



## **Material Selection**

### **Purpose**

This policy serves to guide staff in the acquisition of library materials, and it aims to familiarize customers and donors with the principles upon which selection and acquisition decisions are based.

### **1 Selection Principles**

- 1.1 The Guelph Public Library provides access to a collection of materials, in a variety of formats, to meet the cultural, recreational, informational, and educational needs and interests of Guelph residents. It is committed to developing and maintaining a collection that is diverse, relevant and responsive to the changing needs of our patrons and include works on many subjects and viewpoints. The selection process is guided by principles defined in the [Guelph Public Library Mission Statement](#), and is founded on reviews in recognized journals, staff familiarity with existing collections and expertise on subject matters, and the needs of the library's customers.
- 1.2 The responsibility for selection, evaluation, and maintenance of materials is vested in the Chief Executive Officer of Guelph Public Library who delegates this professional activity to qualified and knowledgeable staff.
- 1.3 The selection of material by Guelph Public Library does not constitute endorsement of either the material's content or viewpoint. Guelph Public Library does not knowingly acquire material that the Canadian courts have found to be obscene, hate propaganda, or seditious.

1.4 In adopting the Material Selection Policy, the Guelph Public Library Board endorses:

1. [Canadian Charter of Rights and Freedoms section 2b](#)
2. [Canadian Library Association Statement on Intellectual Freedom \(Policy F-05\)](#)
3. [Ontario Library Association Children's Rights](#)
4. [Guelph Public Library Board Accessibility Policy](#)

## **2 Selection Criteria**

2.1 Selection is made by use of authoritative book reviews, knowledge of the reputation and reliability of the author, selection aids such as authoritative discussions of the literature of the subject, pertinent bibliographical publications, publishers' advertising media and requests from library patrons. Materials are selected according to the needs and demands of the community, access to other library resources, the present library collection and the budget.

2.2 When selecting library material in all formats, the following criteria are considered:

- a. Clarity, accuracy, and logic of presentation
- b. Artistic and literary merit of the work as a whole
- c. Popular demand, both existing and anticipated
- d. Currency of the topic, format, or title
- e. Level of the material for the intended audience
- f. Reputation of the publisher, producer, or vendor
- g. Authority and significance of the author, composer, filmmaker, etc
- h. Relation to existing collection and to other material on the subject
- i. Availability of materials from other libraries
- j. Format and durability, ease of access, and use by customers
- k. Cost, cost per use, licensing fees, and budgetary considerations
- l. Space requirements and limitations
- m. Balance of viewpoints in the collection including those considered extreme or minority
- n. Alternate formats to ensure equity of access

- o. Development and promotion of multiple voices to reflect diversity and inclusivity
- p. Local connection (i.e., collection of materials that celebrate Guelph's history and heritage or that pertain in whole or in part to activities within the geographic boundaries of the City of Guelph)

### **3 Specialized Collection**

To fulfill the library's mission, Guelph Public Library has a large fiction and non-fiction collection and the following specialized collections:

- 3.1 **Children's Collection:** Guelph Public Library provides collections of print and non-print resources for children. Parents and legal guardians are responsible for monitoring the access and use of library materials by their children.
- 3.2 **Canadiana:** Special consideration is given to material with Canadian content as well as works by or about Canadians.
- 3.3 **Archives and Local History:** The Guelph Public Library's archives and local history collection includes books, diaries, original manuscripts, papers, correspondence, logbooks, ledgers, maps, drawings, photographs, pictures, newspapers and ephemera relating to the history of Guelph and Wellington County. The Archives also collects material written by or about Guelphites. Older works of historical significance and small private collections are acquired through donations or bequests. The Guelph Public Library Board reserves the right to accept or deny donations or bequests without reservation, and all donations and bequests become the property of the Guelph Public Library. The Guelph Public Library does not issue tax receipts for Archival donations. However, large collections of significance and value (over \$100,000) will be considered by the Guelph Public Library Board on a case-by-case basis.
- 3.4 **Local Author Collection:** Local author works must adhere to the same selection criteria listed previously. Authors and creators who live in Guelph, or whose works are about the City of Guelph, may donate two copies of their material for possible inclusion in the Library's collection. Guelph Public Library will review donated materials, but does not guarantee their inclusion in the collection. If added to the collection, one copy will be stored in the Archives' local author collection and one copy will circulate. Once donated, items become the property of the Library and will not be returned. While Guelph Public Library welcomes submissions from self-published authors, we purchase self-published books very selectively. We are most likely to purchase books of significant local interest, books that have received media attention, and any local author title published by a recognized Canadian publisher.

- 3.5 Government Publications: Guelph Public Library is a full depository for Ontario provincial government publications. Guelph Public Library also acquires municipal publications and documents from the City of Guelph.
- 3.6 Indigenous Collection: In the spirit of reconciliation, Guelph Public Library is actively acquiring material for all ages with Indigenous content and by Indigenous authors residing in Canada. This collection includes titles on art, culture, history, and the experiences of Indigenous peoples. The Guelph Public Library seeks to equally acknowledge and honour all Indigenous individuals, communities, and cultures.
- 3.7 Magazines and Newspapers: Guelph Public Library provides current magazines and newspapers to support the informational and recreational information needs of the community.
- 3.8 Electronic Resources: Guelph Public Library purchases electronic resources including databases, e-books, and other digital files, which are licensed for use or establish links to facilitate access to information.
- 3.9 World Languages Collection: Guelph Public Library selects materials in languages other than English and French to support community interests.
- 3.10 Textbooks: Guelph Public Library strives to supplement formal education and lifelong learning; however, we do not acquire textbooks or other curriculum-related materials unless they also serve the needs of the general public, due to budgetary considerations.
- 3.11 CELA: We offer a selection of DAISY format audiobooks from the CELA Library (Centre for Equitable Library Access).

#### **4 Donations and Bequests**

- 4.1 Donations of books and other materials are accepted with the understanding that they may be used or disposed of as Guelph Public Library determines is appropriate. All donations and bequests become the property of the Guelph Public Library.
- 4.2 In accepting donations or bequests, Guelph Public Library does not:
  - a. Guarantee that all donations or bequests will become part of the collection
  - b. Provide income tax receipts
  - c. Evaluate or appraise donations or bequests for fair market value or taxation purposes

## **5 De-selection and Collection Maintenance**

- 5.1 Material that is worn, damaged, lost or seldom used may be weeded.
- 5.2 The decision to weed or replace material is influenced by many variables:
  - a. Ownership of more current or more authoritative material
  - b. Item is no longer of public interest or in demand
  - c. Overabundance of an item or subject as interest wanes
  - d. Worn or damaged copies
  - e. Storage considerations
  - f. Budgetary considerations

## **6 Requests for Removal of Items**

- 6.1 Guelph Public Library recognizes the right of individuals to express opposition to author or artists' ideas or to their creative expression in items selected for the library. A library customer may object to a specific library resource by filing a [Reconsideration Form](#) located on the GPL website. All complaints will be reviewed and addressed with a written response.
- 6.2 Guelph Public Library complies with any law enacted at the federal, provincial or municipal level, and therefore does not collect or maintain items which have been judged obscene or pornographic, or have been banned by the courts. The relevant sections of the [Criminal Code of Canada](#) are sedition, hate propaganda and obscenity.
- 6.3 The presence of an item in the collection does not indicate an endorsement of its contents by the Guelph Public Library, but rather is an affirmation of the principle of intellectual freedom as embodied in the [Canadian Library Associations' Position Statement on Intellectual Freedom and Libraries](#).

## **7 Suggest a Library Resource Purchase**

A library customer may recommend a specific resource for purchase by filing a [Suggest a Purchase Form](#) located on the Guelph Public Library website. All suggestions will be reviewed and considered for purchase.

## **8 Interlibrary Loans**

Guelph Public Library recognizes the important value of the Interlibrary Loan service to complement Guelph Public Library's collections. Guelph Public Library actively participates in resource sharing for the benefit of library customers across Ontario and Canada and to provide Guelph Public Library customers with efficient access to information and materials not held in the Guelph Public Library collection.