

# LONDON PUBLIC LIBRARY POLICY

**Title of Policy: Collections Management**

**Policy Type: Board Operational Linkage**

**Policy No: C-CL-01**

**Effective Date: October 21, 2021**

**Review: October 2025**

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## **PURPOSE:**

The London Public Library endeavours to provide relevant, accessible, quality Materials for the use and enjoyment of the London community. The purpose of the *Collections Management Policy* is to establish:

- Library Board policy for the selection, maintenance and management of Library Collections;
- processes for members of the public to provide input; and,
- accountability for the management of Library Collections.

## **SCOPE:**

This policy governs all Materials in all Formats that form part of the Library's Collections and are made available to the community. The policy is in accordance with the principles of universal and equitable access.

As it pertains to the Library's Collections, particular attention is given to the following laws, regulations and statements:

- the *Accessibility for Ontarians with Disabilities Act, 2005 (AODA)*;
- the *Canadian Federation of Library Associations Statement on Intellectual Freedom and Libraries*;
- the *Canadian Charter of Rights and Freedoms*;
- the *Canadian Copyright Act* and other legislation governing intellectual property;
- the *Canadian Criminal Code*;
- the *Ontario Human Rights Code*; and,
- the *Ontario Public Libraries Act, RSO 1990, c P.44*.

## **DEFINITIONS:**

Format is the form by which the Material is delivered, and applies to all literary, dramatic, musical, and artistic works; sound recordings; and, recorded performances.

The Library's Collections are the whole of the Materials offered by the Library.

Materials are items in the Library's Collections; selected in a variety of Formats; and, available to the community for lending through the integrated library system, third-party platforms or in-house (reference).

## **POLICY STATEMENT:**

It is the policy of the Library to provide Materials that:

- meet the recreational needs and interests of the community;
- enrich human understanding and celebrate the diversity of our community by providing a wide range of ideas and cultural viewpoints;
- recognize and accommodate a range of education levels and abilities;
- inspire a love of reading, learning and creativity; and,
- illustrate the growth and development of the City of London, celebrate its history and heritage, or pertain in whole or in part to activities within the geographic boundaries of the City of London.

## **Collections Management Philosophy**

This policy is consistent with the Library Board's *Intellectual Freedom Policy*.

The Library Board is aware that in providing Materials that represent a wide range of ideas and viewpoints, some Materials in the Library's Collections may be considered objectionable by some people. The Library recognizes the right of any individual or group to reject Library Material for personal use, but does not accord to any individual or group the right to restrict the freedom of others to make use of that same Material.

Except where limited by law, children are entitled to access all Materials provided by the Library. Parents and legal guardians are responsible for monitoring and limiting the use of Library Materials by their children.

The presence of Materials in the Library's Collections does not constitute an endorsement of their content or viewpoints by the Library Board or Library Employees.

## **Materials Selection**

General Materials selection criteria are:

- suitability of physical and/or digital form for library use;
- relation to existing Collections and other Materials on a subject;
- accessibility of Materials in other libraries, for free via the Internet, or from other easily and freely accessible resources;
- interests and composition of the community;
- popular and/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; and,
- balance of viewpoints in the Collections, including those considered extreme or minority.

The following will not cause Material to be automatically included or excluded from the Library's Collections:

- the race, religion, nationality or political views of an author;
- the frankness or coarseness of language;
- that the content is deemed controversial;
- the endorsement or disapproval of an individual or group; or,
- the language in which the work is written or spoken.

The Library provides access to Materials in a patron's accessible Format of choice, where such Materials exist in the marketplace, according to standards established by federal and provincial legislation, including the *Accessibility for Ontarians with Disabilities Act, 2005 (AODA)*.

### **Suggestions for Purchase, Donations or Gifts**

- **Suggestions:** We encourage customer participation in the shaping of our Collections. Suggestions are referred and considered according to the Library's selection criteria.
- **Material Donations** are items purchased commercially that are no longer needed by individuals or organizations. While the Library appreciates offers to donate Materials, the Library does not accept Material Donations because they place a financial toll on the system that supersedes any monetary gain from sale or enhancement to our Collections. The Library encourages individuals and organizations to donate these Materials to the Friends of the London Public Library.
- **Gift Copies from Local Authors:** In an effort to support local authors, recording artists and film makers, the Library accepts gift copies of their work as long as they are submitted in a Format the Library currently supports. The Library cannot accept imposed conditions relating to any item after its acceptance (e.g. consignment, return). Items that are not added to the Collections are not returned, but rather discarded or sold. Items are considered for inclusion according to the Library's selection criteria.
- **Gifts to the London Room** are defined as original works or works of significant historical value being offered to the Library at no charge. The Library has a mandate to collect valuable items that pertain to London's past and culture. The London Room will accept historical Material of any medium, including textual records; photographs and other visual records; maps, plans and architectural

records; and, sound recordings and oral history recordings. Valuable items on London's past are evaluated by London Room staff before being accepted.

## **Collections Maintenance**

The Library strives to maintain strong physical and digital Collections and continually identifies Materials for withdrawal based upon the following criteria:

- the Material's subject or content is outdated;
- the Material is no longer of interest or in demand;
- the overabundance of the Material or subject as interest wanes; and,
- wear or damage.

Once Material has been identified for possible deselection based on the criteria above, the process of determining if the Material remains in the Library's Collections is based on the following criteria:

- Is it of local, regional, or national significance, including works of local or Canadian authors, artists, recording artists or film makers, and/or works pertaining to local history?
- Is it a work by a famous author, artist, recording artist, or film maker, or universally accepted as a classic work?
- Is it unique to the Library's Collections in that there is little or no information available on that topic elsewhere and is the information still relevant and useful?

Material withdrawn from the Library's Collections are donated to the Friends of the London Public Library, shipped to a reseller, or discarded, if the condition or value warrants it.

Material added to the London Room Collections shall be held until such time as it is deemed no longer relevant and is de-accessioned. All information pertaining to the de-accessioning and disposition of London Room Material will be retained.

## **Materials Reconsideration**

Any person(s) from the community having a question regarding the inclusion of a specific title in the Library's Collections may request information from the Library. Any person(s) recommending the removal of a specific title from the Library's Collections may submit a written Request for Reconsideration of Library Materials. The request will be reviewed by the Reconsideration Response Team, who will decide on the matter.

A report on requests for Materials reconsideration will be provided to the Board annually. The names of those individuals requesting reconsideration of a title will be excluded from the report in order to protect their privacy.

Some of the Library's digital Materials are provided by third-party vendors as part of a blanket subscription. In some cases, the Library may be limited in its ability to reconsider or remove Material from a third-party platform. When considering requests for reconsideration, the Library will take all reasonable actions available within the terms and conditions of the user agreement or license.

## **Accountability**

Accountability for the development, maintenance and management of the Library's Collections is vested in the office of the CEO & Chief Librarian, which delegates this professional activity to qualified and knowledgeable Employees.

Accountability for the application of the *Collections Management Policy* resides with the Library Board. The Library Board will ensure that:

- the policy is applied in the context of the governance policy framework of the Library;
- the terms of the policy are applied;
- through the CEO & Chief Librarian, collections management processes, procedures and guidelines are followed; and,
- the CEO & Chief Librarian has acted in accordance with the policy and follows due process in the Materials reconsideration process.

Persons from the community with concerns may address the Library Board through the delegation process.

## **INQUIRIES:**

- Manager responsible for Collections
- Director of Customer Service and Branch Operations
- CEO & Chief Librarian

## **RELATED DOCUMENTS:**

- *Accessibility for Ontarians with Disabilities Act, 2005 (AODA), SO 2005, c 11;*
- *Canadian Federation of Library Associations Statement on Intellectual Freedom and Libraries;*
- *Canadian Charter of Rights and Freedoms;*
- *Canada Copyright Act, RSC 1985, c C-42* and other legislation governing intellectual property;
- *Canada Criminal Code, RSC 1985, c C-46;*
- *London Public Library Intellectual Freedom Policy;*
- *London Public Library Lending Services Policy;*
- *Ontario Human Rights Code, RSO 1990, c H.19;* and,
- *Ontario Public Libraries Act, RSO 1990, c P.44*

## **DOCUMENT CONTROL:**

Approved: October 12, 1988

Reviewed: November 28, 1998

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