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As it is the Mississippi Mills Public Library Board's conviction that the public library is the principal means whereby the record of thoughts and ideas and the expression of the creative imagination are made freely available to all, the Mississippi Mills Public Library will:

1. Assemble and administer, in organized collections, books and related educational, informational and recreational materials in order to promote the communication of ideas, an enlightened citizenship and enriched personal lives.
2. Provide books and other materials 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.
3. Provide a progressive, user-oriented service which responds to and anticipates the educational, cultural, leisure and other information needs of the community of Mississippi Mills.

### **Section 1: Scope and Size of the Collection**

1. The Library provides a collection of books and materials that is responsive to the needs and interest of a diverse community:
  - a) including a variety of alternative formats, including formats specifically for use of the physically disabled
  - b) including multilingual materials in response to community need
  - c) acquiring material for all ages and levels of comprehension
  - d) developing collections on specialized topics such as Local History
2. The collections shall be balanced and represent diverse points of view and may include materials that some members of the public consider to be controversial in nature.
3. The Mississippi Mills Public Library will provide collections relating to Indigenous cultures, languages, and peoples, including books, audio and video materials. Our

collection will include titles by and about First Nations communities, and will include titles presented in the First Nations Communities Read Program. Our teen and adult materials will also include First Nations and Metis graphic novels, and a selection of DVDs on history, culture and native issues.

4. Providing access to the historical past of Mississippi Mills and the surrounding area is a service of the Library. Works by and about local people, and materials relating to the history of the former municipalities of Almonte, Pakenham and Ramsay Township will be considered for acquisition if they meet the selection standards of the Library and prove suitable to the community's needs.

Materials accepted must be organized in manuscript or electronic format. Materials chosen for the local archives are classified as reference materials and are non-circulating. In the case of histories of the area, when two or more copies of that work are acquired, the extra copy will be available for circulation.

5. The presence of an item in the Library does not indicate an endorsement of its content.
6. It may happen that materials in the collections meet the needs of students, but this is not the primary reason for their selection. It is the responsibility of schools to provide materials which support their curricula.
7. The Library develops collections which include, but are not limited to, the following areas: fiction and non-fiction for adults, YA and junior; magazines and newspapers, large print and books on CD, picture books, music, local history and local interest, adult literacy, audio-visual material, a literacy collection to support the literacy program.
8. The staff is responsible for developing profiles for each area of the collection to further define the scope of the collections. These profiles are tools for collection development and evaluation.
9. Recognized, professional standards will be used to determine the appropriate size of the collection. Planning for budgets and facilities must reflect these standards.

## **Section 2: Collection Service Levels**

The Almonte Branch functions as a resource for the entire Mississippi Mills population and as a Branch for the Almonte and Ramsay communities. The collections, services and programs should support the traditional functions of a main library and have a broad perspective. The Branch should provide comprehensive collections in well-defined subject areas as well as special collections in selected topics based on local historical demand.

The Pakenham Branch functions as a neighbourhood library. Its limited collections,

services and programs respond to local community needs. The Branch collection should primarily contain popular, current, general interest materials on a wide variety of subjects for all ages.

Patrons should be encouraged to access the resources at the Almonte Branch for in-depth research. The collection has greater breadth and depth, trained assistance is more readily available, and the Branch is open more hours.

### **Section 3: Selection of Materials**

1. The Board delegates the responsibility for the collection to the CEO/Chief Librarian.
2. Selection responsibility for specific portions of the collections may be delegated to staff. In selecting materials, staff will use professional resources, judgment, knowledge and experience.
3. The staff will proactively solicit advice from, as well as anticipate the needs and interests of, the community.
4. What is ordered, and what remains in the collections, is based on the following criteria:
  - a) comments of critics or reviewers and publishers
  - b) public demand in the community for a certain subject or title
  - c) strengths and weaknesses of the existing collection
  - d) suitability of subject matter and style for the intended users
  - e) suitability and quality of physical form, layout and construction
  - f) Canadian content material in both official languages in relative proportions appropriate for the community
  - g) availability of materials through other libraries in the area
  - h) timeliness and accuracy of the information contained therein
  - i) purchase price and other budgetary considerations

### **Section 4: Withdrawal and Replacement of Items**

1. In order to maintain an active working collection of high standard, the following materials will be withdrawn from the collection on a regular and systematic basis:
  - a) materials which are no longer useful in the light of the goals and objectives of the library
  - b) materials whose contents are out-of-date and therefore potentially misleading
  - c) materials which are no longer of interest to the community
  - d) damaged or worn-out materials
2. The ongoing process of withdrawal is the responsibility of the CEO/Chief Librarian. This responsibility may be shared with other members of the staff.
3. Withdrawn material, whenever appropriate, will be donated to a non-profit

organization in need of such materials. Withdrawn material may also be discarded or sold.

4. Replacement shall depend on demand for the title, availability of the title, availability of more current material on the subject, and the extent to which the subject is already covered in the collection.

### **Section 5: Gifts and Donations**

1. The Library accepts gifts of books, other materials, or money for the purchase of specific items, with the understanding that they will be added to the collection only if appropriate, needed and contribute to a balanced collection.
2. The same criteria of selection and withdrawing that are applied to purchased materials are also applied to gifts and donations.
3. Materials not added to the collection are discarded or sold.

### **Section 6: Requests from Members of the Community**

1. Suggestions from the community for the purchase of items are always welcome and are given due consideration.
2. Requests for the re-consideration of, withdrawal of, or restricted access to, a specific item in the collection from a member of the community must be received by the CEO/Chief Librarian in writing. Responses to these requests are guided by the Board's position that:
  - a) people have the right to reject for themselves material of which they do not approve but they do not have the right to restrict the intellectual freedom of others
  - b) it is the right of parents and legal guardians to develop, interpret and enforce their own code of ethics upon their minor children

### **RELATED DOCUMENTS**

- Mississippi Mills Public Library Policies:
  - Circulation
  - Technology
  - Accessibility
  - Intellectual Freedom
- Southern Ontario Library Service, Trillium Public Library: Sample Policies