

Material Selection Policy

Policy Number:

Policy Type: Operational

Review Period: TBD

Approval History: April 5, 2005, September 27, 2018

1.0 Purpose

The purpose of this policy is to inform the public as to the principles and guidelines upon which decisions about the collection are made, to define responsibility for selection and de-selection and to guide staff in the development of collections that supports the mission and vision of Greater Sudbury Public Library.

The Library's goal in the selection of materials is to serve cultural, recreational, educational and informational needs of the community and to assess current unfilled requirements to anticipate future needs.

2.0 Scope

The Materials Selection Policy applies to all formats including print, non-print, and electronic materials for adult, teens and children.

3.0 Application

This policy applies to any Library staff or organization that undertakes the selection or withdrawal of materials for the Library's collections and to all the Library staff involved with accepting and evaluating gifts to the branch collections.

4.0 Background

The selection of library materials for Greater Sudbury Public Library is driven by principles defined in the Library's Mission Statement. In adopting this Policy, the Library Board endorses the Canadian Federation of Library Associations' [Statement on Intellectual Freedom and Libraries](#) and the Ontario Library Association's [Statement on Intellectual Freedom and the Intellectual Rights of the Individual \(2020\)](#), position on [Children's Rights in the Public Library](#) and the position on [Teen's Rights in the Public Library](#).

The Library Board, in establishing this Materials Selection Policy, was cognizant of Section 2(b) of the [Canadian Charter of Rights and Freedoms](#) which guarantees everyone the freedom of thought, belief, opinion and expression, including freedom of the press and other media of communication.

5.0 *Non-Endorsement of Content Statement*

Selection of an item for a library collection does not constitute endorsement by Greater Sudbury Public Library of either the content or viewpoint expressed in that item.

6.0 *Access to Collections*

Greater Sudbury Public Library may control use of any collection material in order to protect items deemed susceptible to theft or damage by patrons or to ensure the widest possible use of materials by library customers.

Greater Sudbury Public Library may host or provide access to collections owned by partner organizations. Access to partnership collections may be restricted due to requirements imposed by the partner organization. For example, the Ontario Genealogical Society (OGS) Sudbury Chapter collection or Centre for Equitable Library Access (CELA) collection.

7.0 *Collection Development Goals*

Library materials in both official languages are selected to meet intellectual, educational and recreational needs for information by providing materials that:

- Support lifelong learning
- Ensure easy and open access to information
- Support a physically, intellectually, socially and ecologically healthy community
- Introduce and develop understanding of our world
- Amaze, amuse and create a sense of wonder
- Entertain library patrons all of whom have unique reading, viewing and listening interests
- Support the Library's declared mission, vision, and strategic objectives

8.0 *Selection Criteria*

Defined below are criteria which will be used for the development of library collections.

- Availability of funds, space and staff resources
- Relation to existing collections and other material on the subject
- Availability of material in other public libraries
- Interests and cultural composition of the community

- Popular demand by the public and current trends
- Quality of writing and/or visual art
- Reputation, skill, competence and purpose of the originator of the work
- Comprehensiveness and depth of treatment
- Clarity, accuracy and logic of presentation
- Balance of viewpoints in the collection
- Timeliness or permanence of the work, classics in the subject area or genre
- Suitability of physical form for library use
- Canadian and local content

The decision to purchase material which might be objectionable to some people because of language, subject matter or moral attitude will be guided by qualified reviews and based on an assessment of the author's general intent.

The Library recognizes the purposes and resources of other information agencies in the City of Greater Sudbury and does not needlessly duplicate materials.

Library materials will be purchased in both English and French using a formula based on demographics and circulation which reflects community needs and the availability of materials.

9.0 Exclusions from Selection

Greater Sudbury Public Library does not keep, acquire, or purchase material that violates the Criminal Code definitions of "obscene material", "hate propaganda" or "seditious material" as defined by case law interpreting those provisions, including the application of The Canadian Charter of Rights and Freedoms.

No material will be excluded from selection solely because of the race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, age, marital status, receipt of public assistance, political affiliation, disability, level of literacy, language and/or socio-economic status of the creator of the work.

No materials are excluded from selection for library collections solely because they may come into the possession of a child.

Textbooks and curriculum-related works are not purchased unless they are considered useful to the general reader as an introduction to a subject, are the only source of information, or because their content is considered essential to a library collection.

Greater Sudbury Public Library does not buy "infomercials", i.e. items of a mainly promotional nature, for circulation.

10.0 Gifts and Donations

The Library does not accept unsolicited donations of material. The same criteria and guidelines contained in the materials selection policy are used to evaluate donations. It is understood that donations are freely given without conditions attached, unless specifically negotiated beforehand.

If not added to the collection, donated materials will be disposed of by staff in the same way as other materials removed from the collection.

11.0 New Format

Careful consideration is given to the introduction of new formats to Greater Sudbury Public Library collections. Budget considerations, community needs and the probable impact on existing resources are all reviewed before items are selected and introduced to collections in a new format.

The selection of material in any new format may result in the library's decision to retire specific items or material formats from its collections in order to responsibly accommodate trends in user demands and/or changes in technology.

12.0 De-Selection and Collection Maintenance

Materials are regularly assessed for their condition, accuracy, currency, performance within the context of the library collection in which they are located and relevance to library patrons. The withdrawal of materials from any collection is a formal process conducted by knowledgeable staff as a necessary means to maintain collection vitality, size and scope. The Library actively and continuously monitors the performance of the collection to balance both immediate demand and the long-term user needs.

Materials of local historical importance and interest are retained when the content has enduring worth to the community and added to the Library's Local History Collection. Material added to the Local History Collection shall be held until such time as it is deemed no longer relevant and is de-accessioned.

Materials removed from the collection are, in order of priority:

- Placed in the Library's used book sales
- Donated to community organizations or little free libraries within Greater Sudbury
- Recycled

13.0 Recommendations for Purchase

The Library welcomes suggestions from the public of titles to add to the collection. Items recommended for purchase are evaluated using the selection criteria outlined above.

14.0 Inter-Library Loan Services

Unavailable materials can be requested by library patrons from other library systems by using Inter-Library Loan services. Fees for the service occasionally apply. Inter-library loan requests can be made at any library branch or through the Library's website.

15.0 Reconsideration of Library Materials

The Greater Sudbury Public Library recognizes the right of individuals to express opposition to author or artists' ideas or to their creative expression in items selected for the Library. While people have the right to reject for themselves items of which they do not approve, they do not have the right to restrict the freedom of others. The Greater Sudbury Public Library is a resource where many points of view and modes of expression can be examined without hindrance.

The presence of an item in the collection does not indicate an endorsement of its contents by the Greater Sudbury Public Library, but rather is an affirmation of the principle of intellectual freedom as embodied in the Canadian Federation of Library Associations' Position Statement on Intellectual Freedom and Libraries.

Those who object to materials located in the Library's collection are asked to complete a Request for Reconsideration of Library Materials form. Upon receipt of the Request for Reconsideration of Library Materials Library staff will:

1. Acknowledge receipt of the request with the individual who submitted the request
2. Form an internal committee and conduct a formal evaluation of the request and the material in question. Staff will evaluate the request and any material with reference to this policy, other Board-approved policies, and Board-endorsed position statements.
3. Communicate the outcome of the review including any decisions made by the evaluation committee.

Staff will submit a report to the Board on a quarterly basis identifying all Request for Reconsideration of Library Materials received in during the preceding period.

Some of the Library's digital content is provided using third-party vendors. The Library subscribes to services in which third-party vendors, not Library staff, determines the specific titles or materials made available through the service. In these circumstances, the Library is unable to reconsider materials that



Library users object to, but may inform the third-party vendor of user concerns and/or take these concerns into consideration in determining whether to continue using the vendor.

The Library does not mark selected materials in order to indicate approval or disapproval of item contents or attempt to censor information contained in selected items.