



Meaford Public Library

Collection Development Policy

Policy-26

April 2025

The Meaford Public Library collection supports its vision of being a welcoming and inspirational destination for knowledge and learning. It is the goal of the Meaford Public Library to provide equitable access to ideas and knowledge by providing diverse collections relating to cultures, languages, religious traditions, and peoples, in a variety of formats from books to audio and video materials. A broad range of authors, content creators and experiences will be included and highlighted in the collection. The bibliographic database will use subject headings and descriptors which are inclusive, including the use of Indigenous Subject Headings as they become available. This policy sets out the parameters for the development of the collections, decisions on the selection of materials, and is the basis for collection evaluation, planning, and budgeting. It also serves to acquaint the general public with the principles of selection.

Section 1: Scope and Size of the Collection

1. The library provides a collection of books and materials:
 - a) in a variety of alternative and accessible formats
 - b) for all ages
 - c) that is responsive and reflective to the needs and interests of the diverse community
 - d) that are bound by the principles of the Statement on Intellectual Freedom and the Intellectual Rights of the Individual Canadian Federation of Library Association's Statement of Intellectual Freedom and Libraries, approved originally June 27, 1974; Amended November 17, 1983; November 18, 1985; and September 27, 2015. CFLA-FCAB: Adopted August 26, 2016; Reviewed April 12, 2019.
2. The collections shall represent diverse points of view and may include materials that some members of the public consider to be controversial in nature.
3. The presence of an item in the library does not indicate an endorsement of its content.
4. The library is not responsible for providing collections that fulfill the curriculum needs of students and educators.

5. The library develops collections for adults, teens, and children which include, but are not limited to, the following areas:
 - a. fiction and non-fiction
 - b. magazines and periodicals
 - c. music and media such as films
 - d. local history and local interest
 - e. large print
 - f. audiobooks
 - g. electronic items such as: e-books, e-audiobooks, e-magazines, e-music, and e-movies
 - h. subscription electronic databases
 - i. literacy for all ages
 - j. government documents
 - k. multi-lingual items including French language. Materials in non-English languages will be made available based upon community demographics and public interest
 - l. non-traditional items such as those found in the “Library of Things” collection such as video games, sports equipment, electronic items, leisure items such as puzzles, birdwatching kits, etc.
6. Staff are responsible for developing profiles for each area of the collection to further define the scope of the collections. These profiles are tools for collection development and evaluation.
7. The library participates in consortia and in pools to broaden the scope and size of the collection. To provide users who have print disabilities with a broader collection, Meaford Public Library will join accessible format initiatives like the Centre for Equitable Libraries Access (CELA) deposit collection.
8. Recognized, professional standards will be used to determine the appropriate size of the collection. Planning for budgets and facilities for housing collections must reflect these standards.
9. Inventory of the collection is done regularly.

Section 2: Selection of Materials

1. The Meaford Public Library Board delegates responsibility for the collection to the CEO of the library, who may in turn delegate to qualified staff.
2. Library materials may be purchased from library suppliers, local retail outlets, subscription agencies, online book suppliers or other means.
3. In selecting materials, staff will use professional resources, judgment, knowledge, and experience.

4. Staff will proactively solicit advice from, as well as anticipate, the needs and interests of the community as outlined in the Meaford Public Library Strategic Plan.
5. What is ordered and what remains in the collection is based on the following criteria:
 - a) recommendations by critics or reviewers
 - b) public demand and popularity
 - c) relationship of subject to existing collection
 - d) importance of subject matter to community needs
 - e) materials to satisfy the diverse interests of our community
 - f) authority or significance of author
 - g) quality of writing, production, and illustrations.
 - h) authority and standards of publisher
 - i) suitability of format for library use
 - j) Canadian content including local materials and local history, however the library is not under any obligation to add to its collection everything about the area or produced by local authors, printer or publishers, if it does not seem to be in the public interest
 - k) accessibility criteria and features
 - l) limitations of budget and space
 - m) currency and relevancy of content
 - n) licensing restrictions
6. The Library will not exclude an item from its collection solely because of:
 - a) All author's/creator's will not be discriminated against based on all elements outlined in the Canadian Charter of Rights and Freedoms
 - b) Frankness or coarseness of language.
 - c) Controversial content.
 - d) Endorsement or disapproval of an individual or group.
 - e) Language of the text.

The Library will neither undertake to mark items in order to show approval or disapproval nor remove parts of any materials.

Section 3: Withdrawal and Replacement of Items

1. An up-to-date, attractive, and useful collection is maintained through a continual withdrawal and replacement process.
2. The ongoing process of withdrawal is the responsibility of the CEO. This responsibility may be delegated to qualified staff.
3. Withdrawn material may be sold, donated, or discarded at the library's discretion.

4. Replacement shall depend on demand for the title, availability of the title, availability of more current material on the subject, and the extent to which the subject is already covered in the collection.
5. AI generated content and literature, once identified, will be reviewed, and could be withdrawn from the collection to maintain the integrity of human-created works.

Section 4: Gifts and Donations

The Library accepts at the discretion of the Library CEO or designate, gifts of books, other materials, or money for the purchase of materials, with the understanding that they will be added to the collection only if deemed appropriate to a balanced collection. Books and other materials may be rejected based upon the physical condition of those items. The Meaford Public Library has unconditional ownership of all donated materials. The library reserves the right to dispose of a gift of library material without notifying the donor if later examination indicates that the library cannot use it.

1. Restricted monetary gifts will be accepted on the condition that the specific use requested is consistent with the goals and objectives of the Meaford Public Library. Unrestricted monetary gifts will be used at the discretion of the Library Board of Trustees in accordance with Policy 4 - General Gift Acceptance and/or the Library's Collection Development Policy. A tax receipt will be given to the donor of \$20 or more.
2. The Library cannot appraise any items for tax purposes.
3. The Library does not accept items for permanent exhibit.

Section 5: Requests for Reconsideration from Members of the Community

1. Requests for the re-consideration of, withdrawal of, or restricted access to a specific item in the collection from a member of the community must be received by the CEO in writing. Responses to these requests are guided by the Meaford Public Library Strategic Plan and that:
 - a) People have the right to reject for themselves material of which they do not approve but they do not have the right to restrict the intellectual freedom of others.
 - b) It is the right of parents and legal guardians to determine and select the most appropriate materials for the minor-aged children in their care.

2. Patrons who wish to request the withdrawal or reclassification of materials currently owned by the library are encouraged to discuss their concerns with the Library CEO or designate. If the patron is not satisfied with the response to their request, the Library CEO will provide the patron with information and a Request for Reconsideration of Library Materials form to request formal reconsideration:
 - a) Reconsideration requests must come from a resident of the Municipality of Meaford.
 - b) All materials will remain on the shelf while a review is under way.
 - c) Only 1 reconsideration request may be made by the same person at one time.
 - d) The complainant must have read or viewed the entire material before commencing a reconsideration request.
 - e) A committee will be formed consisting of a library staff member, a Meaford Public Library Board Council Representative member, and the Library CEO to review the work in its entirety.
 - f) The review of the work may include but not be limited to: The Meaford Public Library Strategic Plan, the Meaford Public Library Collection Development Policy, literary and artistic merit, positive reviews or awards, CFLA's position statements on Intellectual Freedom, contemporary significance and value, and other relevant criteria.
 - g) The results of the review will be communicated to the complainant within 45 days.
 - h) If the complainant is not satisfied with the decision, a written appeal may be submitted within 10 business days to the Meaford Public Library Board.
 - i) The decision of the Board is final.
 - j) An item will be considered for removal only once every 5 years.

Related Documents:

Meaford Public Library, **Policy 1 Intellectual Freedom Policy**

Meaford Public Library, **Policy 4 General Gift Acceptance Policy**

Meaford Public Library, **Policy 36 Integrated Accessibility Standards Policy**

Meaford Public Library, Request for Reconsideration of Library Materials

Municipality of Meaford, **Charitable Donations Policy**

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