

Georgina Public Library Board Policy Manual

Policy Title: Materials Selection

Intent

The Public Library is a municipal tax-supported community institution and has a mandate to serve all sectors of the local community. The library is a meeting place of people, ideas, information and opinions in the community, stimulating an informed citizenry and contributing to the economic and social well-being of a democratic society, and to the growth of a provincial network that benefits all Ontarians.

The Materials Selection Policy states the principles guiding our selectors in choosing print, non-print, and electronic materials for the library collections and ensuring the collections support the Mission Statement of Georgina Public Libraries. The Library offers well-organized, timely and varied collections reflecting the communities of Georgina, and responding to the changing needs of the town. Materials are selected on the basis of their interest and relevance to a broad spectrum of citizens, within budgetary constraints.

Regulations

1. Central to the Public Library's mission is the endorsement of the Ontario Library Association's Statement of the Intellectual Rights of the Individual, November 1998(Appendix A), and the Canadian Library Association Statement on Intellectual Freedom, 1985 (Appendix B), which ensure the individual's right in a democratic society to have access to a diversity of opinions, including those that are critical or unorthodox.
2. Georgina Public Libraries also endorse the OLA Position on Children's Rights in the Public Library, April 2003 (Appendix C).
3. The Library adheres to all federal, provincial, and municipal laws, including Copyright Law and the Accessibility for Ontarians with Disabilities Act.
4. Responsibility for selection and withdrawal of materials rests with the professional librarians under the supervision of the Director/CEO. Staff members select materials based on their expertise, experience and the needs of the local community, in accordance with general policies established by the Library Board.

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5. Criteria for selection: all acquisitions, whether purchased or donated, are considered in terms of some or all of the following:
 - The expressed demand or anticipated relevance to the community;
 - The suitability of the subject, style, and the format for the intended audience;
 - Comments of publishers, reviewers and critics;
 - Canadian author/content/relevance;
 - Local significance;
 - Reputation and/or significance of the author;
 - Relation to the existing collection and other material on the subject;
 - Suitability of the physical form and construction;
 - Availability of the material throughout other libraries;
 - Timeliness and accuracy of the information;
 - Budgetary considerations;
 - Space requirements; and
 - Technology requirements.

6. Controversial material:
 - The Library recognizes that some materials may be controversial and may offend some members of the community. Selection for library materials will not be made on the basis of approval or disapproval, but according to the principles stated in the policy.
 - The Library does not advocate particular beliefs or opinions, and inclusion of material in the collection does not indicate an endorsement of the content of any material.
 - The Library does not restrict access to collections by removing material from public areas, by limiting access according to age of the user, or by defacing material in any way.
 - Objection to material: individuals have the right to object to the inclusion of any item. Any objection not resolved satisfactorily by library service staff should be addressed in writing to the Director/CEO, preferably on a Request for Reconsideration Form (Appendix D). The Library Board has the final authority in addressing unresolved objections.

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7. Children's Access: responsibility for the reading/viewing of minors rests with the parent/guardian. The Library does not act in loco parentis or restrict access to any part of the collection.
8. Role of the virtual library: in addition to print/film/music collections, the Library may provide access to licensed databases and materials in electronic formats, in response to the needs and expectations of patrons, both in branches and through remote access.
9. Relation to other collections:
 - The Library is part of a larger network of information sources. Other sources of information/material for our patrons can be accessed through inter-loan borrowing from other library systems, the internet, and the local history collection at the Georgina Archives.
 - The Library has a mandate to provide materials which augment and complement the informational and leisure needs of children and students. Attempts are made to keep informed of student curriculum requirements, but the Library does not purchase textbooks or multiple copies for school purposes.
 - The Library participates in consortium purchasing when possible to achieve the best use of resource dollars.
 - The Library is a community partner with the Town of Georgina and the YorkINfo Community Information and Volunteer Database, and maintains the database on behalf of Georgina.
10. Maintenance of the collection: the decision to remove materials from the collection requires the same professional judgment as selecting material, and is a vital part of keeping collections current and fresh. Withdrawn material will be sold or discarded. A decision to withdraw material is based on the following criteria:
 - Frequency of circulation;
 - Timeliness/accuracy;
 - Physical condition;
 - Availability of other copies;
 - Importance to the body of literature; and
 - Local interest.

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11. Gifts and donations are accepted or rejected by the library in accordance with the criteria in the Material Selection Policy, space requirements, and staff time. Paperbacks will be accepted on a limited basis if they are current, popular titles in pristine condition. Donated material becomes the property of the Library and may be incorporated into collections, sold, or discarded at the Library's discretion. *In Memoriam/Dedicated* donations are welcomed, with the understanding that books do not always withstand the test of time, and may be lost or removed from the collection at some future time. Selection of *In Memoriam/Dedicated* titles are made by library staff in consultation with the donor.

Procedures (Selection Guidelines)

Every community is unique and selections for branches are made with the best judgments of the Branch Librarian, under the supervision of the Director/CEO. In general, the following considerations are relevant:

- **Adult Fiction/Non-Fiction:** best sellers and other popular titles, classics, seminal works, Canadian authors/content
- **YA Fiction/Non-Fiction:** material particularly suited to teen (ages 13-17) interest and abilities, with an emphasis on Canadian content and relevance.
- **J Fiction/ Non-Fiction:** material particularly suitable in content and format to children from birth to the age of 12, with an emphasis on Canadian content and relevance.
- **DVDs:** popular feature films, informational titles of general interest, classic and/or literature based full-length features and materials for children.
- **Magazines/Newspapers:** magazine titles of general/leisure interest and newspapers for local, GTA and National distribution are subscribed to as budgets allow. Back issues of the Georgina Advocate are available on microform at the Keswick Branch. Current issues of magazines are reference and one year of back issues are kept for circulating purposes. Newspapers do not circulate.
- **Local History:** published works of local history are collected. Ephemeral materials are collected by the Archives at the Georgina Village Museum.
- **Large Print:** fiction and non-fiction of a popular nature are collected in larger print to meet the needs of seniors and visually-impaired patrons.

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- **Talking Books:** talking books on audio tape, CD and digital formats are purchased for adult, teens and children's collections to extend the accessibility of popular materials to those who are unable to use regular print formats or who choose an alternative as a personal preference.
- **French and Other Languages:** a small collection of French materials is collected to meet the limited demand in our communities and will respond to changing demographics. Other language materials that have limited demand and are not actively collected may be obtained through ILLO.
- **Music:** collections consist of adult and juvenile CDs representing a range of musical styles.
- **Reference/Government Documents:** each branch maintains a core collection of current quick reference materials, such as directories, encyclopedias and almanacs. The Keswick Branch is the local depository for government documents. Reference materials are increasingly available online from any computer, through licensed databases or websites.
- **Community Information:** the Library maintains, on behalf of the Town of Georgina, local records for the regional database of community information and provides community information services to patrons. Each branch also collects and posts non-profit community information in pamphlet or poster formats, as space allows.
- **Paperbacks** are collected, including by means of donations, for general fiction, westerns, romances, and to a lesser extent, popular non-fiction.
- **Electronic Resources:** purchase of products and/or licenses of an educational or recreational nature for children and general audience. Some databases are restricted to in-house use on library computers.
- **Literacy:** materials appropriate to local needs will be purchased, within budgetary limitations.
- **New formats** and collections, such as downloadable eBooks and audio books, are considered as the need/demand develops and as budget allows.

Attachments

Appendix A: OLA Statement on the Intellectual Rights of the Individual

Appendix B: CLA Statement on Intellectual Freedom

Appendix C: OLA Position on Children's Rights in the Public Library

Appendix D: Request for Reconsideration Form

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POLICY HISTORY:	
Initial Draft	July 2006
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