

# Ontario Public Library

## Policy 4005

### COLLECTION POLICY

#### Purpose and Scope

The Ontario Public Library seeks to provide services in a congenial and supportive environment to promote basic literacy, assist learners in attaining their educational goals, and to enhance and enrich the quality of life through information, both in print and electronic formats.

The Library serves all individuals in the Town of Ontario with collections reflecting the diversity and variety of viewpoints present within the community within space and fiscal constraints.

The Board of Trustees endorses and affirms the following ALA documents which uphold and support the individual's access to information. The philosophies of intellectual freedom expressed in these statements are the basis for the Ontario Public Library's selection policy:

- Library Bill of Rights
- Freedom to View
- Freedom to Read

#### Reconsideration of Materials

Materials reflecting a diversity of viewpoints and opinions are included in the collection in the library's commitment to provide a broad base of information upon which individuals can formulate intelligent, well-researched decisions.

Once an item has been added to the collection it will not be removed at the request of anyone who disagrees with the content or format unless it can be proved that it is in violation of criteria outlined in the Collection Management Plan. Material under question will remain active in the collection during the review process.

A work is evaluated as a whole, not by excerpts taken out of context. The Library Director will be responsible for discussing the selection procedures with anyone challenging materials.

1. All individuals questioning a particular title will be treated courteously and respectfully.
2. Staff or the Library Director will try to discuss the concern informally with patience and understanding—understanding that an individual has a right to his or her opinion. The staff person responding to a challenged item will discuss the matter with the Library Director.
3. An item will only be evaluated for reconsideration once in a twelve-month period.
4. If the individual wishes to file a formal objection, the reconsideration process will be explained. The cardholder given the [Request for Consideration of Library Resources](#).
5. Once the form is completed, the review will proceed in three (3) stages, as necessary:

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- a. The Library Director will acknowledge in writing to the complainant receipt of said form at the library within ten (10) days of its arrival.
- b. The Library Director will follow-up within forty-five (45) days with a written response addressing as fully as possible the concerns stated by the cardholder in the completed form. Whenever possible, the Library Director will include relevant documents, e.g. published book reviews, *ALA Library Bill of Rights*, *Freedom to Read Statement*, if deemed necessary.
- c. If this does not resolve the issue, the complainant has the option of requesting in writing that the submission be presented to the Library Board of Trustees at the earliest available time.
- d. Upon presentation to the Trustees, a written response will be sent from the Board within two weeks of its decision.

### Weeding Policy

The library continually withdraws items from the collection, basing its decisions on a number of factors, including publishing date, frequency of circulation, community interest, and availability of newer or more valid materials. Items dealing with local history are an exception, as are certain classics and award-winning children's books. Fiction that was once popular but no longer in demand and non-fiction books that are no longer useful are withdrawn from the collection,

Withdrawn books are donated to the Friends of the Library for book sales. The proceeds from such sales are used for the benefit of the library. Books that are not sold will be disposed of at the discretion of the Friends of the Library.