

Rainy River Public Library		
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PURPOSE

The purpose of the policy is to guide the development and maintenance of the Rainy River Public Library Collection.

POLICY

In all things, Ranganathan’s Five Laws of Library Science will guide the Rainy River Public Library:

- Books are for use.**
- Every reader his or her book.**
- Every book its reader.**
- Save the time of the reader.**
- The Library is a growing organism.**

To these five laws, the Rainy River Public Library adds a sixth:

The Library answers questions.

Our collection will honor these principles.

The Library supports, without reservation, the Canadian Library Association’s Position Statement on Intellectual Freedom:

“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.

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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.”

and the Ontario Library Association’s Statement on the Intellectual Rights of the Individual

“In affirming its commitment to the fundamental rights of intellectual freedom, the freedom to read and freedom of the press, as embodied in the Canadian Charter of Rights and Freedoms, the Ontario Library Association declares its acceptance of the following propositions:

- 1. That the provision of library service to the 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.*
- 2. 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, and including those ideas and interpretations which may be unconventional or unpopular.*
- 3. That freedom of expression includes freedom for a creator to depict what is ugly, shocking and unedifying in life.*
- 4. 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.*
- 5. That it is the responsibility of libraries to maintain the right of intellectual freedom and to implement it consistently in the selection of books, periodicals, films, recordings, other materials, and in the provision of access to electronic sources of information, including access to the internet.*
- 6. 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 access to information, the freedom to read, view and listen by demanding the removal of, or restrictions to library information sources in any format.*
- 7. That it is equally part of the library's responsibility to its public to ensure that its selection of material 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.”*

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PROCEDURE

1. SCOPE OF THE COLLECTION

- i. The Library provides a collection of materials...
 - a) in a variety of formats
 - b) for all ages
 - c) that is responsive to the needs and interests of the community
 - d) that reflects the diversity of society, including both permanent and seasonal residents, First Nations, different ethnic, religious and cultural backgrounds, diverse sexual identities, and different abilities.

- ii. The collection shall be balanced and represent diverse points of view. The collection may include materials that some people may consider controversial.

- iii. The Library does not necessarily endorse the views of any particular item in the collection.

- iv. While the Library is a gateway to life-long learning, the Library does not assume responsibility for purchasing or providing any particular item on the school curriculum.

- v. The Library develops collections that include:
 - a) fiction and non-fiction for adults, teens and children
 - b) videorecordings
 - c) audiorecordings
 - d) periodicals
 - e) local history and local interest, especially items about the Rainy River valley, Lake of the Woods, Canadian railways, and birding
 - f) electronic and web-based resources
 - g) items for patrons with different abilities, such as large print books and talking books
 - h) other items relevant to the Library's mission, including realia (when facility space permits)

- vi. Recognized, professional standards will determine the appropriate size of the collection. Planning for budgets and facilities must reflect these standards.

2. SELECTION OF MATERIALS

- i. The board delegates the responsibility for the collection to the Chief Executive Officer (CEO), who may in turn delegate to qualified staff.

- ii. In selecting materials, staff will use professional resources, judgment, knowledge, and experience.

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- iii. The staff will proactively solicit advice from, as well as anticipate the needs and interests of, the community.
- iv. The Library will purchase and retain the best and most useful material to fulfill its goals. What is ordered, and what remains in the collections, is based on:
 - a) public demand
 - b) relationship of subject to existing collection
 - c) importance of subject matter in relation to community needs
 - d) authority or significance of author
 - e) quality of writing, production and illustrations
 - f) authority and standards of publisher
 - g) suitability of format for Library use
 - h) recommendations by critics or reviewers
 - i) Canadian content
 - j) availability of materials through other sources
 - k) cost
- v. In choosing sources of material for the collection, preference will be given to suppliers who are Canadian, offer the best discounts, and provide the fastest, most efficient and most cost-effective service.
- vi. In planning the annual materials budget, balanced consideration will be given to the following main areas of collection development:
 - a) current materials, to keep the collection up to date; and,
 - b) materials to build the collection in those areas in which it is lacking.

3. WEEDING

- i. An up-to-date, attractive and useful collection is maintained by continual withdrawal and replacement of materials.
- ii. The ongoing process of withdrawal is the responsibility of the CEO. This responsibility may be shared with other staff.
- iii. Items will be withdrawn using the MUSTY weeding system:

M = Misleading

Can occur more rapidly in technology than mythology. Look for:

- “Dated” popular fiction
- Obsolete information
- Books containing racial, cultural or sexual stereotyping

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U = Ugly

Refers to the physical condition of the book.

- Antiquated appearance
- Worn-out, frayed, dirty
- Unable to mend

Note that irreplaceable local history items will not be subject to this guideline unless the condition of the item is unsanitary.

S = Superseded

There may be newer copies available.

- Duplicate copies
- Almanacs, yearbooks, encyclopedias superseded by newer editions

T = Trivial

Look for appropriateness for the collection. Check for poor writing, inaccurate information, an inappropriate interest, or reading level for children.

Y = Your Collection has no use for the book. It is irrelevant to your collection.

- iv. Discarded materials may be destroyed, forwarded to other libraries, donated to charitable organizations, or sold to the public. Revenue raised by the sale of withdrawn materials will be used for the purchase of new material.
- v. Withdrawn items need to be deleted from the database, stamped "Withdrawn" and the barcodes crossed out. Staff will maintain a shelf weeding record, showing which sections were weeded and when the weeding was completed.

4. REQUESTS FROM MEMBERS OF THE COMMUNITY

- i. Suggestions from the community for the purchase of items are always welcome. The Library will carefully consider each request. However, the Library can only purchase items that meet the collections criteria described above. Requests can only be filled when budgets permit.
- ii. If a member of the community wishes to requests the re-consideration of an item, the withdrawal of an item or restriction of access to an item in the collection, this request must be received by the CEO in writing. Responses to these requests are guided by the Library's position that:
 - a) people have the right to reject material for themselves, but they do not have the right to restrict the intellectual freedom of others; and,
 - b) it is the responsibility and right of parents and legal guardians to develop, interpret and enforce their own code of ethics upon their minor children.

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5. GIFTS AND DONATIONS

- i. The Library accepts gifts of books, other materials, or money for the purchase of items. Items will be added to the collection only if appropriate, needed and contribute to a balanced collection. In this matter, the decision of the CEO is final. All donors will be informed of the Library's donations policy at the time of the donation.
- ii. Gifts of books and other material are accepted on the understanding that the Library retains unconditional ownership of the gifts and that, if it cannot use them, the Library may dispose of them in any way it sees fit. The Library is not responsible for informing the donor of the disposition of any particular item. Again, the decision of the CEO is final.
- iii. The same criteria of selection and withdrawing that are applied to purchased materials are also applied to gifts and donations.
- iv. Materials not added to the collection are discarded or sold.
- v. Unsolicited magazines by religious, fraternal or sectarian organizations are not accepted by the Library. Space limitations and proven lack of reader interest govern the restriction of this material.
- vi. The Library accepts donations that are...
 - a. Items in good condition (gently used) books, CDs, DVDs, and Blu-Rays
 - b. Children's, young adult or adult materials
 - c. Paperbacks and hardcovers
 - d. Regular or large print books
 - e. Books on CD (abridged or unabridged)
 - f. Materials in French or other languages
 - g. Best-sellers

The Library is unable to use...

- a. Books that have been annotated or highlighted
- b. Books with pages or sections missing
- c. Books with food or drink stains
- d. Audio cassettes or VHS tapes, including those copied from originals
- e. Outdated materials
- f. Mouldy or damp books
- g. Textbooks
- h. National Geographic magazines
- i. Old encyclopedia sets
- j. Reader's Digest Condensed Books

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- vii. The Library welcomes financial contributions or donations of books and material in memory of loved ones or in honor of various celebrations. If requested, bookplates will be placed inside donated items.