

	POLICY: <b>Collection</b>		POLICY NO.: <b>OP - 03</b>
	CATEGORY: <b>Operational</b>	LAST REVIEW/ REVISION DATE: February 11, 2025	SCHEDULED REVIEW DATE: February 2029

**1. Purpose**

King Township Public Library (KTPL) is committed to providing a collection that support our strategic plan. This policy establishes the scope and underlying principles of the collection as well as provides a framework for the selection of materials, the maintenance of the collection and a process for the reconsideration of library materials.

**2. Scope**

The policy applies to all formats, both physical and digital. It will be administered by the Chief Executive Officer (CEO) or their designate. In practice, this responsibility is delegated to appropriate staff.

**3. Underlying Principles**

- a. KTPL supports Section 2b of the Charter of Rights and Freedoms which guarantees everyone freedom of thought, belief, opinion and expression.
- b. KTPL’s collection is customer driven, representing the community it serves. Patrons are encouraged to submit Suggestions for Purchase which will be considered in accordance with the selection criteria.
- c. KTPL maximizes available funding by participating in consortia and collective purchasing where possible, delivering materials in multiple formats and throughout the branch system.
- d. Children and young adults are entitled to borrowing privileges. Parents and legal guardians are responsible for monitoring and limiting the use of Library materials by their children. No item will be excluded from the collection solely because it may come into the possession of a child.
- e. Careful consideration is given to the introduction of a new format. Budget, community demand and accessibility are evaluated prior to the addition of a new format. Likewise, a thorough evaluation is completed prior to the removal of a format from the collection. Where accessible formats are not readily available, KTPL will investigate alternate means to accommodate patron requests.



#### 4. Selection

- a. In selecting materials, staff KTPL uses professional resources, judgment, knowledge and experience. The physical and digital collections are primarily sourced through library suppliers, offering preferred pricing and processing.
- b. In making selection decisions, the following criteria are considered:
  - aligns with KTPL's Vision, Mission and Values;
  - purchase/license price and budgetary considerations;
  - popular demand for the material;
  - current trends in content and format;
  - accuracy, quality, objectivity and currency of the work;
  - reputation or significance of the author;
  - reputation of the publisher;
  - attention of critics and reviewers, and awards;
  - physical space;
  - Canadian content;
  - availability in another format;
  - publication date;
  - complies with current Canadian legislation.
- c. Requests from authors to add their self-published books are considered using the same criteria as other materials. KTPL does not provide professional reviews, promotion or marketing of an author's work.
- d. KTPL's local history collection focuses on King Township and adjacent communities. Published works are considered for inclusion in the collection on a case-by-case basis. KTPL is not obligated to add material that does not meet our selection criteria.

#### 5. Donations

KTPL is unable to accept pre-owned book donations. New material offered to the Library will be evaluated using selection criteria. Significant resources are required to process donations, including evaluating, cataloguing and providing access.

Financial donations will be used to select materials that meet the selection criteria.

Donated materials are not exempt from deselection.



## 6. Maintenance

KTPL maintains an ongoing practice of removing outdated materials, materials no longer of interest or in demand and duplicate, worn or damaged copies. Frequency of circulation, classic or local works, community interest, availability of newer, updated materials as well as access to materials through reciprocal borrowing and interlibrary loan are considered when evaluating the collection. Withdrawn material may be discarded, repurposed or recycled.

## 7. Reconsideration of Library Materials

KTPL recognizes the right of individuals to object to using certain library materials for personal use but the Library cannot accord to any individual the right to restrict the freedom of others to make use of the same material. King Township residents who object to a specific item may submit a Request for Reconsideration of Library Materials form to the CEO. Decisions about challenged material are communicated to the originator, following the completion of a formal staff review. In the case where digital content is provided by a third-party vendor, KTPL is unable to reconsider specific materials, but we will inform the vendor of the concern and determine whether to continue using the digital platform.

### Related Documents:

*FN - 01 - Vision Statement*

*FN - 02 - Mission Statement*

*FN - 03 - Statement of Values*

*FN - 04 - Intellectual Freedom*

*OP - 05 - Procurement of Goods and Services*

*OP - 13 - Accessibility*

<b>ORIGINAL DATE ADOPTED:</b>	PRE-2002	<b>ORIGINAL MOTION NUMBER:</b>	UNKNOWN
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