

## MISSISSAUGA LIBRARY COLLECTION POLICY

(Revised June 10, 2015, Approved by the Board June 17, 2015)

### PURPOSE

To provide library customers and staff with a statement of philosophy and the key objectives respecting the selection, de-selection, and access to the collection of the Mississauga Library.

### SELECTION GOAL

The Library's goal in the provision of library materials is to maintain a balanced and broad collection to serve the cultural, recreational, educational and informational needs of the citizens of Mississauga, as defined by the Library's mission statement and strategic priorities. The Library collection exists to enhance the lives of residents by enabling lifelong learning and to promote a culture of reading.

### POLICY OVERVIEW

The Mississauga Library recognizes all significant legislation relating to the Collection Policy including the *Canadian Charter of Rights and Freedoms*, the *Accessibility for Ontarians with Disabilities Act*, the *Ontario Public Library Act* and the *Canadian Copyright Act*.

The Mississauga Library endorses the following statements:

- Canadian Library Association's *Position Statement on Intellectual Freedom* which states: "All persons in Canada have the fundamental right ... to have access to all expressions of knowledge, creativity and intellectual activity, and to express their thoughts publicly. This right to intellectual freedom, under the constitution and the law, is essential to the health and development of Canadian Society as the foundation for freedom of conscience, thought, belief and informed citizenship."
- Ontario Library Association's *Statement of the Intellectual Rights of the Individual*
- Ontario Library Association's *Position on Children's Rights in the Public Library*.

The ultimate responsibility for the Library collection lies with the Director, Library Services, acting in accordance with the general policies established by the Library Board. In practice, this authority is delegated to the Manager of Collection Management.

## COLLECTION SCOPE

The Collection Policy applies to all formats including print, non-print, audio-visual and electronic materials. The focus of the collection is on new and recently published works. Emerging formats and technologies may be added and declining ones retired where appropriate and given available resources.

- The Library recognizes the need to provide information in both of Canada's official languages and will provide informational and recreational materials in the French language. Junior material will be collected to support children in French immersion program.
- The Library will provide materials in those languages for which there is evident demand.
- The Library acknowledges the responsibility for the maintenance of a collection of local history material. Rare, out-of-print, and non-print materials, as well as recent publications relating to the development of Mississauga, will be collected.
- Selection is influenced by the existence of other local specialized resources. It is not effective to duplicate specialized material for which there are only occasional demands. The Library's interlibrary loan services may be used to fill these needs.
- Materials whose subject treatment goes beyond the university undergraduate level will, in most cases, not be considered appropriate to the goals of the Library's collection unless they are the only materials available to meet community demand.
- The Library does not attempt to purchase textbooks or other resources used in schools, colleges and universities, except when they provide the best coverage in a subject and are also useful to the general public.

## COLLECTION ACCESS

The Mississauga Library recognizes that the ultimate right and responsibility for the choice and use of materials rests with the individual user.

- Films rated "R" or "18A" by Ontario Film Review Board and Games rated "M" by the Entertainment Software Rating Board are limited to customers 18 years of age or older.
- Responsibility for children's use of materials rests with their parents and legal guardians. The Library believes in the freedom of the individual and the right and obligation of parents to develop, to interpret and to enforce their own code of acceptable conduct upon their own household. No materials are excluded from selection solely because they may come into the possession of a child.

## EVALUATION OF MATERIALS

To build and to maintain the Library's collection, materials must be measured by objective quality guidelines. All acquisitions, whether purchased or donated, are considered in terms of the following standards which include relevance, quality and timeliness. Suggestions for purchase from customers are welcome and will be evaluated using the same selection

criteria. When judging the quality of materials, several standards and combinations of standards may be used, as some materials may be judged primarily on artistic merit, scholarship, value as human documents, or their ability to satisfy the information needs of the community.

The Library will provide a comprehensive collection of materials pertaining to human sexuality without discriminating by sexual preference.

Legal, medical and other professional materials will be acquired only to the extent that they are useful to the layman.

The Library does not cater to nor discriminate against any religion. Selection is made on the basis of the authoritativeness of the presentation of creed, history or philosophy, and manner in presenting a way of life. It should be understood that there may be limitations to the number of books selected to represent any religion, group or sect.

The Library has a particular interest in local history and in works by local authors, illustrators and artists, but is not under any obligation to add to its collection everything about the area or produced by local authors, illustrators or artists.

All materials, whether purchased or donated, will be evaluated using the same criteria. An item need not meet all the criteria in order to be acceptable. If there is considerable topical interest in the subject and a manifest public desire to read and judge the book first-hand, a title may be included which is not considered accurate, according to expert opinion. No item is automatically included or excluded from the library collection only because it contains frank or coarse language or deals with controversial topics.

The Library cannot accept imposed conditions relating to any item after its acceptance.

#### **Items are selected:**

- To satisfy the recreational reading, listening, viewing and interactive needs for customers of differing tastes, interests and purposes
- To enrich human understanding by presenting subjects and issues informatively and objectively
- To educate by providing basic factual information in as broad a base as possible
- To collect and preserve materials which illustrate the growth and development of the City of Mississauga, celebrate its history and heritage or which pertain in whole or in part to activities within the geographic boundaries of the City of Mississauga

#### **Criteria for selection:**

- Suitability of physical and digital form for library use
- Relation to existing collection and other items on a subject
- Accessibility of items in other libraries, for free via the internet, or from other easily and freely accessible resources
- Interests and composition of the community
- Popular or anticipated demand and current trends

- Attention of critics, reviewers, and the public
- Quality, clarity, comprehensiveness and accuracy of the work
- Reputation, skill, competence and purpose of the originator of the work
- Special value as a contribution to social questions and problems of continuing or topical interest
- Timeliness or permanence of the work
- Availability of funds and space
- Balance of viewpoints in the collection including those considered extreme or minority

## RECONSIDERATION OF MATERIALS

Mississauga Library System acknowledges that original, critical, unconventional, and even controversial ideas are essential to a democratic society and the enrichment of human understanding. The presence of any material in the Library's collection does not indicate an endorsement of its content or viewpoint.

The Library does not keep, acquire or purchase material that Canadian courts have found to be obscene, hate propaganda or seditious.

No materials are excluded because of the race, ancestry, place of origin, colour, citizenship, creed, marital status, disability, and sexual orientation.

Selection of items cannot be influenced by any anticipated approval or disapproval of its intellectual content by sectors of the community. While people have the right to reject for themselves items of which they do not approve, they do not have the right to restrict the freedom of others.

If a customer feels that an item in the collection falls outside the criteria outlined in this policy, they are invited to complete a [\*Request for Reconsideration of Materials form\*](#).

## COLLECTION MAINTENANCE

Selected materials are regularly assessed for their condition, accuracy, currency and usage, within the context of the Library's collection and their relevance to Library customers. The withdrawal of materials from the collection is conducted by knowledgeable staff and according to written guidelines, as a necessary means to maintain the vitality, size and scope of the collection. Material of local historical importance and interest is retained where the content has enduring worth to the community.

## APPENDIX 1: Canadian Library Association Position Statement on Intellectual Freedom

*Approved by Executive Council ~ June 27, 1974; Amended November 17, 1983; and November 18, 1985*

All persons in Canada have the fundamental right, as embodied in the nation's Bill of Rights and the Canadian Charter of Rights and Freedoms, to have access to all expressions of knowledge, creativity and intellectual activity, and to express their thoughts publicly. This right to intellectual freedom, under the law, is essential to the health and development of Canadian society.

Libraries have a basic responsibility for the development and maintenance of intellectual freedom.

It is the responsibility of libraries to guarantee and facilitate access to all expressions of knowledge and intellectual activity, including those which some elements of society may consider to be unconventional, unpopular or unacceptable. To this end, libraries shall acquire and make available the widest variety of materials.

It is the responsibility of libraries to guarantee the right of free expression by making available all the library's public facilities and services to all individuals and groups who need them.

Libraries should resist all efforts to limit the exercise of these responsibilities while recognizing the right of criticism by individuals and groups.

Both employees and employers in libraries have a duty, in addition to their institutional responsibilities, to uphold these principles.