



Collection Development Policy

Policy: 001
Committee: Policy & Planning
Topic: Collection Development

Passed: November 18, 2021
Amended:
Review Period: 5 Years

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Land and Territorial Acknowledgment

Bowen Island Public Library is located on the traditional and unceded territory of the Skwxwú7mesh (Squamish) Nation, and is committed to the inclusion and amplification of Indigenous voices in library collections.

Purpose and Scope

The purpose of the Collection Development Policy is to provide guidance for the selection and evaluation of materials which anticipate and meet the needs of the Bowen Island community. It directly relates the collection to the library's mission statement and guiding principles, and defines the scope and standards of the collection.

As the community changes, Bowen Island Public Library (the Library) will reassess and adapt its collections to reflect the needs and expectations of the communities served. This policy applies to all items and formats, including print materials, digital materials, and non-traditional library collections. This policy applies to items purchased by or donated to the Library, including works donated by the author or creator of the item.

Guiding Principles

Bowen Island Public Library strives to develop and maintain a diverse, relevant, and accessible collection of materials that meet the changing needs of our community.

The Library adheres to the [Constitution Act, 1982, Part 1, Canadian Charter of Rights and Freedoms, Section 2b](#), which guarantees everyone the following fundamental freedoms: freedom of thought, belief, opinion and expression. The Library also endorses the [Canadian Federation of Library Associations' Statement on Intellectual Freedom and Libraries](#). In accordance with this statement, the Library strives to make the collection balanced and representative of diverse points of view, and may include materials that some members of the public consider to be controversial in nature. The presence of an item in the library does not indicate an endorsement of its content by the Library.

The Library endeavors to provide equitable access to the collection and will provide opportunities for patrons and community groups to recommend or request items and formats for the collection.

The materials budget will be maximized through coordinated and controlled expenditure and will be monitored closely to ensure budget targets are met. Where appropriate, the Library will participate in resource sharing initiatives and consortium purchasing to provide the greatest access to library materials. Collection purchases will be made throughout the year and not concentrated in one quarter.

Selection of Materials

The Library Board delegates the overall responsibility for the collection to the Chief Librarian. The responsibility for selection and retaining materials is delegated by the Chief Librarian to qualified and knowledgeable staff who employ the criteria outlined in this policy.

In selecting materials, staff will use professional resources, and their experienced judgment and knowledge. Selection will be founded on staff familiarity with existing collections, their awareness of the needs of library patrons, and their knowledge of current and future trends in informational and recreational materials suitable for public library use.

Whether purchased or donated, materials will be considered according, but not limited, to the following criteria, in no order:

- Accessibility features
- Contribution to the balance of viewpoint on a controversial subject
- Cost relative to the value the item contributes to the collection
- Interests and composition of the community
- Local significance of the author or creator of the work
- Popular and/or anticipated demand and current trends
- Quality of writing, production, and illustration
- Relation to existing collections and other materials on the subject
- Representation of diverse cultures and voices
- Suitability of physical and/or digital format for library use
- Timeliness and accuracy of the information

An item need not meet all of the above criteria in order to be acceptable. Items that fall outside of the selection criteria of Bowen Island Public Library, or that are temporarily or permanently unavailable, can be requested by library patrons from other library systems through Interlibrary Loan. The Library has the authority to limit the number of Interlibrary Loan requests.

The Library will not purchase, retain or make accessible in its collection materials in violation of the statutes of British Columbia or Canada.

Patron Requests

Library patrons may place a formal request for the purchase of a material. Patrons wishing to request the purchase of an item must complete a Suggest a Purchase form. All Suggest a Purchase forms will be reviewed by library staff who will apply the selection criteria as outlined in this policy.

Accessible Formats

Bowen Island Public Library is dedicated to providing resources to our patrons with print disabilities. The Library will provide access to materials that serve the needs of individuals with visual or print disabilities. Library staff are available to assist patrons to access the broad collection of assessable works available from the Center of Equitable Library Access.

Collection Maintenance and Deselection

In order to maintain a current and relevant collection, it is necessary to withdraw materials from the Library collection regularly and systematically. Collection maintenance and deselection will be carried out by qualified and knowledgeable library staff.

The following criteria is considered when withdrawing materials from all collections and formats, in no order:

- Accuracy
- Availability of other copies
- Format
- Frequency of use
- Physical condition
- Relevance to needs and interests of the community
- Space limitations
- Timeliness

Items may be replaced or rebound if they are found to still be of value to the collection. Replacement depends on the demand for the title, the availability of more current materials on the topic, and the extent of the coverage of the subject in the collection.

Withdrawn material will be donated to Better World Books. Items that are not accepted by Better World Books will be either donated to the Friends of the Bowen Island Library book sale or processed and placed into recycling.

Donations of books and other materials

The Bowen Island Public Library welcomes donations of books, materials, or money for the purchase of books, materials, equipment, programs or facility enhancement. The Library reserves the right to decide the use or disposition of all gifts received. All donated material will be reviewed according to the same selection criteria applied to purchased materials and all gifts become the property of the Library. Material which is not needed for the collection may be sold for the benefit of the Library. A tax receipt will be provided upon request for monetary donations of \$20 or more.

Responsibility of the Patron

The Bowen Island Public Library collections include a wide range of materials representing various points of view, including materials which may be considered controversial or offensive to some individuals. While library staff are available to assist individuals and groups in selecting materials, the ultimate responsibility for choice of materials lies with the patron.

Responsibility for a child or teen's choice and use of materials rests with their parent(s) or legal guardian(s). The Library believes in the freedom of the individual, and that parents or legal guardians must interpret and maintain their own standards for what items are borrowed from the Library.

Library patrons of all ages have open access to all the Library's collections. Selection for the adult collection is not restricted by the possibility that children or teens may access materials their parent(s) or legal guardian(s) may consider inappropriate.

Reconsideration of Materials

The Bowen Island Public Library regards the right of access by an individual to information, controversial or non-controversial, through the public library as an important element of a democratic society.

The presence of any material in the Library does not indicate an endorsement of its contents by the Library Board. The Library recognizes that some materials may be considered controversial and that any given item may offend some individuals. In the case of contentious content, an effort will be made to see that all points of view are represented.

While library staff will attempt to guide individuals and groups to materials suitable for their use, the ultimate responsibility for the choice made by the patron lies with the patron and/or their parent(s) or legal guardian(s). Selection will not be inhibited by the possibility that controversial materials may come into the hands of children.

Request for the reconsideration of a material must be made in writing and on the understanding that the decision will not be determined by pressure from any group or individual, nor will materials serving the purpose of the Library be removed from the collection. The material in question will remain available for circulation during the review process.

Patrons from the Bowen Island Public Library community wishing to recommend the removal of a particular item in the library collection must complete a Request for Reconsideration of Specific Library Material form (Appendix A). Completed forms will be forwarded to the Chief Librarian for review, and a written response will be sent within 30 days. Decisions regarding the reconsideration of materials will be made in relation to the Library's mission statement, guiding principles, and the selection criteria of this Collection Development Policy.

If the patron is still not satisfied, a written request for the review to be appealed will be forwarded to the Board of Trustees for their consideration at the next scheduled Board meeting. The Board of Trustees will rule on the appeal and report the decision to the complainant within 30 days of the meeting. The final decision on reconsideration of library materials rests with the Library Board.

Appendix A:



REQUEST FOR RECONSIDERATION OF SPECIFIC LIBRARY MATERIAL

TITLE: _____

AUTHOR/CREATOR: _____

PUBLISHER & DATE OF PUBLICATION _____

I have read Bowen Island Public Library's Collection Development Policy in full.

1. What brought this resource to your attention? For reviews, please give publication details.

2. Have you read/viewed the entire work? If not, what sections did you review?

3. For what reasons do you object to this material?

4. Are there specific sections to which you object, or do you object to the work as a whole?
Please be specific and give page numbers where applicable.

5. What resources do you suggest to provide additional information on this topic?

6. What action would you like the library to take on this material?

YOUR NAME: _____

ADDRESS: _____

EMAIL: _____

PHONE NUMBER: _____

Thank you for your concern and comments. The Library Director will review the material in light of your comments, involving other professional staff as appropriate. We will send you a written notice of our decision regarding the material. This decision may be appealed to the Board of Trustees if you feel that is necessary.