

Collection Development Policy

1. Purpose

The purpose of this policy is to tell the public about how the Library develops its collection and about how it cares for the collection it already has. The Library's collection supports its vision to empower, enrich, and inspire its communities.

2. Definitions

Collection: "Collection" means the materials (such as books, DVDs, and magazines) that people can borrow from the Library.

Collection Development: "Collection development" means choosing what materials to add or remove from the collection.

Format: "Format" means what kind of material it is, for example: printed (books), digital (ebooks), or audio (CDs).

The Library: When we say "the Library" we mean the Colchester-East Hants Public Library.

Materials: "Materials" means all the items in the library collection that people can borrow such as books, audiobooks, CDs, DVDs, and other items.

Selection: "Selection" means choosing an item to add to the collection.

3. Guiding Principles

When the Library develops its collection, we are guided by four main principles:

a. Lifelong Learning

The Library supports and encourages lifelong learning. At the Library, we want to offer many different kinds of materials that meet the information needs of our community. Our collections aim to help people discover, learn, and enjoy.

b. Intellectual Freedom

The Library's collection supports intellectual freedom, as described in our *Statement on Intellectual Freedom*. We want the materials we have in our collection to represent a wide variety of ideas and opinions.

We do not choose materials just because we think people will agree with them. We do not reject materials because we are worried people will not agree with them. We choose materials to add to our collection based on our criteria (see section 4a) and how well they support our goals of serving our diverse community.

Just because a book or film is in the Library's collection does not mean that the Library agrees with everything in the book or film.

c. Equity, Diversity, and Inclusion

The Library serves a diverse community made up of different ages, races, and ethnic backgrounds. Members of our community have different cultures, languages, religions, beliefs, income levels, points of view, and education. We build collections that reflect and support this diversity.

We work to provide diverse resources which address a range of different topics, show all sides of an issue, and explore the human experience.

d. Accessibility

Our community is made up of people with different abilities and our collection aims to be accessible to all.

The Library's collection includes materials that people of all ages, reading levels, and abilities can use. We try to give people the option to have materials in different formats, like audiobooks, whenever we can.

4. Collection Development

The Library's Regional Management Team is responsible for the Library's collection. This team works with other staff who know about different topics to select and keep materials in the collection.

a. Choosing Materials for the Collection

When deciding what to add to the collection, staff consider the following criteria, where applicable:

- Space and budget
- Strengths and weaknesses of the collection
- Levels of demand
- Suitability of subject, style, and format for intended audience and use
- Accuracy and purpose of the information
- Balancing special group interests with general demand
- The authority and credentials of the creator or producer
- Canadian content
- Meets the needs and interests of the community
- Timeliness and/or historical significance of the author or subject
- Balance of controversial subjects where possible

Items do not need to meet all the criteria to be added into the collection.

b. Donations

The Library sometimes accepts donations of materials from people. We use the same criteria as in section 4a when we decide if we will add the donated material to the

collection. Staff decide where to put these donations and how the public can use them.

The Library has the right to refuse a donation or get rid of a donation. We could do this by selling it, giving it to another organization, or recycling it.

The Library does not evaluate gifts of print and non-print materials for tax receipt purchases.

c. Public Suggestions for Materials

We welcome people to suggest materials they want to be added to the collection. We will use the same criteria as in section 4a to guide us when we make our decision.

To suggest an item or subject, you can fill out the [Suggestion for Purchase form](#). You can do this online or in person at your local Library.

d. Creator Submissions

We welcome submissions from creators, including self-published authors, musicians, and film-makers. Library staff will look at the same criteria in section 4a when they decide if they will add these items to the collection.

The Library receives a high number of creator submissions. Because of this, we are not able to let you know if your submission will be purchased.

For more information [visit our website](#).

5. Collection Management

Collection management means taking care of the collection materials, choosing if and when to remove items from the collection, and making decisions about materials that some people may disagree with.

a. Evaluating the Collection

Materials in the library collection are regularly evaluated to make sure that they:

- Are in good condition.
- Contain accurate information.
- Are up-to-date and relevant.
- Are still in demand.

b. Removing Materials from the Collection

Library staff have to regularly remove items from the collection in order to maintain its vitality and size. We follow a formal process for removing materials from the collection.

c. Disagreeing With Something in the Library Collection

The Library recognizes the right of any person to make a complaint about the inclusion of material in the Library's collection.

If a person does not agree with an item in the library collection, they can fill out a *Request for Reconsideration of Library Material* form online or in person at their local library.

We will review the request and send a response to the person once we make our decision.

6. Comments/Questions

People can send comments and questions about the Library's *Collection Development Policy* to the Director, Adult Services:

By email at

- lbrann@cehpubliclibrary.ca

By phone at

- (902) 896-4182

By regular mail at

- Director, Adult Services
Colchester-East Hants Public Library
754 Prince Street
Truro, Nova Scotia
B2N 1G9

7. Related Documents

[Statement on Intellectual Freedom](#)

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