

## COLLECTION DEVELOPMENT

### PURPOSE

The purpose of this policy is to develop a collection of library resources for library users.

### PERSONS AFFECTED

Board/CEO/Library employees

### POLICY STATEMENT

It is the policy of the Board to select, acquire, and dispose of physical and electronic library resources to create a balanced collection. Acquisition includes purchase and receipt of gifts and donations of resources.

A balanced collection attempts to represent all sides of controversial issues as far as availability of materials, space, and budget allow. Selection is based upon criteria stated in this policy. The race, religion, nationality, or political views of an author or creator; offensive language; depictions or descriptions of violence or sexually explicit activity; controversial content of an item; or endorsement or disapproval by an individual or group in the community does not cause an item automatically to be included or excluded from the library's collection.

All public libraries contain materials that some patrons may find objectionable. Libraries may omit from the collection materials that some patrons feel are important. In either case, the library has procedures that patrons may use in requesting the reconsideration of materials.

### RESPONSIBILITIES

Responsibility for the selection of Library materials rests with the CEO whose mandate it is to ensure the implementation of policies determined by the Board.

The CEO will delegate to staff members, authority to interpret and guide the application of the policy in making day-to-day selections.

- The Library does not attempt to acquire textbooks or other curriculum related materials.
- Rare and scholarly items of special value may be acquired, and use of these may be controlled to the extent necessary to preserve them from harm or loss, e.g. Genealogy, Reference, and Local History.
- Individuals may wish to make donations in the form of memorial books or other collection items. Donations must meet the Library's Collection Development Guidelines. Where the donation is financial, the Library will order the approved items in accordance

with the Library's Collection Development Guidelines. A letter of appreciation and tax receipt will be issued for donation of ten dollars or more.

When considering items for inclusion in the collection, selectors consider the following criteria:

- Community need and appeal
- Popularity, including print/release runs
- Industry Journal (Literary) Reviews
- Diversity and authenticity of "voice"
- Significance and reputation of creator
- Accuracy, currency and authority of subject material
- Budgetary and space limitations
- Suitability of format for public use
- Availability for purchase and availability in other libraries

### **Freedom of Information**

The Board adheres to the principles expressed in the Canadian Federation of Library Association's position statement on Intellectual Freedom and Libraries.

The Board recognizes that freedom of access to information, and opportunities to study cultures, events and philosophies, will necessitate a generous allowance of access to views differing from one's own to ensure freedom of access to all views including one's own.

The freedom to disagree, to debate, to allow others to speak and be heard, is fundamental to the education and growth of citizens in a democracy. To this end, the Lethbridge Public Library asserts its right and responsibility to keep in its collection a representative selection of materials not prohibited by law, on all subjects of interest to its community, including information on all sides of controversial issues.

### **Donation of Materials**

The Library accepts donations of materials, but reserves the right to evaluate and to dispose of them in accordance with the criteria applied to purchased materials. Materials donated to the Library which duplicate items in the collection or do not meet the Library's collection criteria policies, may be refused. These will be discarded, placed for sale, or given to other libraries for their consideration. Conditions may not be imposed on the Library in its acceptance of any materials into its collections.

### **De-Selection**

It is necessary to de-select materials systematically to maintain the currency and relevance of the collection. Outdated materials, materials no longer of interest or in demand, unneeded duplicates, and worn or damaged copies should be removed from the collection regularly. Local history materials are given special consideration because of their historical value in Lethbridge and southern Alberta. Even if this material meets de-selection criteria, it will not usually be discarded.

## **Parental Responsibility**

Selection for the collection is not restricted by the possibility that children may access resources their parent(s) or legal guardian(s) may consider inappropriate. The Library believes in the freedom of the individual, and the right and obligation of parent(s) or legal guardian(s) to guide, develop, interpret, and maintain their own code of values in their family. The Library will not limit individuals' access to content included in its collections.

## **Requests for Reconsideration of Library Material**

The Library welcomes feedback about library services.

The Library will respond to requests for reconsideration from residents of Lethbridge and Lethbridge Public Library cardholders.

The Library will accept and process one request for reconsideration of library material per patron at a time. A same or similar request for reconsideration for any individual library material will be processed no more than once every three years. If the same or similar request for reconsideration is identified by another patron, the results of the first request for reconsideration will be provided to subsequent patrons within that timeframe.

Individuals who object to materials in the collection may express their concern by completing a "Request for Reconsideration" form, available at any service desk in the library. The form must be completed in full in order for the concern to be investigated

The Request for Reconsideration is reviewed by a team of library staff who will make a recommendation to the CEO, with the final decision lying with the CEO. A questioned item will be considered in its entirety, not judged solely on portions taken out of context. For the duration of this process, the material in question will remain in circulation in the library collection.

The final decision will be communicated in writing to the complainant within one month of receipt of the completed Request for Reconsideration form. A Request for Reconsideration may lead to an item being retained, reclassified, or removed from the collection.

## **REFERENCES**

- Canadian Federation of Library Association's *Position Statement on Intellectual Freedom and Libraries*
  - Approval History: ~ CLA: June 27, 1974. Amended November 17, 1983; November 18, 1985; September 27, 2015. CFLA-FCAB: Adopted August 26, 2016; Reviewed April 12, 2019
- Lethbridge Public Library Collection Manual
- Request for Reconsideration Form

## **REVISION HISTORY**

Number: LB21

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- March 12, 2014: New policy
- May 9, 2018: Revised
- March 23, 2021: Reviewed
- May 10, 2023: Revised
- June 12, 2024: Revised