



Collection Management Policy

Created: September 2022

Purpose

The purpose of the collection management policy is to establish general guidelines, responsibility, and criteria for the selection, purchase, gifting, and withdrawal of materials for the library collections in accordance with the Lincoln Pelham Public Library's mission and strategic plan.

Policy Statement

Collection management is an ongoing process requiring professional judgment to balance competing needs and demands while maximizing the fiscal resources entrusted to the Library. The responsibility for selection of all materials rests with the Library CEO acting in accordance with the policies established by the Lincoln Pelham Public Library Board.

Scope

A significant responsibility is to serve customers by providing a broad choice of materials to meet their informational, educational, cultural, and recreational needs. Lincoln Pelham Public Library will ensure adequate representation of diverse cultures and foster equitable access. We want everyone who visits to see themselves represented in the library's collections.

The Library attempts to provide equitable distribution of its materials throughout the system. The Library aims to establish a balanced collection which adequately represents various points of view on a subject. The Library is aware that some items in its collection may be offensive in whole or in part to some customers. While the Library respects individual's rights to express their views, it upholds the right of other individuals to have access to those same items. The selection of an item by the Library does not in itself constitute endorsement of the viewpoint or information expressed in that item.

Responsibilities

The Lincoln Pelham Public Library Board assumes ultimate responsibility for the collection and for implementation of the Collection Management Policy. The Library Board delegates this responsibility to the Chief Executive Officer who in turn delegates it to qualified staff. Qualified staff are responsible for following the principles of selection of the Collection Management Policy. The Library holds that the responsibility for the use of materials by children and youth rests with their parents or legal guardians. The Library's selection and classification of materials does not eliminate the possibility that children may obtain items that their parents or legal guardians may consider inappropriate.

Principles of Selection

The following criteria are used to evaluate materials. The criteria are applied to all materials, regardless of format, whether purchased or gifted. Items need not meet all the criteria to be acceptable. These criteria are not listed in any order of priority.

- suitability of physical form and technical quality for library use
- budgetary and space priorities
- opportunity to broaden horizons, inspire imagination and reflection
- artistic and literary merit
- relationship to existing collections and other material on the subject
- suitability of reading level for the intended audience
- current and potential relevance to community needs & interests
- authoritativeness of the writer and reputation of the publisher
- enduring value and quality of writing and/or visual and/or audio content
- importance as a document of current and past times
- Canadian and local content
- popular demands and trends, both existing and anticipated
- balance special interests and points of view with general demand in order to provide insight and contribution to questions and problems of topical interest.
- availability of similar material within the community and other libraries

An item need not satisfy all the above criteria in order to be acceptable.

Intellectual Freedom: Lincoln Pelham Public Library endorses the Canadian Federation of Library Association's Statement on Intellectual Freedom and Libraries dated April 12, 2019.

Gifts and Donations

Lincoln Pelham Public Library has the discretion to accept gifts of materials that may be considered for the Library collection and reserves the right to decide the disposition of gifts received. No condition may be imposed by the donor on the Library relating to any item after its acceptance. Once received, materials are the exclusive property of the Library.

Suggestions from the Public

The Library welcomes suggestions from the public for additions to the collection. Suggestions will be evaluated in accordance with the criteria in this policy.

Collection Maintenance

To keep the collection timely and attractive, materials are withdrawn when they are:

- outdated
- worn
- redundant
- duplicate copies
- abundance of material on the same subject

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.

Reconsideration of Materials

The Library recognizes the right of an individual or group to make a complaint about the inclusion of material in the Library's collection. In the event of such a complaint the following steps will be followed:

- The individual or group will be asked to complete a Request for Reconsideration form (see Appendix A). One form per item to be reconsidered.
- The completed form will be forwarded to the Library CEO.
- The Library CEO will review the material in question, gather additional outside information if required, and make a decision using the principles outlined in this policy.
- Upon completion of the review the individual or group will be provided with the decision and a written explanation.
- If the complainant is not satisfied with the response, the submitted Request for Reconsideration and the CEO's report will be forwarded to the Library Board for review.

Related Documents

- Lincoln Pelham Public Library Intellectual Freedom Policy.

Appendix A – Request for Reconsideration FormLINCOLN PELHAM PUBLIC LIBRARY
RECONSIDERATION OF MATERIALS FORM

Title : _____

Author : _____

Reason : _____

Are you aware of any reviews of this material? Yes _____ No _____

Are you familiar with the Lincoln Pelham Public Library's Collection Management Policy?

Yes _____ No _____

Name : _____

Phone number : _____

Address : _____
