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**BARRIE PUBLIC LIBRARY  
COLLECTION DEVELOPMENT POLICY**

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**MOTION #15-27**

**Revised June 25, 2015**

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**1. PURPOSE OF THE POLICY**

Materials for the collection are selected and maintained to support the mission of the Barrie Public Library, and to anticipate and meet the needs of our patrons. The Library collects material in a variety of print, audio-visual and electronic formats.

The specific purposes of this policy are threefold:

- to state publicly the principles of selection upon which material is chosen
- to define responsibility for selection and to identify the delegation of that responsibility
- to provide direction for staff in collection development and maintenance.

**2. RESPONSIBILITIES**

The Barrie Public Library Board assumes ultimate responsibility for the collection and for implementation of the Collection Development Policy.

The Library Board delegates this responsibility to the CEO who in turn delegates it to qualified staff. Qualified library staff are responsible for following the guidelines established to carry out collection development tasks.

Suggestions from patrons are always welcomed and are given due consideration.

Parents and legal guardians are responsible for children's reading and viewing, not the staff of the Barrie Public Library. Selection of materials for the collection is not restricted by the possibility that children may obtain, read or view such materials. The Barrie Public Library believes in the intellectual freedom of the individual and the right of parents and legal guardians to develop, interpret, and enforce their own code of ethics upon their minor children.

**3. GENERAL PRINCIPLES OF SELECTION**

**3.1 Intellectual Freedom**

The Barrie Public Library endorses the Canadian Library Association "Statement on Intellectual Freedom":

"All persons in Canada have the fundamental right, as embodied in the nation's Bill of Rights and the Canadian Charter of Rights and Freedoms, to have access to all expressions of knowledge, creativity and intellectual activity, and to express their thoughts publicly. This right to intellectual freedom, under the law, is essential to the health and development of Canadian society.

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Libraries have a basic responsibility for the development and maintenance of intellectual freedom.

It is the responsibility of libraries to guarantee and facilitate access to all expressions of knowledge and intellectual activity, including those which some elements of society may consider to be unconventional, unpopular, or unacceptable. To this end, libraries shall acquire and make available the widest variety of materials.

It is the responsibility of libraries to guarantee the right of free expression by making available all of the library's public facilities and services to all individuals and groups who need them.

Libraries should resist all efforts to limit the exercise of these responsibilities while recognizing the right of criticism by individuals and groups.

Both employees and employers in libraries have a duty (in addition to their institutional responsibilities), to uphold these principles.”

Library Boards are responsible for the education and advocacy of the principles of intellectual freedom to staff, Council and the public.

Endorsement of this statement does not supersede the Library Board right to establish rules and regulations as set out in the Public Libraries Act. For example, rules governing the orderly sharing of materials.

This statement recognizes that charges for access to free research sources on the Internet constitutes a barrier to intellectual freedom.

### 3.2 Balance

The primary aim of selection is to establish a balanced collection which adequately represents various points of view on a subject. The Barrie Public Library Board recognizes that some materials in the collection may offend some individuals or groups because of language, moral implication, or religious or political point of view expressed. However, selection will not be made on the basis of any anticipated approval or disapproval, but solely on the evaluation by staff of the item's merit, authenticity, honesty of presentation and use to the community.

The Library Board does not advocate particular beliefs or points of view and the presence of an item in the collection does not indicate endorsement of its content.

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3.3 The Library And The Education Community

It is the responsibility of institutions engaged in formal education to provide materials which support their curricula. It may happen that materials collected by the Library meet the needs of school projects, but this is not the primary reason for their selection. Textbooks will be obtained by the Library only when they provide the best coverage of a subject. A book will neither be excluded nor included solely on the basis that it is a textbook.

Referrals may be made to the collections of local educational institution libraries.

3.4 Canadian Materials

Recognizing its responsibility to make Canadian materials available to the public, the Library endeavors to develop a collection which represents significant local and Canadian authors, artists, film makers, and composers.

3.5 Selection Criteria

While a selection policy must be general, certain methods and principles can be followed. All selection must be considered in terms of the following criteria:

- suitability for meeting the needs of the community and appeal to the interests of the community
- artistic excellence, literary merit, technical quality, quality of presentation
- reputation and/or significance of the author generally and in the local community
- accuracy, authoritativeness, objectivity
- comments by reviewers
- originality of thought
- permanent value
- popular demand and current trends
- relation to existing collections and other material on the subject
- skill, competence and purpose of the author
- budgetary and space considerations
- contemporary significance, current usefulness
- suitability of physical form for library use
- availability of materials at other libraries

Items chosen for the collection should meet most - not necessarily all - of these criteria.

3.6 Format

Materials will be purchased in a variety of formats for Library patron use. Selection criteria, listed in Section 3.5, will be applied to selection and deselection of all Library materials.

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Multi-media formats are considered and collections may be established when a significant portion of the community has access to the necessary technology to make use of the format. Formats may be removed from the collection as they move towards obsolescence.

The Library will provide access to information in an electronic format to meet the needs of the community. Some material (i.e. government documents) may only be available in an electronic format.

#### **4. SPECIAL COLLECTIONS**

##### **4.1 Local History**

Materials regarding the history of Barrie and the townships of Oro-Medonte, Springwater, Essa and the Town of Innisfil will be collected; however, the Library does not intend for this collection to be comprehensive or archival.

##### **4.2 Ontario Genealogical Society (OGS)**

The collection of the Simcoe County Branch of the Ontario Genealogical Society is housed in the Library. The Simcoe County Branch of the Ontario Genealogical Society is solely responsible for the development and maintenance of its collection.

##### **4.3 Information Barrie**

###### **Community Information Database**

Information Barrie adheres to the Data Policy of the Information Providers Coalition of Simcoe County. The Community Information database is a collection of records that Information Barrie collects, organizes and makes available on human services. Human services refer to those service sectors of society which are directed to the personal and social growth of people. These services seek to:

- enable access to basic material necessities of life
- cure and prevent illness
- promote emotional stability
- facilitate adaptation to new environments
- compensate for liabilities of age, or family dismemberment
- enhance learning
- provide opportunities for recreation and leisure

Those human services which are part of the government, voluntary and nonprofit sectors are the primary focus of data collection.

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Inclusion in the database does not constitute endorsement, nor does exclusion indicate lack of endorsement.

Where available printed information on these services is also made available in pamphlet racks or on bulletin boards within the Library.

**5. DONATIONS OF MATERIALS**

The Library accepts gift materials with the understanding that such materials may be added to the collection only if they meet the same standards which are applied to purchased materials. Those items which are not added to the collection may be offered to other libraries, sold, or discarded. No condition may be imposed by the donor on the Library relating to any item after its acceptance and Library has no obligation to inform the donor of the disposition of donated materials.

Gifts of money will be accepted on the understanding that selections of items will be made in accordance with the established collection development practices.

As an official Charitable Organization, tax receipts will be issued upon request for substantial donations of books and other materials. The value of used materials must be validated by a recognized independent authority. Any costs associated with the validation must be borne by the donor.

**6. COLLECTION MAINTENANCE**

To keep the collection timely and attractive, materials are withdrawn when they are outdated, worn, or no longer used. The criteria for selection are also utilized in the removal of materials. Replacement of items depends upon the demand for that particular title, the availability of more current materials on the subject, and the extent of the coverage of the subject in the collection.

Information Barrie fully updates each record in the community information database annually as defined in InformOntario (Association of Community Information Centres in Ontario) standards. To ensure accurate information, Information Barrie will only enter or change data that has been obtained or verified from a primary source. Secondary source information can only be used when the source is judged by Information Barrie to be very reliable.

**7. REQUEST FOR REVIEW OF LIBRARY MATERIALS**

The presence of an item in the Library's collection is an affirmation of the principle of intellectual freedom as embodied in the Canadian Library Association Statement on Intellectual Freedom. It does not indicate an endorsement of its contents by the Barrie

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Public Library Board. The following will not cause an item to be automatically included in or excluded from the collection:

- race, religion, nationality or political views of an author
- language
- controversial content
- endorsement or disapproval of an individual or group

The Library will not label or amend items to show approval or disapproval of content of materials.

Physical access to materials will not be restricted except for the express purpose of protecting an item from damage or theft. Patrons of all ages have access to all of the Library's collections except Daisy Talking Books which are restricted by an acquisition agreement with the Canadian National Institute for the Blind (CNIB).

The Barrie Public Library recognizes the right of individuals to express opposition to authors' ideas or to their creative exercise of language in materials selected for the Library. However, the Barrie Public Library will not remove items purchased in compliance with this policy. Selection of material cannot be influenced by any anticipated approval or disapproval of its intellectual content by groups within the community. Although people have the right to reject for themselves material of which they do not approve, they do not have the right to restrict the intellectual freedom of others.

The Barrie Public Library complies with laws enacted at all levels of government. Therefore it does not collect material which has been designated obscene or pornographic under the *Criminal Code of Canada* or has been banned by the courts.

In the event of objection or complaint, the Library patron is asked to complete the form, "Request for Review of Library Materials and Displays".

Motion #01-51	Revised July 5, 2001
Motion #02-45	Revised October 10, 2002
Motion #03-38	Revised October 23, 2003
Motion #04-39	Revised October 28, 2004
Motion #06-39	Revised November 23, 2006
Motion #09-20	Revised June 25, 2009
Motion #11-16	Reviewed April 28, 2011
Motion #13-22	Revised July 24, 2013
Motion #14-36	Revised November 27, 2014
MOTION #15-27	Revised June 25, 2015