



DORVAL

**Collections Development Policy
Dorval Library**

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1. DESCRIPTION

The *Collections Development Policy* of the Dorval Library is a reference document that, on the one hand, informs citizens about the guiding principles and general criteria for the addition, replacement or withdrawal of documents constituting its collections and, on the other hand, guides professionals in these tasks.

The Library develops its collections according to media, genres, and audiences. Media may vary depending on technological advances. Genres include fiction, documentary

material, reference works, musical and film works, periodicals and games, but are not limited thereto. Our collections are aimed at adults, teenagers, youngsters, and toddlers of the general public.

This policy replaces the Document Selection Policy that was developed in December 2016 and adopted by Municipal Council at its February 20, 2017 meeting. The policy requires updating every five years to reflect new practices in the field, technological advances, as well as the ever-changing needs of the customers.

2. GUIDING PRINCIPLES

A. MISSION

The Dorval Library undertakes to comply with the principles of a public library, as defined by the United Nations Educational, Scientific and Cultural Organization (UNESCO)¹, relating to information, literacy, education, culture, and recreation. Its mission is as follows:

The goal of the Library and the Peter B. Yeomans Cultural Centre in Dorval is to promote the continuous enrichment of knowledge, to initiate and stimulate personal growth, and to improve the quality of life of all Dorval citizens by providing resources and materials that meet their diverse needs for information, education, leisure, and culture.

¹**United Nations Educational, Scientific and Cultural Organisation (UNESCO), Communication et information.** (2016) "UNESCO Manifesto on the Public Library", on the Communication and Information website. Accessed October 12, 2016. <http://www.unesco.org/webworld/libraries/manifestos/libraman.html>

B. STANDARDS AND LEGISLATION

The Library refers to the guidelines for public libraries as defined by the *Association pour l'avancement des sciences et des techniques de documentation* in *Bibliothèque d'aujourd'hui* (Les éditions ASTED, 2011).

The Library is subject to laws, policies, codes, and regulations governing its status, rights, responsibilities, and scope of action.

C. INTELLECTUAL FREEDOM AND CENSORSHIP

The Dorval Library subscribes to the major principles of intellectual freedom, freedom of expression, and freedom of opinion set out in, among others, the following documents:

- ✓ *Statement on Intellectual Freedom and Libraries*¹ of the Canadian Library Association/ l'Association canadienne des bibliothécaires
- ✓ *Canadian Charter of Rights and Freedoms*²
- ✓ *Charter of Human Rights and Freedoms of Québec*³
- ✓ *Criminal Code of Canada*⁴
- ✓ Statement of the International Federation of Library Associations (IFLA) on *Libraries and Intellectual Freedom*⁵

The Library does not practice censorship and strives to develop and maintain balanced collections by presenting a variety of viewpoints.

The Library recognizes that some documents may be considered controversial, even offensive, to some users. The Library maintains that a person is free to reject documents for himself or herself, but cannot restrict the freedom of others.

Furthermore, the ultimate decision to consult or borrow a document belongs to the user alone or, if applicable, to his or her legal parents or guardians.

The selection for the adult collections is not restricted by the fact that these may be used by children or teenagers. The parent or legal guardian is solely responsible for the documents read, listened to, and viewed by his/her dependents.

The Library does not defend any particular belief or point of view and the inclusion of a document in its collection does not constitute an endorsement on its part.

The Library respects the decisions of the Courts of Justice with regard to sedition, hate propaganda, and obscenity that have an impact on development of the collections.

¹ **Canadian Library Association** (2015, September 27). "Canadian Library Association Statement on Intellectual Freedom and Libraries", on the *CLA Canadian Library Association/L'Association canadienne des bibliothécaires website*. Consulted October 12, 2016. http://cla.ca/wp-content/uploads/CLA_Intellectual_Freedom_Position_Stmt_27sept2015_ltrhd.pdf

² **Canada, Department of Justice** (2016, October 7). "Canadian Charter of Rights and Freedoms", on the *Justice Laws website*. Consulted October 12, 2016. <http://laws-lois.justice.gc.ca/eng/Const/page-15.html>

³ **Québec, Ministry of Justice** (2016, September 1). "Charter of human rights and freedoms", on the *LégisQuébec website*. Consulted October 12, 2016. <http://legisquebec.gouv.qc.ca/en/showdoc/cs/C-12>

⁴ **Canada, Department of Justice** (2016, October 7). "Criminal Code of Canada", on the *Justice Laws website*. Consulted October 12, 2016. <http://laws-lois.justice.gc.ca/eng/acts/C-46/>

⁵ **International Federation of Library Associations** (2007, January 5). "Libraries and Intellectual Freedom", on the *IFLA website*. Consulted October 12, 2016. <http://www.ifla.org/files/assets/faife/presen.pdf>

3. RESPONSIBILITY FOR COLLECTIONS DEVELOPMENT

A. PERSONNEL

The Division Chief - Library and Culture is responsible for the choice of documents to be acquired and conserved in the collections. This decision-making power is delegated to the librarians responsible for the various collections. The selection process for members of this team is based on:

- ✓ their knowledge of the population served
- ✓ their knowledge of the supply on the market
- ✓ their general knowledge
- ✓ their knowledge of the collection, its composition and use
- ✓ requests from users

B. PURCHASE SUGGESTIONS

The Library encourages patrons' suggestions and evaluates them according to the selection principles. However, the Library is not required to respond to every request.

The Library does not give in to undue pressure that might be exerted by groups or individuals to influence the content of its collections.

C. DONATIONS

The Library does not accept any donation of documents or money from the public or any organization to develop its collections. It may, however, collaborate on specific projects with the Friends of the Dorval Library.

D. REVIEW

A patron who wishes to question the relevance of a document in the collection can do so by completing the procedure established for this purpose. The Division Chief will then evaluate the application.

A request from a user who disagrees with the choice does not in itself constitute a valid reason for withdrawing a document from the collection. Upon request, the Division Chief will be available to discuss the interpretation and application of the Collections Development Policy.

4. GENERAL CRITERIA FOR COLLECTIONS DEVELOPMENT

A. SELECTION

The criteria listed below serve as a guide for the selection of documents. The documents do not have to meet all the criteria to be retained.

- ✓ Compliance with the laws and regulations governing Quebec's public libraries
- ✓ Languages: French and English documents
- ✓ Accuracy, clarity of presentation
- ✓ Topicality and up-to-date information
- ✓ Positive reviews
- ✓ Positive reputation of the author, the publisher or the illustrator
- ✓ Present and potential relevance of the work to the community
- ✓ Links with the existing collection, for example: part of a series, offers a different point of view, fills a gap in the collection on a subject, etc.
- ✓ Cost reflecting market supply and within budget parameters
- ✓ Type of documents: according to the collections developed by the Library, taking into account technological advances
- ✓ Physical characteristics, e.g.: durability, print quality, dimensions, etc.
- ✓ Exposure for community authors and artists

B. WEEDING

Pruning is an essential operation in the management of collections. It consists of removing unnecessary copies or works that are rarely used, aged or deteriorated through wear and tear, allowing the opportunity to take a new critical look at each document and to reassess its relevance in the collections. Weeding ensures the maintenance of collections in good condition, up to date, and at the cutting edge of various technologies. This essential process ensures revitalization of the collection.

The criteria listed below serve as a guide to weeding of documents. The documents do not have to meet all the criteria to be subjected to weeding.

- ✓ Physical state: old, damaged, dirty
- ✓ Obsolete document type
- ✓ Excess copies
- ✓ Outdated or obsolete information
- ✓ Less popular authors
- ✓ Coverage of the subject in the collection
- ✓ Overrepresentation in the collection of works by the same author/artist
- ✓ Orphaned volumes, incomplete series
- ✓ Low circulation of a document

Once removed from the collection, the library disposes of the materials in the following manner:

- Materials deemed uninteresting for the Friends of the Library Annual Sale (outdated subject matter, obsolete information) but still in acceptable physical condition are offered to non-profit organisations for recycling;
- Materials deemed to be in too poor condition (broken, stained, or water damaged) are put directly into recycling;
- All other items are kept for the Friends of the Library Annual Sale.

5. EVALUATION OF THE POLICY

The Collections Development Policy of the Dorval Library will be reviewed upon request arising from the line of authority. Any changes to the principles set out in this policy will be submitted to City Council for approval.