

Muskoka Lakes Township Public Library  
LIBRARY BOARD POLICY

Policy Type: Operational	Policy Number: OP-24
Policy Title: Collection Development	Policy Approval Date: 04/16/24
Chairperson: V. Duke	Policy Review Date: 04/28

**Intent:**

The collection of the Muskoka Lakes Public Library (herein after referred to as the Library) supports the Library's mission to enhance the development of vibrant communities through the promotion of literacy and lifelong learning. It is the goal of the Library to provide equitable access to ideas and knowledge. The Library is committed to making the collection accessible to people with disabilities by offering a choice of formats.

**Regulations:**

This policy sets out the parameters for the development of the collection and the decisions on the selection of materials. It is the basis for collection evaluation, planning and budgeting. As outlined in the Library's policy on Intellectual Freedom (GF-04) the Library is guided by the Canadian Library Association's "Statement on Intellectual Freedom" in developing its collection.

**Procedures:****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 interests of a diverse community, including:
  - a. a variety of alternative and accessible formats (such as those available through the Centre for Equitable Library Access – CELA)
  - b. multilingual materials in response to community need
  - c. representation of a wide variety of opinion, lived experience, culture, language, religious tradition, and people
2. The collection shall be balanced and 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 develops collections which include, but are not limited to, the following areas: fiction and non-fiction for adults, young adults and junior, magazines, picture books, audio/visual, local history and local interest, adult literacy, government documents, and accessible formats.
5. 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 responsibility for the collection to the Chief Executive Officer (CEO).
2. Selection responsibility for specific portions of the collection may be delegated to staff. In selecting materials, staff will use professional resources, judgement, 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 collection, 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
5. In accordance with our Indigenous Awareness and Reconciliation Policy (GF-06), the Library will provide collections relating to Indigenous cultures, languages, and peoples, including books, audio and video materials. Our 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.
6. The Library welcomes submissions from self-published and independently-published authors, especially local authors, who wish to have their books/media added to the Library collection. Authors who are interested in submitting their work must complete the Collection Submission form to provide information about their work. Unsolicited materials will be recycled without response.

## 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 American Library Association's Crew Method (Continuous Review, Evaluation, and Weeding) for weeding the collection.
4. Withdrawn material may be discarded, shared or sold.
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: 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. Gifts of books or other materials may be rejected for donation based upon the physical condition of the materials.
2. All donated material automatically become the property of the Library.
3. The same criteria of selection and withdrawal applied to purchased materials also apply to gifts and donations.
4. Donated materials not added to the Library's collection are discarded, donated, or sold at the Library's discretion.

#### **Section 5: 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. 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
  - b) it is the right of parents and legal guardians to determine and select the most appropriate materials for children under the age of 14 in their care.

#### **Related Documents**

MLPL GF-04 Intellectual Freedom  
MLPL GF-05 Respect and Acknowledgement Declaration  
MLPL GF-06 Indigenous and Reconciliation  
MLPL GF-07 Diversity and Inclusion  
MLPL OP-26 Local History and Genealogy  
MLPL OP-23 Procurement of Goods and Service



## Appendix A

# Collection Submission Form

MLPL welcomes submissions from self-published and independently-published authors, especially local authors, who wish to have their books/media added to the library collection.

We ask that authors interested in submitting their work first use the form below to tell us more about the title. Please do not send the library any unsolicited materials as they will be recycled without response.

To be considered for inclusion, all submissions must meet the selection criteria outlined in our **Collection Development Policy**.

Title \*

Author Name \*

Email Contact \*  
Contact information if book is selected

Publisher \*

ISBN \*

Price \*

Number of pages \*

Type of binding

Location of residence \*  
Please indicate if you are a resident of The District of Muskoka, Ontario, or Canada

District of Muskoka

Ontario

Canada

Other

Recommended Audience \*

Children

Teen/YA

Adult Fiction

Adult Non-Fiction

**Brief Summary \***

Please provide a brief summary of the book

**Review Links \***

Please provide links for any reviews in standard review journals

**Author Credentials \***

Please briefly list author credentials (mandatory for Non-Fiction)

**Marketing Information**

Share with us any media and marking information (eg. Book Website)

Email Confirmation

Submit

Personal information collected by the Muskoka Lakes Public Library is done so under the authority of the [Public Libraries Act, R.S.O. 1990, c. P.44., s. 5\(3\) and s. 20](#) and the [Municipal Freedom of Information and Protection of Privacy Act, R.S.O., c. M.56., s. 28\(2\)](#) The information collected will be used in the process of the library's business.

Questions regarding the collection of this information should be directed to the CEO & Chief Librarian, Muskoka Lakes Public Library, 69 Joseph St PO Box 189, Port Carling, ON P0B 1J0 705 765-5650

