

# Collection Development and Management Plan

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**Approval Date: Sept. 13, 2013 Motion #: 6**

**Chair signature:**

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# GRAND VALLEY PUBLIC LIBRARY COLLECTION DEVELOPMENT AND MANAGEMENT PLAN

## INTRODUCTION

### **Background**

The Grand Valley Public Library was established when the Carnegie Library was officially opened on May 1st, 1913. This Library stood on the corner of Main St. and Amaranth St. until the tornado of 1985 totally destroyed the building. A new facility was built on the same lot and officially opened its doors on June 4, 1988.

The Library serves a population of approximately 4,000 residents. This includes the Town of Grand Valley, and portions of the Townships of Amaranth and East Garafraxa. The catchment area for these townships is based on the local fire catchment area.

Demographically, based on the 2011 census, the Town of Grand Valley has a population of 2,726 with 1,048 households. The median age of the population is 41.5 and the percentage of the population 15 and over is 82.2 percent. The language of the majority of residents is English, with 35 having French as their mother tongue. Two hundred and fifteen residents indicated having other non-official languages as their mother tongue. The largest being Dutch (65) and German (60).

**See appendix A for population breakdown into Age Characteristics.**  
**See appendix B for Detailed Mother Tongue.**

### **Purpose of Collection Development and Management Plan**

The Collection Development and Management Plan serves as a guide for the selection and retention of collections for the Grand Valley Public Library. The plan serves several important functions:

1. defines the full scope of selection activity within the library;
2. serves as a practical, in-house manual for the selection, weeding and maintenance of materials;
3. serves as an effective public relations tool by informing the community about the principles and procedures of selection and collection maintenance;
4. serves as a written document of principles and philosophies, regarding censorship and intellectual freedom, that can be utilized in the event of challenges to materials;
5. assures continuity and consistency in collection development at the Grand Valley Public Library;
6. assures that collection needs are recognized and met, and a balanced collection

- developed; and
7. assures the proper allocation of budget monies to those areas of the collection that need to be strengthened.

## **The Community and the Library**

The Grand Valley Public Library prides itself in providing a welcoming and inclusive environment for all people. The Library has a long history of championing intellectual freedom and strives to provide services and collections which meet the needs of its diverse patrons and the general citizenry.

The Grand Valley Public Library subscribes to the selected principles of the Ontario Library Association Intellectual Rights of the Individual. The Grand Valley Public Library upholds the philosophies contained in the following principles from the Ontario Library Association's Statement of Purpose of Ontario's Public Libraries:

- The Public Library serves its community based on the belief that every individual has the right to equitable access to information.
- The Public Library is committed to helping people find information appropriate to their needs.
- The Public Library is concerned with the refreshment of people's spirit by providing books and other materials for relaxation and pleasure.
- The Public Library promotes an open and democratic society by providing everyone with access to civilization's thoughts, ideas, actions and the expression of its creative imagination. The Public Library is the principal means whereby the record of civilizations made freely available to all.
- The Public Library is a practical demonstration of our society's belief in the value of the universal education as a continuing and lifelong process.

*(From: Once place to look: The Ontario Public Library Strategic Plan. 1990. p.13)*

Through the auspices of the Southern Ontario Library Service, the Grand Valley Public Library is able to provide a virtual library of e-resources. Through resource sharing, the extended resources of academic and public libraries throughout Ontario are available to augment our collections.

Library patrons represent diversity in age, different reading levels, interests, background, religion, ethnicity, culture, education, socio-economic level and lifestyle. While the collection cannot be all things to all people, it does take into account the fact that patrons have a variety of points of view, reading preferences and preferences for

different formats, and these are represented in the collection. As the community changes, the Library reassess and adapts its collections to reflect new and differing areas of interest and concern.

The Library acknowledges the important role of the community in collection development by inviting suggestions for purchase, monitoring requests, and evaluating the collections on an ongoing basis. Patrons also have the right to request that material in the Library's collection be reconsidered. The Library provides procedures for handling these requests.

A suggestion for purchase enables Grand Valley and area citizens to request a particular item or subject be purchased by the Library. All suggestions for purchase are subject to the same selection criteria as other materials and are not automatically added to the collection. It is the Library's intent that suggestions for purchase be used to help the Library in developing collections which serve the interests and needs of the community.

Persons from the Grand Valley and area community wishing to recommend the removal of a particular item in the Library collection may submit a Request for Reconsideration of Library Materials form, which will be reviewed by the Library CEO in relation to the Library's mission statement and the selection criteria of this collection development plan. After evaluating journal reviews and other materials, a response will be made by the CEO within 30 days of receiving the formal objection. A report with a recommendation will be forwarded to the complainant. The Reconsideration of Library Materials form is found on page 20-32 of this document.

The Library has determined what community needs exist for services to significant, identifiable immigrant, linguistic and/or ethnic groups within the community. Where there is a demonstrated need, the Library provides services to these groups and offers services as appropriate, either on its own or in conjunction with other local organizations or through interlibrary loan.

## ***PRINCIPLES***

### **Mission Statement**

The Grand Valley Public Library is the foundation of the community providing social and educational resources.

### **Values**

1. Innovation
2. Lifelong Learning
3. Equitable Access
4. Intellectual Freedom
5. Service Excellence
6. Accountability.

### **Collection Development Policy**

The Collection Development Policy provides direction and guidance for the Collection Development and Management Plan through the following means:

1. Within budgetary and space limitations, the collections will serve to enhance the cultural, literary, aesthetic, educational, and entertainment pursuits of Library users and the needs of the community as a whole.
2. The Library will provide a high quality collection of books and other materials in a variety of formats and languages for all ages.
3. The collection will be responsive to the needs and interests of the community and reflective of the diversity of the community.
4. To support an informed public, the collections shall represent diverse points of view, and may include materials that some members of the public consider to be controversial in nature.
5. The Library will provide free and equitable access to Library collections to all users.
6. In selecting materials, Library staff will use professional reference resources, judgment, knowledge and experience to select these materials, and will proactively solicit advice from, as well as anticipate the needs and interests of the community.
7. The Grand Valley Public Library endorses the following general library principles. These statements are found at the end of this document.
  - a. Canadian Library Association Statement on Intellectual Freedom.
  - b. Ontario Library Association Statement on the Intellectual Rights of the Individual.

- c. Ontario Library Association Statement on Children's Rights in the Public Library.
- d. American Library Association Statement on Teen rights in the Public Library.

## **ROLES**

The overall role of the Grand Valley Public Library is to function as a centre of the community by providing a collection, services, and programs that meet the expressed needs of the service area. Other vital roles are:

1. To acquire and make available to all clientele material which will satisfy their informational and recreational needs, will stimulate the imagination and creativity, and provide entertainment and contribute to the quality of leisure time.
2. To promote the use of the library, to develop a broad community awareness of the Library's resources and services, and to stimulate an interest and pleasure in reading, listening, and viewing.
3. To provide a welcoming atmosphere and prompt, professional service.
4. To continually identify community needs and plan responsive library services and programs.
5. To establish and develop effective liaisons with the local elementary school in an effort to share resources.
6. To enable adults, young adults, and children to informally educate themselves by providing a broad range of general level materials.
7. To collect and promote knowledge and materials of the community's history in cooperation and coordination with other historical institutions and societies in the area.
8. To promote the use of the Library facility for the activities of local groups, clubs, and service organizations.

The Grand Valley Public Library collects basic materials that meet the needs of the community at adult, teen and children's reading levels. Reference materials such as dictionaries, encyclopaedias, atlases, selected editions of important works, and directories and handbooks are available. Circulating materials include fiction and non-fiction best sellers, classic and literary fiction, popular non-fiction materials such as cookbooks, travel books, and current, general works on a wide range of subjects.

Magazines, newspapers and multimedia materials such as audio books, CDs and DVDs are also available. Items may also be requested through interlibrary loan. The Library's collections of electronic resources are accessible from the Library website. The Library is also part of the CNIB Partnership Program and offers services to the visually impaired, such as, audio books, audio magazines and described videos.  
[www.grandvalley.org](http://www.grandvalley.org).

## **Outreach Role**

Library Outreach serves a unique population of individuals and groups who cannot use the Library in traditional ways.

The collections are developed and maintained to serve those special populations. Current services focus on senior citizens, children in group care and the homebound. Outreach serves as both a promotion for traditional library services to non-traditional users and as an end in itself when users are best served by alternate methods.

## ***Collections***

### **Core Collection**

The primary purpose of the core collection is to provide the seminal works of literary and historical renown that have been critically acclaimed as definitive in their respective fields. These titles must be of the highest quality and must, in every instance, appeal to and be used by the customers of the Library. The core collection will reflect the rich diversity of cultures that make up the Library's community and the nation as a whole, along with regional titles of particular interest to Library customers.

The Library's core collection makes no attempt to be well rounded or complete but rather to supply only the very best fiction **and most** well written non-fiction available on a wide variety of subjects that will interest and prove accessible to the educated layperson. Materials are selected for the core collection based on their ability to enrich the lives of Library users and open doors to knowledge. The Grand Valley Public Library strives, through its core collection, to become a People's University providing titles of value for the lifetime learner.

Influencing Factors	Retention	Unique Selection Factors	Retrospective Development
The purpose of this collection is to retain seminal works of literary & historical prominence in the areas of literature, reference, music, art, movies & cultural importance; and to continue to add to the collection as definitive works are created.	<p>These materials should be retained indefinitely and replaced as condition and availability dictates.</p> <p>Weeding of this collection should only be done with the input of the CEO.</p>	<p>Has historic value and is recognized as such by the library and publishing communities.</p> <p>Has enduring value and has stood the test of time.</p> <p>Current materials which have proven to be a cultural phenomenon and are thought to become classics. i. e. Harry Potter.</p> <p>Important authors with ties to Grand Valley and area.</p>	<p>Core Collection lists will be created and maintained by professional staff. As these lists are finalized and changed, selectors will determine which titles we have and order those we do not.</p> <p>Core Collection lists will be evaluated and changed on an annual basis.</p>

### Popular/Bestsellers/Contemporary Collection

The adult fiction collection is maintained as a resource of recreational reading for the community. The Library is unable to acquire all of the many fiction titles published each year, but an attempt is made to purchase books representing a wide variety of fiction categories. The Library is very aware of public demand and will often purchase fiction titles that are not notable for literary quality or artistic merit, but have substantial popular appeal. Popular titles are duplicated only as necessary to meet demand. The Library recognizes the need to accommodate the varying tastes, interests, purposes and reading skills of its clients. While there is no single standard of literary quality, preference will be given to fiction that contributes to the balance of the collection with regards to :

- selected English language classics
- selected contemporary works by Canadian authors
- standard translations of major works by authors from non-English speaking countries
- selected novels by local authors
- public appeal

While it is not possible to keep all retrospective materials, access to these works are available through the Interlibrary Loan Network.

Poorly edited, abridged or condensed versions of original works are not purchased.

The Fiction collection is constantly weeded to keep the collection current and to cope

with space constraints.

The Library provides materials for self study but is not primarily designed to furnish materials required for academic study. Materials needed for formal course of study by elementary and secondary schools and post-secondary institutions of learning will not necessarily be provided. Textbooks shall be purchased only when they provide the best coverage of a subject and are also useful to the general public.

Materials which obviously foster religious or racial intolerance are outside the scope of the collection.

Materials that are banned under Canadian Law will automatically be excluded from the Library's collection.

## **Adult Non-Fiction**

The adult Non-fiction includes material on almost any topic that might be of interest or concern to the Library's users. Unusually expensive materials and those with an extremely narrow or limited focus are not normally acquired. Although accuracy of content and authority of a work's creators are important criteria in the selection of non-fiction materials, the Library does not assume responsibility for inaccuracies or errors in the works included in its collections.

The composition of the non-fiction collection will reflect the needs and interests of the community as determined by analysis and experience on the part of the Library staff. The collection will be composed of the following major parts:

- Applied sciences - repair and maintenance, basic trade manuals, farming, gardening, landscaping, animal and pet care, handicrafts and cookbooks.
- Art and architecture - major books on art, architecture, sculpture and applied arts.
- Business and Career Development - current, reliable material on investment, leasing, consumer concerns, accounting, small business management, career development, taxation, real estate and labour relations.
- Biography, Autobiography and Personal Narratives - special attention is given to collecting biographies of Canadians.
- Computer Science - manuals suitable for the home user.
- Economics
- Education - theory and psychology - emphasis on Ontario education.
- First Nations - history and culture of aboriginal peoples.

- Folklore, Fairy Tales, Myths and Legends
- Geography and Travel - travel guides, descriptive texts of a wide variety of countries and of all parts of Canada, general and thematic atlases for circulation.
- History - materials covering all phases of human history, from the earliest times to the present, with emphasis on Canadian history.
- Law and Criminology - the collection is for the layman and provides basic information.
- Literature - poetry, drama, short stories, selected works on the techniques of communication, public speaking, with emphasis on Canadian literature.
- Mathematics - algebra, calculus and geometry, practical mathematics.
- Medicine - specifically for the layman - child care, pregnancy, drugs and alcoholism, nutrition, exercise, pharmacology, anatomy and physiology.
- Music - history, theory, biographies, song books.

Influencing Factors	Retention	Unique Selection Factors	Retrospective Development Plan
The purpose of the collection dictates that it is a current and timely working collection. Dated information is removed.	Items are held as long as they are relevant and circulation continues to be steady.	<ol style="list-style-type: none"> <li>1. Popular interest</li> <li>2. Contemporary significance or permanent value</li> <li>3. Currency of information</li> <li>4. Accuracy</li> <li>5. Local emphasis</li> <li>6. Readability or ability to sustain interest</li> <li>7. Treatment of subject to age of intended audience</li> <li>8. Reputation of author, publisher, producer or illustrator</li> <li>9. Creative, literary or technical quality</li> <li>10. Critical assessments in a variety of journals</li> <li>11. Format and ease of use</li> <li>12. Circulation as monitored through the automated system</li> <li>13. Cost and availability</li> <li>14. Relationship to existing materials in collection</li> <li>15. Relationship to materials in other area libraries</li> </ol>	Because current and authoritative materials are essential for meeting the needs of a working level collection, emphasis is placed upon replacement of information still deemed current and relevant rather than retrospective development.

## Reference Collection

The Grand Valley Public Library serves as the primary resource and reference centre for community. The Library reference collections provide staff and users with basic, generalized research tools. Reference Materials are those designed to be consulted for specific items of information rather than to be read consecutively. Reference works typically include encyclopaedias, dictionaries, almanacs, atlases, directories, and similar informational resources. These materials are used frequently by the public and the Library staff and are designated for use only within the Library. Virtually any item in the collection may be designated for the reference collection if staff determines that it is desirable to have the item consistently available.

Influencing Factors	Retention	Unique Selection Factors	Retrospective Development Plan
The Library's Reference collection is intended to help Reference staff answer in-depth and quick questions and consists of print & electronic resources.	Reference materials are retained for the period of which they are useful. Series of reference materials should be kept only to the degree to which they are useful.  These items should be replaced when condition and demand require it.	Demonstrated or perceived demand by Library users or potential users, favourable reviews, inclusion in basic collection guides, reputation of the author, currency of information, cost, format, durability, ease of use, and relation to the existing collection. Computer-based reference sources may be preferred over print publications in some instances; these decisions will be based on cost, currency, ease of use, and the ability to make these sources available to Library patrons by remote access.	Because current and authoritative materials are essential for meeting the needs of a working level collection, emphasis is placed upon replacement of information still deemed current and relevant rather than retrospective development.

## E-Collections

E-collections are collections that are stored and displayed digitally and accessed via computers and other electronic devices. These resources are often referred to as online databases, e-books, e-audio books, digitized local history, informational resources on the Internet etc., With the E-collections the Library aims to extend access to Library information, regardless of location. Patrons can access these collections within or beyond the actual, physical facilities of the Library. The electronic format enables increased usability of library

resources, allowing expanded searching and interactivity. This format also increases depth and breadth of the collection, alleviating the need to purchase multiple copies of some print resources.

The Library collects a variety of online databases that are funded Provincially or purchased through the Consortium of Ontario Libraries. i.e. Gale Cengage Learning, Novelist, Mango Languages, World Book. The databases may include some or all of the following: full-text magazines, newspapers, journals and other periodicals, reference sources, indexes, and abstracts. Electronic books come in text or audio form and are provided through consortium purchasing in OverDrive. The Library also purchases its own collection of ebooks for local clientele only.

Influencing Factors	Retention	Unique Selection Factors	Retrospective Development Plan
Content output options, coverage, ease of use, feedback on database trials, number of simultaneous users, ownership of content, possible impermanence of the technology, relationship of the resource to the print collection, remote access, technical supportability, usage statistics		Criteria for selecting sites include authority, coverage, accuracy, relevance, quality of information, organization, currency, and relation to informational requests from Library users.	

## Magazines

The Library maintains a representative collection of magazines intended to supplement the book collection. The focus of the magazine collection is on publications that will provide current information on a variety of popular and practical topics. Included in this collection are Geographic and history periodicals, as well as titles dealing with health issues, consumer product evaluations, hobbies and crafts, and arts and entertainment.

There is a separate collection of children's titles that are available for circulation. The Library relies heavily on online resources to retrieve older periodical articles, but the Library retains back issues of a selective number of periodicals in print for up to one year.

Influencing Factors	Retention	Unique Selection Factors	Retrospective Development Plan
Magazine and journal titles are selected based on relevancy, current issues, demand and pricing.	The retention of magazines and journals are based on the individual title. Titles deemed important have back issues kept for one year.	The main criteria used to determine whether a magazine will be added to the collection are: the demand by the public, an examination of a sample copy, reviews of the publication, cost, the availability of the magazine at other area libraries and coverage of the publication's subject area in the Library's existing collection.	Because of the current content of magazines and journal, these items are selected and collected on a current and ongoing basis. There is no retrospective development plan.

## Newspapers

The Grand Valley's newspaper collection consists of local papers and a paper from the city of Toronto. Newspapers are not archived. The Grand Valley Star & Vidette is available on microfilm/fiche dating back to 1902.

## Large Print Collection

Large print books are made available to serve the segment of the community that cannot read normal size print. Patron interest and the availability of titles dictate the composition of the collection that is 56% fiction. Due to budget constraints the Library cannot purchase a fiction title in all formats and therefore, will purchase bestseller titles in Large Print format if available rather than regular print. The most important factors in the selection of large print books are: popularity of author and/or genre, size of print, size of volume, quality of paper and binding, and cost. Patron interest and availability of materials are also factors in determining the purchase of other large print items such as periodicals and newspapers.

## Paperbacks

Due to the popularity of both the paperback format and many titles that are not otherwise available, the Library maintains a collection of mass market paperback books including both fiction and non-fiction titles.

The Library is very much aware of public demand and often purchases paperback titles which are not notable for their content, literary quality, or artistic merit, but which have substantial popular appeal. Series and genres for which there is established demand are emphasized. Paperback editions of catalogued titles are purchased to help meet temporary demand.

## Music

The Library selects acquires and maintains a diversified collection of music. Review and selection decisions are based primarily upon popular demand and on published reviews. The Library attempts to collect recordings representing a wide range of musical genres. Western, Classical, Jazz, Rock/Pop.

The Library subscribes to Freegal - an online database of downloadable music free to Library members.

## Audio Books

The Library selects, acquires and maintains a collection of audio books. This collection primarily contains popular fiction and non-fiction titles in abridged and/or unabridged versions. If a choice is required between abridged and unabridged recordings, the unabridged will be chosen if the budget allows. Selection decisions are made based on demand, quality of recording and production, cost, shelving space, and durability of materials. The Library is a member of the shared Ebscohost and Overdrive collection of e-books and e-audio books.

## Movies

The Library selects, acquires and maintains a diversified collection of DVDs. This collection consists of informational, how-to, and popular entertainment video recordings. The collection includes feature length movies intended for home use and other private showings not constituting public performances. Review and selection decisions are based primarily on popular demand and published reviews. The Library purchases a broad selection of popular feature films, classic films, TV series, and places some emphasis on informational, instructional and other DVDs not readily available.

## Children's Collections

The children's collections are intended primarily for children from birth through age 12. These collections include:

- ❖ fiction and non-fiction material
- ❖ picture books, easy readers
- ❖ magazines
- ❖ music/audio books/ DVDs
- ❖ hardcover books

- ❖ paperback books
- ❖ board books
- ❖ classics
- ❖ Canadian material
- ❖ French material

Children require services that are designed especially for them because of their different levels of intellectual, emotional, and physical development. These collections shall be designed to stimulate the enjoyment of books and literature, to meet the recreational and educational needs of a varying range of ages and abilities and to reflect the needs of the community.

While children are the primary users of these collections, teens and adults also use them. Parents, teachers, budding and experienced children's authors and illustrators, library school graduate students, students of children's literature, preschool teachers, adults and children learning a new language, adults studying for their early childhood accreditation, and children's literature researchers all find much to use here. Popular interest topics, children's classics, materials with great child-appeal and materials needed by children to complete school assignments comprise the majority of these collections. The Library relies on parents or guardians to decide what is appropriate for their family to read or view.

### **Selection**

The Chief Executive Officer (CEO) will ensure the maintenance and organization of a comprehensive children's collection based on the Collection Development Policy. The children's collection will meet high standards of quality and reflect the changing educational needs and personal interests of children and teens as well as trends in society.

### **Selection Aids**

Evaluative lists are a very important tool of selection. Evaluative lists are those which appraise materials and state whether they are recommended for purchase. Such lists are available from a variety of sources such as books or reviewing journals. They are usually prepared by professional librarians, professional book reviewers or educators. Evaluative lists may be retrospective or may examine current material.

Retrospective lists are useful in assessing the collection and determining appropriate titles to be acquired. Lists may be of a general nature or may specialize in particular

subject areas of formats.

### **Helpful resources:**

Deirdre, F. Baker. A guide to Canadian Children's books in English. McClelland & Stewart, c2003.

1001 children's books you must read before you grow up. Universe. c.2009.

Canadian Children's books. Oxford University Press. c2000.

Best Books for kids & Teens. Canadian Children's Book Centre. c2012.

The Ontario Library Association has a reading program geared to all ages. The Forest of Reading was developed to :

- recognize Canadian authors and Canadian books
- provide librarians, library staff and parents with a meaningful tool for improving literacy in schools and libraries.
- respond to community interest and needs.

The **Forest of Reading** lists are a good tool to use in the selection process.

### **American and Canadian Library Journals**

**Quill & Quire**

**Emergency Librarian**

**School Library Journal**

Lists of award-winning books are also a good tool to aid in the selection of materials.

#### **Examples of Canadian awards are:**

Amelia Frances Howard-Gibbon Illustrators Award

Canadian Library Association Book of the Year for Children

The Elizabeth Mrazik-Cleaver Canadian picture book award.

Governor General's Literary Award

Ruth Schawartz Children's Book award given by the Ontario Arts Council

Forest of Reading awards by the Ontario Library Association.

#### **The two best know American awards are:**

Caldecott Medal Honor awards

Newberry Medal and Honor awards

**Britain:**

Kate Greenaway Medal

Carnegie Medal

**Fiction**

The picture book is an important element of the fiction collection, especially for those children who are encountering books for the first time. For very young children, picture books are available in a sturdy book format. In addition to storybooks, the picture book collection includes the following:

- concept books (e.g., alphabet, counting, colours, shapes)
- books for special situations (e.g., going to school, doctor)
- books about family life (e.g., new baby, adoption, single-parent families)
- books about feelings (e.g. anger, fear, loneliness)
- books about behaviour and conduct
- books about stressful situations (e.g. death and divorce)

First readers (or I-can-read books) are ideal for beginning readers. High-interest-low-vocabulary books are useful for reluctant or slow readers. Part of the collection includes material for children reading at a grade 4 to grade 6 level. This material covers a wide variety of genres including classics, fantasy, mystery, sports, humour, historical fiction, animal stories, and realistic, popular award-winning and honour books.

**Non-Fiction**

Non-fiction for children includes material both for information (e.g. history and geography) and recreation interests (e.g. sports, crafts, jokes, magic). It includes rhymes, fables, fairy tales, folklore, and poetry at both the picture book and independent reading levels. The Library also has in its collection materials that are geared to the public school curriculum.

**Non-book Materials**

Non-book material includes audio recordings - music and books on CD, DVDs, computer software (Early Literacy Stations.)

The Library subscribes to or provides a link to a number of online databases that give children the added resources needed to meet their needs. The Library subscribes to the following:

Tumblebooks  
PebbloGo  
Kids InfoBits  
World Book Encyclopedia  
Novelist K-8  
TVO-Kids

### **Maintenance**

The children's collection is weeded on an ongoing basis to regularly assess the currency and accuracy of information and the physical condition of the item. This is particularly important for the non-fiction collection. Replacement copies of damaged or lost materials will be ordered if they are deemed necessary to the collection.

## **Teen Collections**

The teen collections support recreational reading for ages 13 through 18. Teens require library services that will assist in their transition from childhood to adulthood. High interest, popular materials are collected. For research, teen patrons may rely on the adult and children's collections. Materials are selected from professional review sources, and suggestions by teen patrons. Fiction and non-fiction are collected in audio, video, and print formats. The collection includes:

- ❖ magazines for teens
- ❖ audio books/e-books
- ❖ fiction and non-fiction
- ❖ reference
- ❖ hardcover books
- ❖ paperback books
- ❖ DVDs
- ❖ Classics
- ❖ Canadian material

## **Selection**

The Chief Executive Officer (CEO) will ensure the maintenance and organization of a comprehensive teen collection based on the Collection Development Policy. The teen collection will meet high standards of quality and reflect the changing educational needs and personal interests of teens as well as trends in society.

## **Selection Aids**

Evaluative lists are a very important tool of selection. Evaluative lists are those which appraise materials and state whether they are recommended for purchase. Such lists are available from a variety of sources such as books or reviewing journals. They are usually prepared by professional librarians, professional book reviewers or educators. Evaluative lists may be retrospective or may examine current material.

Retrospective lists are useful in assessing the collection and determining appropriate titles to be acquired. Lists may be of a general nature or may specialize in particular subject areas or formats.

## **Helpful resources:**

Deirdre, F. Baker. A guide to Canadian Children's books in English. McClelland & Stewart, c2003.

1001 children's books you must read before you grow up. Universe. c.2009.

Canadian Children's books. Oxford University Press. c2000.

Best books for Kids & teens. Canadian Children's Book Centre. c.2012.

The Ontario Library Association has a reading program geared to all ages. The Forest of Reading was developed to :

- recognize Canadian authors and Canadian books
- provide librarians, library staff and parents with a meaningful tool for improving literacy in schools and libraries.
- respond to community interest and needs.

The **Forest of Reading** lists are a good tool to use in the selection process.

## **American and Canadian Library Journals**

**Quill & Quire**

**Emergency Librarian**

**School Library Journal**

Lists of award-winning books are also a good tool to aid in the selection of materials.

**Examples of some young adult awards are:**

American Library Association : Young Adult Book Award

American Library Association : Best books for YA

Margaret A. Edwards Award

William C. Morris award

Canadian Library Association : Young Adult Canadian Book Award

Forest of Reading awards by the Ontario Library Association.

**Fiction, Non-fiction**

The young adult collection has a variety of popular material that appeals to their interests. The library has in its collection:

- books for special situations (e.g., starting high school, college)
- books about family life (e.g., divorce, blended families.)
- books about feelings (e.g. anger, fear, abuse)
- books about behaviour and conduct
- books about stressful situations (e.g. death, bullying)

**Non-book Materials**

Non-book material includes audio recordings - music and books on CD, DVDs, computer games.

The Library subscribes to or provides a link to a number of online databases that give teens the added resources needed to meet their needs. The Library subscribes to the following:

Tumblebook Cloud - Teens

Gale databases

World Book Encyclopedia

Novelist

A to Z World Travel

A to Z World Culture

A. to Z Maps

Global Road Warrior

Teen Health & Wellness

Career Cruising

Canadian Points of View

## **Maintenance**

The teen collection is weeded on a regular basis due to space restrictions. The collection is regularly assessed for currency and accuracy of information and the physical condition of the item. This is of particular importance because of the ephemeral nature of teen popular interests. Replacement copies of damaged or lost materials will be ordered if they are deemed necessary to the collection.

## **Special and Unique Collections**

### ***Local History***

In accordance with its goal to collect and promote knowledge and materials of the Grand Valley and area's history, the Grand Valley Public Library will maintain and develop a local history collection. The Library will purchase or accept items for the collection that deal with Grand Valley, Orangeville, and Dufferin County. The Library will also acquire selected items of significance dealing with areas outside Dufferin County. The Local History collection will be developed and maintained to include most, if not all, of the following:

1. local newspapers on microfilm/fiche
2. selected municipal and county records
3. voters lists
4. selected Grand Valley Library records
5. family histories
6. monographs
7. cemetery listings
8. school yearbooks
9. historical atlases
10. works by noted local authors
11. photographs or copies of photographs
12. historical atlases and maps
13. works and primary source material documenting local history and genealogy

Clients may request microform from the Ontario or National Archives which will be provided through the Interlibrary Loan Service. A microform reader is available for use in the Library.

Cooperation between the Grand Valley Public Library and the Dufferin County Museum,

and the coordination of the two collections is essential if we are to provide the best possible service to the public and prevent duplication of services.

The Grand Valley Public Library shall not retain, collect or acquire any original artefacts or documents. It is the responsibility of the Museum to preserve historical artefacts. It is the responsibility of the Library to make local history materials available and accessible to the public through the dissemination of information and resources. The Library will strive to make available to the public copies of these original artefacts and/or documents held by the Museum. The Dufferin County Museum book collection has been catalogued and is available online from the Library online catalogue. The Museum will loan these materials to Grand Valley Library clients.

Writings of local authors, that are not about Grand Valley or the surrounding area, are subject to the Collection Development Policy.

The Library will subscribe to databases relevant to local history and genealogy research.

The Library will work alone or in partnership with others to undertake the digitization of local history materials in order to provide the public with greater access to local history information.

### **Donations**

The Library welcomes donations of local history material.

Donated materials are assessed in order to establish their suitability to the collection.

Some materials may be deemed to be too fragile or bulky to accept. Any problematic items will be discussed with the donor and then returned or redirected as is mutually agree upon.

A record of provenance is kept on file for those items donated to the library; this clearly indicates that ownership resides with the Library or is on indefinite loan from a donor.

The Grand Valley Library will donate to the museum of any material donated to the Library that is deemed unsuitable for the Library collection, but, might be of interest to the Museum.

### **Use**

Local history materials may be used in the library only and will not circulate.

In special situations, a short-term loan may be arranged with the approval of the CEO.

## **Tweedsmuir History - History of Grand Valley**

The Tweedsmuir History Book, compiled by Stan and Pearl Hunt, is the property of the Hereward Women's Institute. The Dufferin County Museum is the custodian of this valuable history book. The Grand Valley Public Library has a copy of the Tweesmuir History on microfilm for public use.

### **Selection**

Selection refers to the act of identifying and evaluating specific items for addition to the Library's collection or the decision to provide access electronically. Selectors are responsible for selecting titles which fit in with the collection criteria in this plan, and help the Library fulfill its mission.

### **Selection Responsibility**

Final responsibility and authority for selection rests with the CEO, who operates within the framework of the policies adopted by the Grand Valley Public Library Board of Trustees. The CEO as the Director of Collection Management provides continuity and relevance in the Library's collection through an organized structure for planning, budgeting, selecting, and managing library materials.

Selection is performed by the CEO with assistance from support staff members with specific areas of interest or expertise. Staff involved in the selection process have wide reading backgrounds and interests and keep current in their assessments of user needs. The staff consults a variety of reviewing sources, consults with community members with expertise in certain areas, and responds to the demands of the patrons. Staff whose primary responsibility is not selection are encouraged to participate in collection development and maintenance by identifying the needs of their users and systematically relaying that information to CEO and/or selectors.

### **Selector Roles**

Materials are selected in all formats that fulfill the need for high demand and popular titles for the circulating and browsing collections. The CEO also manages the suggestion for purchase list and orders those items which meet collection standards; monitors the

holds list in order to assure there are enough copies of items to meet the requests; manages standing order plans; and ensures collections stay up to date and in good order.

### **Support Staff**

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Support staff are responsible for surveying the collections and making requests for materials they see as missing from the collections or need enhancement. The CEO and support staff are involved in knowing what their community needs are and making sure that materials are selected and acquired that meet those needs. As gaps appear the CEO is responsible for making sure materials are bought for replacement.

### **Collection Selection Levels**

The following definitions of collection intensity have been developed to provide guidelines for acquisition and evaluation of subject areas within the collection.

#### ***Popular/Basic Collection – Level 1***

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Acquire best-sellers and popular materials based on demand or anticipated demand. Select basic works which serve to introduce and define a subject. Develop a highly selective collection that is weeded continuously based on use and condition of an item.

1. Best seller and popular/recreational materials in all formats as well as Internet resources of interest to the general library user.
2. Continuous review based on use per 6 – 12 month period.
3. Limited reference resources to help with homework through high school and consumer interest questions.
4. Periodicals/magazines reflect popular interests of community served. Access to back issues through electronic resources.
5. Serves the general user and children from birth through high school.

#### ***Working Collection – Level 2***

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Acquire popular, current materials and significant works/classics. Maintain a retrospective collection to reflect standard titles. Develop a minimum depth, broad scope collection. Weed based on significance of title and changing use.

1. Popular, current resources and significant works/classics.
2. Maintenance of a retrospective collection to reflect standard titles in all subject areas such as found in Public Library Catalogue and other standard subject bibliographies and lists.
3. Minimum-depth, broad-scope reference collection.
4. Periodicals emphasize currently indexed titles.
5. Review based on value and/or use of the resource per 2 – 5 year period.
6. Electronic resources acquired through license or consortium purchasing are

reviewed as part of the renewal cycle. Web linked resources are reviewed monthly for continued connectivity.

7. Serves the non-specialized needs of the general reader through to community college student.

## **New Media and Formats**

The Library must continually assess new electronic media and evaluate the capabilities and enhancements that they offer over existing formats. When deciding whether to replace or augment existing formats with new media, the following factors are considered: anticipated improvements in information storage and retrieval, user demand, quality of the product, ease of use, equipment requirements, cost, and staff requirements for processing, maintenance, and training. It is essential for staff to monitor technological developments so that wise and cost-effective collection decisions are made for the Grand Valley and area community.

## **COLLECTION MAINTENANCE**

### **Collection Maintenance**

Collection maintenance is an ongoing part of the conscientious evaluation of collections by professional librarians and is undertaken with as much care and consistency as the initial selection of materials. Collection maintenance helps to keep the collections current, attractive, responsive, diverse and useful to the needs of the community.

### **Evaluating and Withdrawing Collections**

Maintenance of the Library's collection through constant re-evaluation by the Library staff ensures its usefulness and relevancy to the community. This evaluation depends heavily on the staff's professional expertise in assessing the needs of the community and the content of the collection.

Those materials determined to no longer be of value are withdrawn from the collection. Library materials are withdrawn for one or more of the following reasons:

1. Obsolescence: subject matter is no longer timely, accurate, or relevant
2. Damage or poor condition
3. Space limitations
4. Insufficient use

Criteria for removal of material are outlined in the procedural document "Guidelines for Selectors" and include condition, currency, and popularity of material. Special consideration is given to retaining last copies of fiction and biography titles.

## **Last Copy**

The last copy of a work in the Grand Valley system is evaluated in terms of its value to the community, with consideration to the following:

1. Local interest
2. Reputation of author, publisher, producer, illustrator
3. Significance as identified in standard bibliographies
4. Quality of graphics
5. Uniqueness of information for research
6. Use

## **Replacement**

Replacement of materials withdrawn is not automatic. The decision to replace is influenced by:

1. Significance as part of the core collection
2. Availability of copies in the system
3. Popular interest
4. Adequacy of coverage in the subject area
5. Significance in subject area
6. Cost and availability

## **Binding**

The decision to bind materials is made with consideration to the same factors involved in replacement. In addition, the following should influence the decision to bind:

1. Historical significance and preservation
2. Adverse impact on circulation because of appearance
3. Feasibility of binding
4. Cost of binding vs. cost of replacement

## **Withdrawal Responsibility**

The CEO and support staff are responsible for regular evaluation and weeding of collections.

Staff will review their collections for gaps in subject areas and replacement of titles in or out of print as appropriate, based on the criteria below:

1. Core collection
2. Accuracy and currency of information

3. Physical condition of materials
4. Availability of newer, more comprehensive or more accessible material
5. Relevance to collection and scope of collection
6. Ease of borrowing materials from another library
7. Relevance to community needs
8. Date of last circulation and number of circulations
9. Number of copies in the collection

### **Management of Withdrawn Material**

When library materials no longer meet the selection criteria for inclusion in the collections the following options are available:

1. Community Redistribution program to public-benefit organizations.
2. Library book sales.
3. Redistribution to other libraries
4. Recycling of damaged materials

### **Authority to Withdraw Materials**

The ultimate authority for withdrawing materials from the general collections falls to the CEO. Core collections and last copies, should not be withdrawn without first consulting with the CEO.

### **Shelf reading**

In order to keep the collections aesthetically appealing and usable, regular and continuous shelf reading takes place. The responsibility for shelf reading falls to all support staff.

### **Inventory**

The CEO and staff, conduct an annual inventory of all collections. The series of inventories take place throughout the year. Inventories ensure the collection continues to meet all aspects of this plan, as well as the Library's strategic plan, and provides for a clean and updated bibliographic database.

### **Controversial Issues**

The Board recognizes that some books may be regarded by certain individuals or groups as controversial, whether because of bias, frankness of language, political expression, or moral implication. Selection should not, and will not, be made on the basis of anticipated approval or disapproval by an individual or group in the

community, but rather on the evaluation by the CEO of the publication's literary merit, authenticity, honesty of presentation, topical interest, and use to the audience for whom it is intended. The primary aim of materials selection is to establish a balanced collection which adequately represents various points of view on many subjects.

The ideas and opinions found in the Library's collection are not advocated by the Library Board or staff. The presence of materials in the Library does not indicate an endorsement of their contents by the Library.

Materials representing all points of view concerning the problems and issues of our times will be provided in the Library's collection. Books or other materials of sound factual authority shall not be proscribed or removed from Library shelves because of doctrinal or partisan disapproval. Subject areas particularly sensitive to controversy and misunderstanding are:

a) Sex education

Providing information on sex for readers of all age levels with varying educational and religious backgrounds is an important part of the Library's function.

b) Religion

A well-balanced religion collection will be maintained. Standard works on Christianity and Christian denominations shall be included, along with materials on other major religions. Works which stimulate controversy shall be included if they are by well-informed authorities. However, materials which obviously foster religious or racial intolerance are outside the scope of this collection.

Library material will not be marked or identified to show approval or disapproval of the contents.

Physical access to materials will not be restricted except for the express purpose of protecting an item from damage or theft.

Responsibility for the reading activities of children rests with their parents or legal guardians. Selection of materials for the adult collection shall be restricted by the possibility that children may obtain materials that their parents consider inappropriate. The Board believes in the freedom of the individual and in the right and obligation of parents to develop, interpret and enforce their own code of acceptable conduct.

## **STATEMENT ON INTELLECTUAL FREEDOM CANADIAN LIBRARY ASSOCIATION**

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.

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.

## **STATEMENT ON THE INTELLECTUAL RIGHTS OF THE INDIVIDUAL / ONTARIO LIBRARY ASSOCIATION**

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 materials 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.

Approved Ontario Library Association 1998 Annual General Meeting. Nov. 7, 1998.

# Teen Rights

Date of adoption: February 8, 2012 Motion #6

Chairperson's signature:

## Teen's rights in the Public Library

### Goals for Library Services for Teens:

Young people are valuable members of our library community who deserve the same respect, dignity and human rights as all library members. This document provides a framework for developing library services to teens that meet the educational, informational, and cultural and leisure needs of young people in ways that are developmentally appropriate. Each public library has a different community to serve and therefore different priorities and needs.

Although specific services for teens have not been well established in all libraries, these goals are created in the belief that young adulthood is a unique life stage and that young adults are entitled to the same quality of library services offered to other age groups in the population.

(Adapted from the IFLA Guidelines for Library Services for Young Adults, 2006 and the YALSA Guidelines for Library Services to Teens, Ages 12-18, 2006.)

The goal of library services for teens is to assist with the transition from children's services to adult services and to provide access to both resources and an environment that meets the needs of young people for intellectual, emotional and social development. Specifically these needs are based on the unique seven developmental needs of adolescents and the five core values of quality service to teens:

### 7 Developmental Needs of Teens

- Physical activity,
- Competence and achievement,
- Self definition,
- Creative expression,
- Positive social Interaction with Peers and adults,
- Structure and Clear Limits,
- Meaningful Participation

Excerpted from: Dorman, G. (1981). *The Middle Grades Assessment Program: User's Manual*. Carrboro, NC: Center for Early Adolescence.

### 5 Core Values of service to teens

- Respecting and responding to unique YA needs,
- Providing equal access,
- Empowering Youth through participation
- Engaging Teens in active collaboration,
- Supporting healthy youth development

Core Values excerpted from Jones, P. (2002). *New directions for library service to young adults*. Chicago: American Library Association.

## Teens in Ontario Public Libraries have the right to:

### 1. Intellectual freedom

The library establishes clear policy statements concerning the right to free access by

young adults to library resources and information sources; and respect for the rights of young adults to select materials appropriate to their needs without censorship, The library's teen collection, policies and services should be consistent with the concepts of intellectual freedom defined by the CLA, OLA and Ontario Human Rights code.

**2. Equal access to the full range of materials, services, and programs specifically designed and developed to meet their unique needs.**

The Library integrates library service to teens into the overall plan, budget and service program for the library. Library service to teens is integrated with those offered to other user groups.

**3. Adequate funding for collections and services related to population, use and local community needs.**

The Library incorporates funding for materials and services for teens in the library operating budget and ensures there is equitable distribution of resources to support programs and services for young adults.

**4. Collections that specifically meet the needs of teens**

The Library provides a wide spectrum of current materials of interest to young adults to encourage lifelong learning, literacy, reading motivation, and reader development. The library endeavors to develop collections that encourage leisure reading, support homework and school success and responds to gender and cultural diversity. The library provides unfettered access to technology including social networking, licensed databases, and other online library resources for teens.

**5. A library environment that complements their physical and developmental stages.**

The Library provides identifiable spaces for teens that are separate from children's spaces where possible, reflects their lifestyle and allows for teens to use this library space for leisure or study, either independently or in groups.

**6. Welcoming, respectful, supportive service at every service point.**

The Library promotes friendly, positive, non-biased customer interactions with teens, providing staff development and training and ensures that services for teens embrace cultural and gender diversity and economic differences. Library staff will endeavor to respect the teen's need for privacy and nonjudgmental service and assist young adults in acquiring the skills to effectively access all library resources and become information literate.

**7. Library Programs and Services appropriate for Teens**

The Library fosters youth development by providing programs for teens that contribute to literacy, life-long learning and healthy youth development. The library endeavors to provide volunteer opportunities for helping others through community service hours including participating on Library Advisory Boards, and other projects that help develop a sense of responsibility and community involvement. The library's teen services initiatives are effectively managed according to best practices in the field of Youth Services.

**8. Trained and knowledgeable staff specializing in teen services.**

Library staff is knowledgeable about adolescent development and age appropriate resources for young adults inclusive of those with special needs. The library provides services by teen specialists as well as by others who are trained to serve teens.)

**9. An advocate who will speak on their behalf to the library administration, library board, municipal council and community to make people aware of the goals of teen services.**

The Library works in partnership with other community agencies and organizations to support all aspects of healthy, successful youth development.

**10. Library policies are written to include the needs of the youth.**

Adopted at the Ontario Library Association Annual General Meeting June 2010.

## STATEMENT ON CHILDREN'S RIGHTS IN THE PUBLIC LIBRARY

**Adopted at the Ontario Library Association Annual General Meeting November 1998.  
Adopted by the Grand Valley Public Library at their regular meeting of the Board, September 8, 1999.**

Children in Public Libraries have the right to :

1. Intellectual freedom.
2. Equal access to the full range of services and materials available to other users.
3. A full range of materials, services and programs specifically designed and developed to meet their needs.
4. Adequate funding for collections and services related to population, use and local community needs.
5. A library environment that complements their physical and development stages.
6. Trained and knowledgeable staff specializing in children's services.
7. Welcoming, respectful, supportive service from birth through the transition to adult user.
8. An advocate who will speak on their behalf to the library administration, library board, municipal council and community to make people aware of the goals of children's services.
9. Library policies written to include the needs of the child.

# **GRAND VALLEY PUBLIC LIBRARY**

## **PROCEDURES**

### **LIBRARY MATERIAL COMPLAINTS**

- a) Where material for reconsideration is identified, the Revaluation form, A/V or book, will be filled out by the complainant.
- b) The Librarian will review the complaint in the light of the Materials Selection Policy and gather information regarding the item, such as reviews. A review of the material itself will also be conducted.
- c) A report with a recommendation will be forwarded to the complainant.

**GRAND VALLEY PUBLIC LIBRARY  
REVALUATION FORM**

I. Author \_\_\_\_\_

Title \_\_\_\_\_

Paperback\_\_\_\_\_Hardcover\_\_\_\_\_Other\_\_\_\_\_

II. Request initiated by:

Name\_\_\_\_\_

Address\_\_\_\_\_

City\_\_\_\_\_Province\_\_\_\_\_PC\_\_\_\_\_

Telephone ( )\_\_\_\_\_

III. Complaint Represents:

Complainant named above\_\_\_\_\_

Organization (name)\_\_\_\_\_

Group(identify)\_\_\_\_\_

**GRAND VALLEY PUBLIC LIBRARY  
REVALUATION FORM**

1. Did you read the entire book? If not, which section(s) did you read?

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2. Did you read the jacket of the item or consult with staff before signing it out?

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3. To what in the material did you object?

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4. Please cite the numbers of the pages which illustrate your position or form the basis of your request.

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**GRAND VALLEY PUBLIC LIBRARY  
REVALUATION FORM**

5. Have you read the judgment of critics concerning this material?

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6. Who would you recommend this material for? e.g. age group

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7. Did you find anything good about the material? If yes, please outline.

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8. Could you suggest material which would effectively take the place of this item in terms of the nature and extent of subject coverage?

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9. Have you read the Grand Valley Public Library Materials Selection Policy?

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# GRAND VALLEY PUBLIC LIBRARY

## Collection Development and Management Plan

Long-term Strategies:

Projections for growth.

The Town of Grand Valley has not experienced any growth within the area in quite some time. The Town completed a new sewage treatment plant in 2012, which has enabled the municipality to move forward with a new housing development. The development is planned to be completed in four phases. Phase I began the spring of 2013 and there are plans for 100 homes in this phase. The effects of growth on Library Services will be many. The Library is currently operating at capacity and staff must weed the collection vigorously to accommodate new material. The increase in population to the town will require an increase in staff time to meet the increase in demand by the public. The collection should also grow to meet added demand, however there is no room for growth and the Library Board will need to plan for additional space at some point in time.

Based on the information provided in the Ontario Public Library Guidelines the Grand Valley Library has 5.75 volumes per capita. This is at level two of four for recommended collection size. The circulation per capita is 12.75 which is almost at level four indicating that although we do not have the recommended volumes per capita, the collection is well used. The turnover rate (circulation divided by circulating volumes) is 2.23, above the recommended level 4, indicating a well-used collection.

The demand for large print, Teen materials, audio books, DVDs, and children's materials is constantly increasing and we do not have the space to accommodate these demands.

Based on what we know of our community, users and present collection, the five goals for the library collection over the period 2013-2016 will be:

1. Monitor the growth in population and demand by the public for library services.
2. Plan for additional space to accommodate future growth.
3. Plan for additional staff to accommodate future growth.
4. Continue to increase the budget over time to meet the demand for electronic resources and new technology.
5. Search for and apply for grants to digitize the local newspapers that are currently on microfilm/fiche.

Annual Plan - Targeted for 2014

The list of targeted areas for the first year of our plan is as follows:

1. Increase budget for e-books to meet the increase demand by the public.
2. Increase budget for e-audio books to meet the increase demand by the public.
3. Purchase more children's books on CD.

**See Appendix C for 2013 Collection Buying Plan.**

## Appendix A

Age Characteristics	Grand Valley								
	2011			2006			Population		
Total Population	Total	Male	Female	Total Population	Male	Female	Changes	Male	Female
Population	Population								
by Age groups	2,730	1,415	1,310	2,845	1,500	1,340	-115	-85	-30
0 to 4 years	125	60	65	165	90	70	-40	-30	-5
5 to 9 years	170	90	75	210	120	85	-40	-30	-10
10 to 14 years	190	105	85	260	140	120	-70	-35	-35
15 to 19 years	240	130	110	260	140	125	-20	-10	-15
15 years	45	25	20						
16 years	50	25	20						
17 years	50	30	20						
18 years	55	30	30						
19 years	45	25	25						
20 to 24 years	195	110	85	155	80	70	40	30	15
25 to 29 years	105	60	50	120	55	65	-15	5	-15
30 to 34 years	130	55	70	155	80	80	-25	-25	-10
35 to 39 years	150	65	80	220	110	110	-70	-45	-30
40 to 44 years	220	115	105	335	170	170	-115	-55	-65
45 to 49 years	315	155	155	270	145	120	45	10	35
50 to 54 years	265	145	120	165	95	70	100	50	50
55 to 59 years	155	85	70	165	85	75	-10	0	-5
60 to 64 years	165	80	85	135	70	60	30	10	25
65 to 69 years	125	65	60	85	45	35	40	20	25
70 to 74 years	75	45	30	50	25	25	25	20	5
75 to 79 years	40	15	25	50	25	25	-10	-10	0
80 to 84 years	50	25	20	25	10	20	25	15	0
85 years and over	25	5	20	20	5	15	5	0	5
Median age of the pop.	41.5	41.1	41.8	37.4	37.4	37.4			
% of the pop. 15 & over	82.2	81.6	82.7	77.7	76.3	79.5			

## Appendix B

Detailed Mother Tongue	Total	Male	Female
Total Population Town of Grand Valley	2,730	1,415	1,310
English Only	2,465	1,285	1,180
French	35	20	15
Albanian	10	5	5
Czech	10	5	5
Dutch	65	40	30
German	60	30	35
Greek	10	5	5
Italian	15	10	10
Polish	10	5	5
Portuguese	10	5	5
Serbian	5		
Slavic languages	5		
Tagalog (Philipino, Filipino)	5		5
Ukraininan	5		5
	2,710	1,410	1,305

