

**SELECTION OF LIBRARY MATERIALS POLICY
THE WHITCHURCH-STOUFFVILLE PUBLIC LIBRARY
REVISED SEPTEMBER 7, 2000**

PREFACE

The Whitchurch-Stouffville Public Library fully supports the Ontario Library Association's statement on the Intellectual Rights of the Individual. The Whitchurch-Stouffville Public Library advocates:

- (i) That the provision of library service to the Canadian public is based upon the right of the citizen, under the protection of the law to judge individually on questions of politics, religion and morality.
- (ii) That it is the responsibility of librarians to maintain this right and to implement it in their selection of books, periodicals, motion pictures, sound records and other materials.
- (iii) That intellectual freedom requires freedom to examine other ideas and other interpretations of life than those currently approved by the local community or by society in general, including those ideas and interpretations which may be unconventional or unpopular.
- (iv) That freedom of the press requires freedom of the writer to depict what is ugly, shocking and unedifying in life when such depiction is made with serious intent.
- (v) That free traffic in ideas and opinions is essential to the health and growth of a free society and that the freedom to read, listen and view is fundamental to such free traffic.
- (vi) That it is therefore part of the library's service to its public to resist any attempt by any individual or group within the community it serves to abrogate or curtail the freedom to read, view and listen by demanding the removal of any book, periodical, film recording or other material from the library.
- (vii) That it is equally part of the library's responsibility to its public to ensure that its selection of materials is not unduly influenced by the personal opinions of the selectors, but determined by the application of generally accepted standards of accuracy, style and presentation.
- (viii) With respect to this statement, no item will be excluded from the Whitchurch-Stouffville Public Library collection solely because of the race, religion, national origin or sexual, social or political view of its author. Furthermore, access to the collection will not be restricted by: (i) removing materials from public areas, unless the materials are rare, expensive, or likely to be stolen, (ii) limiting access to certain materials according to the age of the user, (iii) expurgating portions of selected materials, (iv) assigning negatively prejudicial labels to materials.

The Whitchurch-Stouffville Public Library does not promote particular beliefs or views, nor is the selection of any item equivalent to an endorsement of the viewpoint it expresses. Selection or omission of material will not be made on the basis of anticipated approval or disapproval, but solely on the merits of the work in relation to the building of the collection and to serving the interests of readers.

In accordance with the Criminal Code, the Whitchurch-Stouffville Public Library will not hold materials which is considered hate propaganda or which promotes genocide. Further, the Whitchurch-Stouffville Public Library will not knowingly hold materials of a defamatory nature.

The library refuses to act in *loco parentis*. Responsibility for the reading of minors rests with their parents or legal guardians. Selection will not be inhibited by the possibility that minors may discover certain materials. On the other hand, the library staff recognizes the responsibility to guide the reader in the use of the collection. Because the staff of the library has recognized that it serves a public embracing a wide range of ages, educational backgrounds and reading skills, it will always seek to select materials of varying complexity. Similarly, the librarian has the right and responsibility, without jeopardy to their employment, or professional status, to include in the library collection informational and recreational material from any source and to make it available to the public.

Recognizing the responsibility of being a Canadian public library, the Whitchurch-Stouffville Public Library makes available works on Canada and by Canadian writers in all categories, subject to the selection standards.

GOALS OF ONTARIO PUBLIC LIBRARIES

The purpose of the Ontario Public Library Strategic Plan is to provide equitable access to information and materials, to every individual. Therefore, Ontario Public Libraries shall strive:

- (i) to meet the informational needs of the community.
- (ii) to promote life-long learning for the residents of the community.
- (iii) to supplement the studies of individuals undertaking formal education.
- (iv) to provide books and other materials for relaxation and pleasure.

GOAL OF THE WHITCHURCH-STOUFFVILLE PUBLIC LIBRARY FOR THE SELECTION OF LIBRARY MATERIALS

It is the goal of the Whitchurch-Stouffville Public Library to provide a multimedia collection and an information source which will allow citizens of the community equal opportunity to stimulate and satisfy their individual leisure, learning, cultural, intellectual and educational needs.

ROLES OF THE WHITCHURCH-STOUFFVILLE PUBLIC LIBRARY

The roles of the Whitchurch-Stouffville Public Library as adopted by the Whitchurch-Stouffville Public Library Board in October 1998 are as follows:

Primary Role: Popular Materials Library
Secondary Role: Pre-schooler s Door to Learning
Reference with a local/community focus

RESPONSIBILITY FOR THE SELECTION OF LIBRARY MATERIALS

It is the ultimate responsibility of the Library Board to establish all major policies for the operation and management of the Whitchurch-Stouffville Public Library. The guidelines set forth below for selection and maintenance by the professional staff have been adopted as the policy for the Library Board

The selection and discarding of books and other library materials is vested in the Chief Executive Officer, or in the members of the professional staff under the Chief Executive Officer s direction.

SELECTION CRITERIA

To build a collection of merit and significance, materials must be measured by objective criteria. All acquisitions are considered in terms of the following standards.

- (i) Suitability of subject and style
Materials for consideration must be of a suitable subject and/or level of difficulty for the various members of our community.
- (ii) Timeliness
Whenever possible, materials will be selected which will have long term interests. However, some materials will be selected if it has immediate relevance to the community, even if it has a short life span.
- (iii) Authority of the author, publishers, reviewer, or critic
The reputation or credentials of an author or publisher may justify the purchase or rejection of an item. The use of reviews from reputable sources may be used to assist in making the selection decision.
- (iv) Quality of selected material
The quality of selected materials is based on the following criteria: clarity, accuracy and logic of presentation, objectivity, comprehensiveness and depth of treatment, literary and

artistic merit and creativity and story content.

Page 4

Selection of Library Materials Policy

Revised September 7, 2000

- (v) Popular appeal
As much as possible, patron demand will assist in the selection of materials.
- (vi) Budgetary Considerations
Budgetary constraints are always a consideration.
- (vii) Relevance to community interests and needs
Both present and potential relevance as much as possible, reader demand, popular appeal, will assist in the selection of materials.
- (viii) Relation of existing collection and other materials to the subject
Selection of material will take into consideration appropriate quantities for each area.
- (ix) Suitability of physical form for library use
Physical durability and size is a consideration for selection.
- (x) Availability of materials through other sources
The availability of materials through other sources, i.e. inter loans, or more comprehensive library collections in SOLS, will be taken into consideration.

MATERIAL FORMATS

Although books are the primary format, the Whitchurch-Stouffville Public Library selects materials in other formats. The responsibility for the introduction and discontinuance of forms lies with the Whitchurch-Stouffville Public Library Board. The general selection standards apply to materials in different formats. Each format, however, is given specific consideration.

Audio Tapes and CD s

The Whitchurch-Stouffville Public Library provides books on tape and CD s at junior and adult levels for leisure listening

The Whitchurch-Stouffville Public Library purchases instructional cassette tapes, some with supportive print material, to provide instruction on languages and other selected subjects.

The Whitchurch-Stouffville Public Library provides music cassettes and CD s at junior and adult levels. The focus of this collection is leisure.

CD-ROMS

The Whitchurch-Stouffville Public Library collects CD-ROMS for leisure and informational

purposes. The collection, primarily geared toward children, contains reference materials, educational software and educational games.

Page 5

Selection of Library Materials Policy

Revised September 7, 2000

The Whitchurch-Stouffville Public Library purchases ½ inch VHS video cassettes for leisure and informational purposes. The collection contains classic and junior titles along with general entertainment and informative videos.

Government documents

The Whitchurch-Stouffville Public Library is a selective depository for both the federal and provincial governments. Efforts are made to collect local and regional government publications along with archival material. The Whitchurch-Stouffville Public Library is an information depot for the Town Council minutes, agendas and reports.

Newspapers

Newspapers are selected to meet reference and research needs of patrons, to provide current information and to satisfy casual interest in current events. Local and Toronto newspapers are supplied upon sufficient demand and within budget and space limitations.

Periodicals

The Whitchurch-Stouffville Public Library provides periodicals for junior and adult reading levels. Both leisure reading and research materials are provided, based on budget and space considerations. Specific articles from back issues may be obtained through electronic format and interlibrary loans.

Pamphlets

The Whitchurch-Stouffville Public Library provides through a pamphlet stand materials on a wide range of subjects, services and institutions. Pamphlets are selected with care with a balance of viewpoints being the aim. Pamphlets that contain advertising that distorts facts, force commercial messages unduly or contain misleading statements are not included. Pamphlet material to be acceptable should always have the issuing agency, be it a publisher or organization, clearly identified.

Vertical File

The Whitchurch-Stouffville Public Library maintains a vertical file of topical and general information, compiled from government publications and other official sources.

Page 6

Selection of Library Materials Policy

Revised September 7, 2000

GUIDELINES FOR SELECTION OF MATERIALS

Controversial Material

The Whitchurch-Stouffville Public Library does not advocate all the ideas and opinions found in its collection. Although some materials are controversial and any given item may offend some patrons, selection will not be made on the basis of anticipated approval or disapproval.

Junior Material

Responsibility for children's use of materials rests with their parents and legal guardians. The Whitchurch-Stouffville Public Library believes in the freedom of the individual and the right and obligation of parents to develop, interpret and enforce their own code of acceptable conduct upon their own household.

Curriculum Material

The provision of library resources that are related to the curriculum is the responsibility of the Boards of Education. The Whitchurch-Stouffville Public Library accepts the responsibility of providing supplementary materials and materials useful for life-long learning.

Religious Material

The Whitchurch-Stouffville Public Library does not cater to, nor discriminate against, any religious group. Selection is based on the authoritativeness of the presentation along with space limitations.

Professional Material

This material will be acquired only to the extent that they are useful to the layman.

French Language Material

As the Whitchurch-Stouffville Public Library recognizes the need to provide information in both of Canada's official languages, informational and leisure reading materials will be accessible in the French language, within budgetary and space limitations.

Sex Education Material

The Whitchurch-Stouffville Public Library openly provides materials pertaining to sex education

for all age levels, based on their authoritativeness.

Page 7

Selection of Library Materials Policy

Revised September 7, 2000

Local History Material

The Whitchurch-Stouffville Public Library acknowledges a particular interest in local history and it takes a broad view of works by and about local authors as well as general works relating to the area, regardless of the materials meeting the standards of selection in other respects.

Materials in Series

Books in series are evaluated as individual titles and are added or rejected as they do or do not meet the selection criteria.

SPECIAL COLLECTIONS

Rare Books; The Art Latham Magic Collection

The Whitchurch-Stouffville Public Library is committed to the preservation of the rare magic books which focus on the conjuring arts. This collection is housed in a cabinet which defines the absolute quantity of books. The collection will never grow larger than the space provided but will be upgraded through purchase, sale or trade to improve the quality of this valued collection. Because of the rarity and condition of this material, access is restricted to in-house use under staff supervision.

MAINTENANCE OF THE COLLECTION

To keep the collection current and attractive, materials are withdrawn when they are worn out, out-dated, or otherwise no longer useful. Replacement of material will be subject to the current selection criteria of the Whitchurch-Stouffville Public Library.

COMPLAINTS AGAINST THE COLLECTION

Patron initiated complaints are recorded using the 'Complaints Regarding Material Held in the Whitchurch-Stouffville Public Library form.

See Appendix I.

POLICY REVISIONS

This statement of policy will be revised as times and circumstances require.

APPENDIX I

COMPLAINTS REGARDING MATERIALS HELD IN THE
WHITCHURCH-STOUFFVILLE PUBLIC LIBRARY

Name: _____

Address: _____

Telephone: _____

Complainant represents himself () or a group ()

If a group, name of organization: _____

Address: _____

Chief Officer: _____

Material to be considered:

Form: book (), audio tape/CD (), video (), CD-ROM (), other ()

Author: _____

Title: _____

Barcode/Call #: _____

Have you read or listened to this material in its entirety? _____

Please state your objections to this material. Be specific, i.e., cite page reference, song track.

What reviews of this material have you consulted? _____

What action do you recommend be taken on this material? _____

Are you a member of the Whitchurch-Stouffville Public Library? If not, how did you acquire this material? _____

Date: _____ Signature: _____