

Purpose: The Brooks Public Library views its information and leisure resources as a valuable community resource. The Library endeavors to meet the diverse needs of the community by creating a balanced and representative collection of materials. The Library's role is to afford all citizens the means through which they may have access to thinking and opinions in all aspects of all ideas. This policy provides the philosophy and key objectives respecting the management of the Library's information and leisure resources. Management of Internet resources is covered in Policy S.3, Public Computer Use.

1. Definitions:

- 1.1. Library resources: any resources, regardless of format, that are held in the Brooks Public Library's collection, or borrowed by the Brooks Public Library, and includes but is not limited to books, periodicals, audio recordings, video and digital recordings, drawings, photographs, micro materials, toys, games, kits, CD ROMs and electronic databases.

2. Responsibility for Resources Management:

- 2.1. Ultimate responsibility for the selection and de-selection of all materials lies with the Head Librarian who operates within the framework of policies determined by the Board.

3. Statement of Intellectual Freedom:

- 3.1. The Brooks Public Library affirms as policy the Canadian Library Association's Statement on Intellectual Freedom (November 18, 1985) which states:

"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

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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 of 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."

- 3.2. Library users of all ages will have open access to all the Library's collections except those materials restricted by acquisitions agreements (e.g. CNIB talking books). Library staff will endeavor to assist anyone in choosing materials for particular individual needs. However, the staff will not and should not prevent library users from personally choosing and borrowing materials they desire. Children will be given equal borrowing rights with adults. Library staff will not assume the parental responsibility for a child's choice and use of library materials.

4. General Criteria for Selection

- 4.1. The following criteria will be considered when selecting material for the Library; however, it is impossible to establish a set of criteria for the indisputable acceptance or rejection of material. Items do not need to meet all the criteria to be acceptable. Materials which do not meet these criteria may be purchased to satisfy demand.
- 4.1.1. Favorable attention from reviewers, critics and/or public
 - 4.1.2. Relationship to the existing collection and other material on the subject
 - 4.1.3. Receipt of literary, artistic or other awards
 - 4.1.4. Relevance to community needs and interests
 - 4.1.5. Popular appeal and/or patron requests
 - 4.1.6. Accuracy of information and objectivity of opinion
 - 4.1.7. Relative importance of subject matter
 - 4.1.8. Reputation and/or significance of author, illustrator or publisher

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- 4.1.9. Suitability of physical format for library use
- 4.1.10. Budgetary and space priorities
- 4.1.11. Timeliness and/or currency of material
- 4.1.12. Quality of writing and physical production
- 4.1.13. Textbooks and curriculum centered materials will not normally be acquired except as they also serve the general public

5. General Criteria for De-selection

- 5.1. The following criteria will be used when considering material for removal from the collection:
 - 5.1.1. The worth of the item in comparison to new works in the same subject areas
 - 5.1.2. The usefulness of the item to the public
 - 5.1.3. The amount of available space
 - 5.1.4. The item's currency and accuracy
 - 5.1.5. The physical condition of the item
 - 5.1.6. The availability of funds for purchasing replacement material
- 5.2. Discarded materials can be offered for sale in the Library's book sale, recycled or given to community groups for use or resale. Items which are no longer whole, falling apart or in very poor condition will not be offered for sale or to other groups.

6. Controlled Items

- 6.1. The use of rare or scholarly material of great value may be controlled to the extent required to preserve it from harm.
- 6.2. The Library reserves the right to designate any material for restricted use or special handling, specifying that an item be for reference use only, for placement on non-public shelves rather than on open shelves, as short-term loan material, or as short-term 'in library use only' material.

7. Censorship Issues

- 7.1. The Brooks Public Library is a community resource where many points of view and modes of expression can be examined without hindrance. People have the right to reject for themselves material of which they do not approve but do not have the right to restrict the freedom of others. Individuals have the right to express opposition to ideas, language etc., however, the Library will not remove items purchased in compliance with

the principles of this policy. Selection of material cannot be influenced by anticipated approval or disapproval of its intellectual content by members of the community.

- 7.2. The Brooks Public Library does not interpret its function to be the supervisor of public morals. It believes in freedom of the individual and the rights and obligations of parents to develop, interpret and enforce their own code of acceptable conduct/reading upon their own household.
- 7.3. The Brooks Public Library does not keep, acquire or purchase material that violates the Criminal Code definitions of "obscene material", "hate propaganda" or "seditious material" and the case law interpreting those provisions including the application of The Canadian Charter of Rights and Freedoms.
- 7.4. The presence of an item in the Library collection does not indicate an endorsement of its contents by the Library but is an affirmation of the principle of intellectual freedom as embodied in the Canadian Library Association's Statement on Intellectual Freedom (Section 3.1). Library materials will not be marked or identified to show approval or disapproval of the contents, and no catalogued material will be sequestered except for the express purpose of protecting it from injury or theft.
- 7.5. In the event of an objection or complaint by a library user, the following are the steps of resolution:
 - 7.5.1. The user is requested to put his or her complaint in writing by completing the *Request for Reconsideration* form (Attachment A). Following a personal review of the item, the Head Librarian will hold a formal discussion with the user and/or send a letter to respond to the user's concerns.
 - 7.5.2. If the user is not satisfied with the outcome of the review he or she may appeal in writing to the City of Brooks Library Board. The Board will consider whether the selection criteria were appropriately applied and/or whether some aspects of the policy are inappropriate or outdated and should be renewed. The Library Board's decision is final.

8. Suggestions for Purchase

- 8.1. The Library encourages and invites suggestions from the public for the purchase or addition of specific items not in the Library collection. Suggested items will be considered according to the selection policy and guidelines. Receipt of suggestions does not imply automatic acceptance of the item for the Library collection.

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