County of Simcoe Library Cooperative.

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Col-4 Responsibility for the Collection

The Chief Executive Officer is responsible for the selection and acquisition of resources for the Library collection in conformity with Board policy.

The CEO ensures that the collection is properly maintained and organized and that an effective collection control system is in place.

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Col-5 Content of the Collection

The Ramara Public Library will provide as wide a spectrum of resources as budget and space limitations will allow, including resources:

1. which record and communicate historical, scientific, social and cultural knowledge;
2. of current and future significance and interest;
3. which stimulate imagination, creativity and curiosity;
4. which increase the individual's ability to function as a productive member of society;
5. which entertain and thus enhance the individual's enjoyment of life.

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Col-6 Formats of Resources

The Library will provide resources in formats consistent with its goals and objectives and as budget and space limitations will allow. Print books shall be of primary importance. Other formats include print periodicals, audio and video recordings, CD-ROM, and eResources.

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Col-7 Size of the Collection

The Board recognizes that, given the limitations of budget and available physical space, the various collections must be limited in size in order to:

1. ensure adequate space for public seating and staff activities;
2. shelve resources in an appealing and accessible manner;
3. provide a variety of collections for a range of reading levels and format needs.

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Col-8 Canadiana

Special emphasis shall be given to acquiring material created by, about, and for Canadians. Resources that express the Canadian experience shall be acquired in print and other formats. Authors who have been significant in the development of Canada's literature and new writers of interest shall, where reasonably feasible, be represented in the collection.

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Col-9 Local History

Providing access to the historical past of Ramara Township and the surrounding area is an important function of the Library. Works by and about local authors, and resources relating to the history of Ramara shall be acquired, where reasonably feasible, if they meet the selection standards of the Library and prove suitable to the community's needs.

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Col-10 Selection Criteria

1. All potential acquisitions, whether purchased or donated, shall be considered in terms of the following criteria:
 - a) suitability of subject and style for the intended users;
 - b) reputation and authority of the author and publisher;
 - c) comments of reviewers, critics and publishers;
 - d) strengths and weaknesses of the existing collection;
 - e) demand in the community for a certain subject or title;
 - f) availability of resources through other libraries in the community or area;
 - g) suitability and quality of physical form, layout and construction;
 - h) timeliness and accuracy of the information contained therein;
 - i) purchase price and other budgetary considerations.

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Col-11 Collection Resources

In choosing resources for the collection, preference will be given to suppliers who:

1. offer the best discounts
2. provide the fastest, most efficient and most cost effective service
3. are Canadian

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Col-12 Balanced Expenditure

1. In planning the annual resources budget, balanced consideration will be given to the following main areas of collection development:
 - a) current resources, to keep the collection up-to-date, and
 - b) resources to build the collection in those areas in which it is lacking.
2. In expanding the resources budget, adequate and consistent attention shall be given to all major parts of the collection.

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Col-13 Weeding

1. In order to maintain an active working collection of high standard, resources shall be withdrawn from the collection on a regular and systematic basis for the following reasons:
 - a) to remove resources which are no longer useful in the light of the goals and objectives of the Library,
 - b) to remove resources whose contents are out-of-date and if they are potentially misleading, they are to be destroyed,
 - c) to remove resources which are no longer of interest to the community,
 - d) to remove damaged or worn-out resources, and
 - e) to make room for new resources coming into the collection.
2. The CEO shall have overall responsibility for the resources withdrawn from the collection.
3. Withdrawn resources should be sold to produce extra income for the Library.
4. Resources which remain unsold should be disposed of as determined by the CEO.

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Col-14 Gifts and Donations

Gifts of library resources may be accepted as long as they fit the Circ-13 Material Donations Policy.

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Col-15 Suggestions from the Public

Suggestions from the public for the purchase of books or other resources shall be considered in light of the terms of the Library's selection policy.

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Col-16 Composition of the Collection

The composition of the Library collection shall reflect the needs and interests of the residents of the Township of Ramara as determined by analysis and experience on the part of the Library staff. The collection shall, where reasonably feasible, and where space and budget allow, be composed of the following major parts:

ADULT COLLECTION

a) Fiction

The Library recognizes the need to accommodate the varying tastes, interests, purposes and reading skills of its clients. While there is no single standard of literary quality, preference will be given to fiction that contributes to the balance of the collection with regard to:

- types and styles of literature,
- subjects treated, and
- patron appeal.

b) Non-fiction

Applied Sciences - Includes repair and maintenance; basic trade manuals, farming, gardening, landscaping, animal and pet care; handicrafts; cookbooks.

Art and Architecture – Includes major books on art, architecture, sculpture and applied arts.

Biography – Includes autobiography; personal narratives; journals, diaries and letters. Special attention is given to collecting biographies of Canadians.

Business – Includes current, reliable information on investment; leasing; consumer concerns; accounting; small business management; career development; taxation; real estate; labour relations. Special effort will be made to collect and manage information about local business.

Computer Science – Includes self-help resources suitable for the home user; general works on the development of computers and on the computer business and industry.

Economics – Includes theory; money, banking and personal finance.

Education – Includes education theory and psychology. The primary emphasis will be on Ontario education.

First Nations Studies – Includes history and culture of aboriginal peoples, especially Canadian; sociological and political aspects of native life, historical and current, in Canada.

Folklore, Fairy Tales, Myths and Legends – Includes works of criticism and psychological interpretation; representative myths and legends of various periods and nationalities, including Canadian folklore. Illustrated fairy tales will be collected mainly in the Children's department.

Geography and Travel – Includes annual travel guides for popular destinations; popular accounts of travel; descriptive texts of a wide variety of countries and of all parts of Canada; general and thematic atlases for circulation and for Reference In-Library Use Only. Emphasis will be placed on keeping these resources up-to-date.

History – Includes resources covering all phases of human history, from earliest times to the present, with emphasis on Canadian history.

Languages – Includes general works on the English language including grammars, dictionaries, resources to support the study of English as a second language, language kits, and other resources to support the learning and use of French and languages other than English.

Law and Criminology – The collection will be for the layperson and provide basic information and includes: popular and standard interpretive titles on court procedure, jury duty; family law; patents and copyright; landlord and tenants rights; employment standards; human rights code; criminal law; federal and provincial statutes; local laws; general works on criminal psychology; law enforcement and correctional systems in Canada and the world. Municipal, provincial, and federal websites and legislation will be freely provided through the internet.

Literature – Includes contemporary and classic essays, poetry, drama and short stories; selected works of criticism; works on the techniques of communication such as professional writing, essay writing and public speaking. Emphasis will be placed on Canadian literature.

Mathematics – Includes algebra, calculus and geometry; texts to support school assignments and adult continuing education; business-related mathematics; and practical mathematics.

Medicine – The collection will be specifically for the layperson. Includes: developmental handicaps; aging; sex and sexually transmitted diseases; pregnancy and child care; drugs and alcoholism; nutrition; preventative medicine; first aid; public health and sanitation; disease; anatomy and physiology; pharmacology.

Music – Includes history; theory; biographies; song books (*especially Canadian*); instructional resources for popular instruments.

Philosophy – Includes basic works; histories; guides; popular self-help.

Political Science – Includes theory and organization of government; comparative forms of government; public administration; and biographies of political figures.

Psychology – Includes theory; mental hygiene; popular self-help. Pure Sciences – Overall emphasis is on practical approaches to science and technology and on interpretations of scientific theory rather than on the highly theoretical works themselves. Includes astronomy; biology; chemistry; geology; physics, botany, and zoology.

Religion – An impartial collection recognizing various points of view will be maintained. Inclusion or exclusion of any title from the collection is based on the considerations described in this policy and not on the personal religious convictions of the staff. This includes - sacred works in various versions relating to the world's major religions; writings of major theologians; doctrines and histories of all religions and denominations; inspirational material.

Sex – Includes biological function; alternative sexuality; sexually transmitted diseases; birth control; advice and studies of a current nature.

Social Sciences – Includes general works in the area of social psychology, population, social organization and change, community planning, family relationships and counselling, popular resources on marriage, social etiquette, and family life for both adults and young adults.

c) **Reference**

A collection of general and specialized encyclopaedias, dictionaries, atlases, handbooks, and directories will be maintained in either print or electronic formats. Reference holdings in each Branch will meet the minimum standards of the Ontario Public Library Guidelines and will be replaced as necessary to maintain currency.

YOUNG ADULT COLLECTION

A collection specifically selected for young adults, from ages 12 to 16 years, will be maintained. The importance of adolescence as a crucial growing phase is recognized and accordingly resources dealing with awareness of self, hero-worship, conformity, sex, concern with the future, and evaluation of beliefs will be selected. As paperback is the book format of choice for this age group, it will be preferred over hardcover where appropriate.

CHILDREN COLLECTION

The collection is selected for children up to the age of 12 years.

a) Fiction

The need for a balanced children's collection is recognized. Since bibliotherapy is an important aspect of children's fiction, titles concerning problem areas such as toilet training, fears, growing up, death, friendship, and dealing with a new sibling will be included. Picture books may be chosen on the basis of exceptionally good illustrations. Children's classics will be a part of the collection as will popular mass market titles.

b) Non-fiction

Non-fiction titles must be accurate, up-to-date and unbiased. Titles will be selected which:

- Satisfy children's natural curiosity about their environment,
- Develop children's awareness of the world around them, and
- Are suitable for a range of age and reading levels.

c) Reference

The children's reference collection will include general encyclopaedias, both Canadian and international, suitable for various age groups. These will be kept up-to-date as new editions become available. Specialized encyclopaedias will be considered for such topics as: *the arts, biographies, nature, children's authors and illustrators, science and technology, history and geography.*

4. OTHER RESOURCES

a. Audio-Visual Resources

Information will be made available in a variety of audio-visual formats. There will be a balanced selection of recreational, cultural, and educational titles for all age groups, with an emphasis on popular items.

To expand the selection, the Library will partner with other libraries in rotating collections whenever possible.

b. Government Documents

The Library will provide access to current government policies, information, and legislation through free internet access. Deposited government publications will be retained according to the general principles of this policy.

c. Literacy

The Library will select reading resources for pre-schoolers and students which will encourage the development of good literacy skills.

d. Local History

The Library will develop a collection of works and archival resources relating to Ramara Township as they become available in print, audiovisual, and digital formats.

e. Magazines and Newspapers

1. Magazines on a variety of topics will be subscribed to for all ages and reading levels.
2. Newspaper subscriptions will be maintained to provide current news coverage from local to international levels.

f. Accessible Resources

The Library will provide large type print resources and audio books for people with visual restrictions.

Video formats will be purchased with closed captioning when available.

g. Multilingual Resources

The Library will use the interlibrary loan system to request multilingual resources as required.

h. Distance Education

The Library does not acquire text-book resources specifically to support post-secondary studies. However, in view of the growing enrolment in distance education, the Library will make reasonable effort to meet the information needs of these students through interlibrary loans, e-books, and electronic resources.

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Col-17 Intellectual Freedom

1. The Ramara Public Library adheres to the principles enunciated in the Canadian Charter of Rights & Freedoms.

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Col-18 Controversial Resources

1. The Board recognizes that some books may be regarded by certain individuals or groups as controversial, whether because of bias, frankness of language, political expression, or moral implication. Selection should not, and will not, be made on the basis of anticipated approval or disapproval by any individual or group in the community, but rather on the evaluation by the CEO of the publication's literary merit, authenticity, honesty of presentation, topical interest, and use to the audience for whom it is intended. The primary aim of resources selection is to establish a balanced collection which adequately represents various points of view on many subjects.
2. The ideas and opinions found in the Library's collection are not advocated by the Library Board or staff. The presence of resources in the Library does not indicate an endorsement of their contents by the Library.
3. Resources representing all points of view concerning the problems and issues of our times will be provided in the Library's collection. Books or other resources of sound factual authority shall not be proscribed or removed from Library shelves because of doctrinal or partisan disapproval. Subject areas particularly sensitive to controversy and misunderstanding are:

a) **Sex Education**

Sex education is a subject that shall be well represented. Providing information on sex for readers of all ages with varying educational and religious backgrounds is an important part of the Library's function.

b) **Religion**

A well-balanced religion collection will be available at the Library.

c) **Law**

Resources to be included in the Library's collection are standard and popular works for the general reader, dictionaries, encyclopaedias, histories, handbooks and local, provincial and federal statutes. Complex law resources intended for law professionals need not be included in the Library's collection.

d) Medicine and Drugs

Current, authoritative resources designed for the layperson on the subjects of health, hygiene and common ailments will be stocked in the Library. The subject of mental health will be well represented, together with works on public health (*including sanitation, pollution, alcoholism and drug abuse*). Technical and professional resources intended for health professionals need not be included in the Library's collection.

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Col-19 Excluded from the Collection

Resources that are banned under Canadian law will automatically be excluded from the Library's collection.

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Col-20 Children's Access to Resources

Responsibility for access to Library resources by children rests with their parents or legal guardians. Selection of material for the adult collection shall not be restricted by the possibility that children may obtain resources that their parents consider inappropriate. The Board believes in the freedom of the individual and in the right and obligation of parents to develop, interpret and enforce their own code of acceptable conduct within their own household.

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Col-21 Complaints about the Collection

The Board recognizes the right of an individual or group to make a complaint to the Library administration concerning the collection.

Requests by individuals or groups to have an item or items removed from the Library's collection must be submitted in writing to the CEO using the form "*Statement of Concern about Library Resources*" (Appendix 7).

A written request shall be submitted to the Board and the complainant shall have the right to present their concerns to the Board. The Board will place this complaint on the agenda for the next available Board meeting. The complainant shall be notified in writing of the date and location of the meeting.

The Board shall consider the complaint and render a decision in writing. The Board shall notify the complainant of the Board's decision, which is final.

The decision of the Board is final and not subject to appeal.

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Col-22 Organization of the Collection

1. Classification:

In order for the Library collection to be of maximum use and value to Library users, the collection shall be organized in such a way as to facilitate access to the information contained therein. This shall be achieved through a logical and systematic physical arrangement of individual items and through the provision of indexes and catalogues for public use.

The Dewey Decimal Classification System shall be used to organize the non-fiction book collection.

2. Cataloguing:

R can be imported from World Catalogue, Voila, and Library of Congress databases using Z39.50 protocols or catalogued by trained, qualified staff, if needed.

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Col-23 Review of Collection Development Policy

These policies shall be reviewed on an annual basis.