



Policy Type:	<b>Operational</b>	Policy Number:	<b>OP-04</b>
Policy Title:	Collection Development (Including Appendix: Request for Reconsideration of Material Form)	Initial Policy Approval Date:	<b>Oct. 27, 2004</b>
		Last Review/Revision Date:	<b>Feb. 14, 2024</b>
		Year of Next Review:	<b>2027</b>

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The Mississippi Mills Public Library provides diverse collections of physical and digital library materials relating to cultures, languages, religious traditions, and peoples, in all our formats from books to audio and video materials. A broad range of authors, content creators and experiences are included and highlighted in our collection. Our bibliographic database uses subject headings and descriptors which are more inclusive, including the use of Indigenous Subject Headings, as they become available. This policy sets out the parameters for the development of the collections and decisions on the selection of materials and is the basis for collection evaluation, planning, and budgeting.

## **SECTION 1: SCOPE AND SIZE OF THE COLLECTION**

1. The Library provides a collection of books and materials that is responsive to the needs and interest of a diverse community:
  - a) including a variety of alternative and accessible formats (such as through the Centre for Equitable Library Access – CELA)
  - b) including multilingual materials in response to community need
  - c) including representation of a wide variety of opinion, lived experience, culture, language, religious tradition, and people
2. The collections shall be balanced and represent diverse points of view and may include materials that some members of the public consider controversial in nature.

3. The presence of an item in the Library does not indicate an endorsement of its content by the Library.
4. It may happen that materials in the collections meet the needs of students, but this is not the primary reason for their selection. It is the responsibility of schools to provide materials which support their curricula.
5. The Library develops collections which include, but are not limited to, the following areas: fiction and non-fiction for adults, young adult (YA) and children; magazines and periodicals, media, local history and local interest, literacy, and government documents. Materials in non-English languages will be made available based upon community demographics and public interest.
6. The staff is 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 to broaden the scope and size of the collection.
8. To provide users with print disabilities with a broader collection, the Library works with the Centre for Equitable Library Access (CELA).
9. Recognized, professional standards will be used to determine the appropriate size of the collection. Planning for budgets and facilities must reflect these standards.

## **SECTION 2: SELECTION OF MATERIALS**

1. The Board delegates the overall responsibility for the collection to the CEO/Chief Librarian (CEO).
2. Selection responsibility for specific portions of the collections may be delegated to staff. In selecting materials, staff will use professional resources, judgment, knowledge and experience.
3. The staff will proactively solicit advice from, as well as anticipate the needs and interests of, the community.

4. What is ordered, and what remains in the collections, is based on the following criteria:
  - a) recommendations by critics or reviewers
  - b) public demand
  - c) relationship of subject to existing collection
  - d) importance of subject matter in relation to community needs
  - e) authority or significance of author
  - f) quality of writing, production and illustrations
  - g) accessibility criteria and features
  - h) authority and standards of publisher
  - i) suitability of format for library use
  - j) Canadian content
  - k) currency and relevancy of the content
  
5. The Mississippi Mills Public Library will provide collections relating to Indigenous cultures, languages, and peoples, including books, audio and video materials as outlined in the Respect and Acknowledgement Declaration policy (FN-05). The Library's collection will include titles by and about First Nation communities and will include titles presented in the First Nation Communities Read program. Our teen and adult materials will also include First Nations and Metis graphic novels, and a selection of DVDs on history, culture and native issues.

### **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 shared with other members of the staff.
  
3. Items will be withdrawn based on the CREW Method for weeding the collection (as provided by the Texas State Library and available at <https://www.tsl.texas.gov/ld/pubs/crew/index.html>).
  
4. Withdrawn material may be discarded or sold at the Library's discretion.
  
5. 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.

#### **SECTION 4: REMOTE DIGITAL COLLECTIONS**

1. The Library either subscribes directly to a remote digital collection or is a member of a consortium that subscribes to a collection. For example:
  - a) the Library subscribes directly to Kanopy for videos and to the Ancestry database
  - b) the Library is a member of the Ontario Library Consortia (OLC), which provides access to Overdrive for eBooks, audiobooks and downloadable magazines
2. Items in the collection are determined by the vendor. The selection and withdrawal of digital collections, and specific items within the digital collection if available, is governed by the same criteria applied to physical materials.

#### **SECTION 5: GIFTS AND DONATIONS**

1. The Library accepts gifts of books, other materials, or money for the purchase of specific items, with the understanding that they will be added to the collection only if appropriate, needed and contribute to a balanced collection.
2. Gifts of books or other materials may be rejected for donation based upon the physical condition of those materials.
3. All donated material automatically becomes the property of the Mississippi Mills Public Library.
4. The same criteria of selection and withdrawal applied to purchased materials also apply to gifts and donations.
5. Donated materials not added to the collection may be discarded or sold at the Library's discretion.

#### **SECTION 6: REQUESTS FROM MEMBERS OF THE COMMUNITY**

1. Suggestions from the community for the purchase of items are always welcome and are given due consideration.
2. 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 (Appendix A: Request for Reconsideration Form). Responses to these requests are guided by the Board's position 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 as outlined in the Intellectual Freedom policy (FN-04)
- 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.

## **RELATED DOCUMENTS**

- Mississippi Mills Public Library Board Policies: Intellectual Freedom (FN-04)
- Respect and Acknowledgement Declaration (FN-05)
- Accessibility in the Library (OP-15)



**Mississippi Mills  
Public Library**

**APPENDIX - REQUEST FOR RECONSIDERATION OF MATERIAL FORM**

The Mississippi Mills Public Library Board has established a Collection Development Policy (OP-04). If you wish to request reconsideration of a resource, please return the completed form to the CEO/Chief Librarian at Mississippi Mills Public Library, 155 High St, Almonte, ON K0A 1A0.

Date \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Province \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Do you represent self? \_\_\_ Or an organization? \_\_\_ Name of Organization \_\_\_\_\_

1. Resource on which you are commenting:

\_\_\_ Book \_\_\_ Movie \_\_\_ Magazine \_\_\_ Audio Recording \_\_\_ Digital Resource (i.e. eBook)

\_\_\_ Newspaper \_\_\_ Other

Title \_\_\_\_\_

Author/Producer \_\_\_\_\_

2. What brought this resource to your attention?

\_\_\_\_\_  
\_\_\_\_\_

3. Have you examined the entire resource? If not, what sections did you review?

\_\_\_\_\_  
\_\_\_\_\_

4. What concerns you about the resource? Please be specific, citing page numbers or sections.

\_\_\_\_\_  
\_\_\_\_\_

*Mississippi Mills Public Library Board (MMPLB)*

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5. Are there resource(s) you suggest to provide additional information and/or other viewpoints on this topic?

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6. What action are you requesting the committee consider?

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