

TITLE: Materials Selection Policy

EFFECTIVE DATE: June 28, 2000

AMENDED DATE: March 21, 2023

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## **Responsibility**

The ultimate responsibility for the selection of all materials lies with the CEO acting in accordance with the general policies established by the library board. In practice, the authority is delegated to department heads and other professional staff.

## **General principles of selection**

Quinte West Public Library endorses the basic principles of Intellectual Freedom adopted by the Canadian Library Association and the Ontario Library Association. (see attached)

## **Scope of the collection**

### **Children's collection**

A collection of fiction and non-fiction, picture books and audio-visual materials is provided for children up to the age of 12 years. These collections are designed to stimulate the enjoyment of books and literature, to meet the needs of a varying range of ages and abilities, and reflect the interests of the community.

The responsibility for a child's reading material rests with his or her parents or legal guardians. Selection of materials for the adult and children's collections is not restricted by the possibility that children may obtain materials that their parent's consider inappropriate.

### **Young Adult collection**

A collection of fiction and non-fiction is provided for young people, ranging in age from 12 to 16 years to ease the transition from children's to adult services. This collection is designed to appeal to the changing reading levels, interests and information needs of young people.

## **Adult collection**

A collection of fiction, non-fiction and audio-visual materials is provided for the adult community of Quinte West. The collection provides materials and services to help all citizens obtain information meeting their personal, educational, cultural and professional needs. Special emphasis is placed on providing comprehensive reference services as well as local history collections.

## **Criteria for material selection**

Staff is entrusted by the board to select materials of value for as broad a range of citizens as possible.

Material is selected:

- to satisfy the need for recreational reading, listening and viewing materials for patrons with differing tastes
- to enrich human understanding by dealing informatively with social, personal, political, multicultural, religious and scientific issues
- to educate by providing basic factual information in as broad a base as possible

Quinte West Public Library aims to have volumes of an accessible intellectual level for the majority of its users. Although budget and space limitations place a restriction on the amount of volumes in any subject area, we strive for balance in the collection. All sides of a question or issue are represented as much as possible.

The aim of Quinte West Public Library is to have a collection of quality rather than quantity. We will attempt to buy Canadian where possible, if that Canadian volume represents the best available. Although budget restraints must be considered, where a choice exists between a cheap and broadly available item or a more expensive item better suited to our needs, staff will choose the latter.

All titles are evaluated using the following criteria (Fiction, Non-fiction and Audio-Visual)

- suitability of physical form for library use
- relation to existing collection and other materials available on the subject
- accessibility of materials in other libraries
- interests and composition of the community
- popular demands and current trends
- attention of critics, reviewers and public
- quality of writing and/or visual arts
- reputation, skill, competence and purpose of writer, editor, etc.

- special value as a contribution to social questions and problems or topical interest
- timeliness or permanence of the work
- availability of funds and space
- comprehensiveness and depth of treatment
- clarity, accuracy and logic of presentation
- balance of viewpoints in the collection

Materials may also be purchased to satisfy heavy reading interest. If there is considerable interest in a subject and an expressed public demand to read and judge a book first hand, a title may be included which is controversial.

The library does not buy textbooks specifically related to courses of study in the community. However, textbooks may be purchased or accepted as donations if the subject is not available in any other formats.

The library acquires materials not only for its present users, but also for those who have not traditionally been library users.

While people have the right to reject for themselves material of which they do not approve, they do not have the right to restrict the freedom of others.

## **Gifts**

The library welcomes gifts of books and other materials, subject to Quinte West Public Library's Acquisitions Policy. The same principles of selection that are applied to purchases are applied to gifts. No condition may be imposed relating to an item after its acceptance. Those items that are duplicates or not deemed suitable for the library's collection, may be offered to other libraries, discarded or sold.

Gifts of new or used items represent different types of donations including:

- a) Casual gifts - from one person
- b) Group gifts - formal presentations representing the groups' interests
- c) Memorial gifts

These items may include print (books, periodical subscriptions) or audio-visual materials.

Materials representing group interests will be accepted if they inform about the institution. Materials which recruit or evangelize will be limited. These materials should serve the interests of the citizens using Quinte West Public Library, rather than the interests of the donating group.

## **Recommendations for purchase**

Suggestions from the public for the purchase of books and other materials not in the library's collection are referred to the Public Service Librarians concerned and are considered according to the library's general selection policies.

## **Maintenance of the collection**

The library maintains a policy of on-going weeding of materials based on:

- outdated materials
- materials no longer of interest or in demand
- duplications
- worn or mutilated items

Frequency of circulation, community interest and availability of newer and more current materials are considered.

If an item is regularly subject to loss or mutilation, the library may protect the item by various precautionary measures such as transferring it to the Reference Collection or making it a controlled use item.

## **Procedures for handling challenged materials and complaints about the collection**

1. The board recognizes the right of an individual or group to make a complaint to the library administration concerning the collection.
2. Requests by individuals or groups to have an item or items removed from the library's collection shall be referred in writing on a **Request for Reconsideration of Library Materials form** to the Public Service Librarian.
3. Upon receiving the written complaint, the Public Service Librarian shall review it in light of the board's policy concerning the library's collection. A copy of the complaint will be forwarded to the CEO.
4. If the inclusion of the item in the library collection is found by the CEO to be legitimate and justifiable based on the guidelines set out by board policy, the policy shall be explained in writing to the complainant and no further action need be taken.
5. If the inclusion of the item in the library collection is found by the CEO to be questionable based on the guidelines set out by board policy, the item will be temporarily withdrawn from the collection and the board will be asked by the CEO to make a decision on the matter. The board will communicate that decision in writing to the complainant.

## **Statement on Intellectual Freedom and the Intellectual Rights of the Individual**

### **Introduction**

The Ontario Library Association and its divisions are committed to the fundamental rights of intellectual freedom, the freedom to read and freedom of the press, as embodied in the Canadian Charter of Rights and Freedoms.

Ontario Libraries have the important responsibility to facilitate expressions of knowledge, creativity, ideas, and opinion, even when viewed as unconventional or unpopular. The Ontario Library Association declares its acceptance of the following principles for libraries:

1. Equitable access to library service to the public is based upon the right of the citizen, under the protection of the law, to judge individually on questions of politics, religion and morality.
2. Intellectual freedom requires freedom to critically examine and create other ideas, opinions, views, and philosophy of life, other than those currently approved by the local community or by society in general and including those ideas and interpretations which may be unconventional, uncommon or unpopular.
3. The free traffic in ideas and opinions is essential to the health and growth of a free society and that the freedom to read, listen, view, and create is fundamental to such free traffic.
4. Library governance ensures that the principles of intellectual freedom and expression of thought are upheld.

### **Library Service, Collections and Resources:**

5. It is the responsibility of libraries to maintain the right of intellectual freedom and to implement it consistently in the selection of books, periodicals, films, recordings, and other materials including the provision of access to electronic sources of information and access to the internet. Materials are not excluded from library collections based on race, place of birth, origin, ethnic origin, ethnicity, citizenship, age, creed, disability, family structure, sex, and sexual orientation.

6. It is part of the library's service to its public to resist any attempt by any individual or group within the community it serves to abrogate, censor or curtail access to information, the freedom to read, view, listen or participate by demanding the removal of, or restrictions to library information sources in any format.

### **Library Programming, Events, and Space Bookings**

7. It is the responsibility of libraries to maintain the right of intellectual freedom and expression by implementing it consistently when hosting programs and events within the public space of the library including rented public space by individuals and community organizations.

8. Libraries create welcoming community spaces where community members are free from discrimination and may engage in peaceful assembly. Libraries may cancel or deny permits to individuals or organizations when speech or displays are used in a way that is unlawful.

### **Applicable legislation:**

<https://laws-lois.justice.gc.ca/eng/const/page-15.html>

Canadian Charter of Rights and Freedoms: Section 2(b) of the Charter of Rights and Freedoms protects "freedom of thought, belief, opinion and expression, including freedom of the press and other media of communication".

<https://laws-lois.justice.gc.ca/eng/acts/c-46/>

Criminal Code: Section 63 pertains to Unlawful Assemblies and Riots. Section 297 pertains to defamatory libel. Section 318 pertains to hate propaganda.

<https://www.ontario.ca/laws/statute/90h19#BK2>

Ontario Human Rights Code: Sub-section 13 pertains to infringing on freedom from discrimination.

Revision approved at the OLA AGM, January 30, 2020

## Request for Reconsideration of Library Materials Form

The Quinte West Public Library regards the individual's right to access information through the public library as an important element of a democratic society. Please refer to our Materials Selection Policy for more information.

Challenged materials will remain in use and available until the conclusion of the reconsideration process, as per QWPL's Materials Selection Policy.

Name:

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Email:

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Address:

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Telephone #:

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QW Public Library Card #:

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Item to be reconsidered:

- Fiction Book
- Fiction DVD
  - Children's
  - Teen
  - Adult
- Non-Fiction Book
- Non-Fiction DVD
  - Children's
  - Teen
  - Adult
- Magazine

Title:

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Author:

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Publisher:

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Have you read this book or viewed this DVD?

- Yes
- No
- Parts only

To what in the book or DVD do you object to? (please be specific, cite pages/scenes)

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Why would you like us to reconsider this item as part of our Public Library Collection?

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Please include links to any reviews, articles, websites, or other sources that support this request:

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What actions would you like to see come from this request?

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In its place, what book or DVD of equal literary quality would you recommend that would convey as valuable a picture and/or perspective of the subject?

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Everything I have written here is true and accurate to the best of my knowledge. I agree to be contacted for further discussions about this issue.

Signature:

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Date:

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