

Ontario Public Library

4005 Collections Policy

1. Purpose of Library Collections

The Ontario Public Library (“the Library”) develops collections to promote literacy, support education, encourage lifelong learning, and to meet the diverse cultural, informational, and recreational interests of the community.

The Library purchases both popular items and materials that meet specific community needs, such as materials in large print, adult education, workforce training, and local history. The Library develops collections for all members of the community, including children, teens, and adults. Most materials for all age groups may be checked out but some collections, such as local history, are available for use only in the Library.

Careful consideration is given by Library staff when selecting each new item. Factors considered include: expected frequency of use; popularity of the author; professional and reader reviews; currency of information; price; and an item’s availability at other libraries in the Pioneer Library System. Special consideration is given to those books which deal with topics about which very little else is available.

A wide variety of materials and formats is considered for the collection, such as hardcover and paperback editions of books, periodicals, audio and video recordings, cake pans, and online and digital resources.

2. Selection

A balanced collection attempts to represent all sides of controversial issues as far as availability of materials, space, and budget allow. Selection is based upon criteria stated in this policy. The race, religion, nationality, or political views of an author or creator; offensive language; depictions or descriptions of violence or sexually explicit activity; controversial content of an item; or endorsement or disapproval by an individual or group in the community does not cause an item automatically to be included or excluded from the library’s collection.

All public libraries contain materials that some patrons may find objectionable. Libraries may omit from the collection materials that some patrons feel are important. In either case, the library has procedures that patrons may use in requesting the reconsideration of materials.

3. Collections for Children

The Library’s children’s collections include materials designed to serve the needs, educational benefits, and interests of all children, as well as parents and caregivers. Quality, accuracy, relevance, appropriateness for the intended audience, good design and format, and illustration are important criteria in the evaluation of children’s materials.

4. Collections for Teens

Collections for teens and young adults seek to provide a wide range of materials to meet and stimulate the interest of teenagers in reading and in the world around them. Collections for teens are separately identified to provide a transition between the collections for children and adults.

Ontario Public Library

4005 Collections Policy

5. Local Author & Local History Collection

The Library recognizes an obligation to make accessible Local History and Authors collections, which contain works from authors from Ontario, or documentation of the history and culture of Ontario. The collections will primarily consist of books and other published items, the papers and manuscripts of regionally significant writers, and local genealogical resources. Bound editions of the Ontario Register and Wayne County Mail are stored in the building archives and are available for in-library use. Some sections are digitized and available through the Pioneer Library System's OWWL catalog. Books and other items that are very rare, expensive, unique, or in delicate condition will be considered for transfer to the Wayne County Historical Society or housed at the Library in a more secure setting with more limited access.

To the extent possible based on condition, rarity, and value, items in the collections will be available for circulation and/or viewing in publicly accessible areas of the Library.

5.1 Additions to the Local Author & Local History Collections

The Library reserves sole discretion in making all decisions about what materials will be accepted and housed in its Local History and Author collections. Selection criteria will include, but may not be limited to, how the material fits into the existing collection, what kind of information the record offers, relevance to non-duplication of materials, cost to preserve and store, security requirements, and available copies at the Wayne County Historical Society and other archives.

All materials donated to the Library for the purpose of adding to the Local Author or Local History Collection should be accompanied by the Library's Deed of Gift form, becoming subject to the Library's selection and retention policies. Items without Deed of Gift documentation waive the rights of previous ownership and are subject to the Library's policies.

6. Suggestions for Additions to the Collection

To assure the acquisition of resources desired by Library users, patron suggestions are always considered for their addition to the collection. Patrons can request that specific items be purchased by filling out the Purchase Recommendation located at the Circulation Desk.

7. Collection Maintenance, Replacement, and Weeding

Library staff regularly review items in the collection to ensure that they continue to meet patrons' needs. Materials that are worn, obsolete, unused, old editions, or unnecessarily duplicated are removed. It is the responsibility of staff to assess the need for replacing materials that are damaged, destroyed, or lost. Items are not automatically replaced. Decisions are based on need, demand, availability in other OWWL libraries and budget.

7.1 The Deaccession of Local History and Author Collections

The Library reserves the right to periodically reevaluate materials in the Local History and Author collections and to deaccession certain items from the collections in a manner consistent with professionally accepted standards and in conjunction with advice from the Wayne County Historical Society and other trusted agencies.

Ontario Public Library

4005 Collections Policy

The Library may decide to deaccession an item if any of the following conditions are present:

- The item is not relevant to the Library's mission and purpose.
- The item would be more appropriately housed in a different archival repository.
- The item has deteriorated beyond its usefulness.
- The item is void of inherent exhibition, research, or educational value.
- The item is a duplicate of objects or records already in collections.
- The item is made of hazardous materials or is actively decomposing in a manner that directly affects the condition of other items and/or the health and safety of the staff and/or visitors.
- The Library is unable to continue to provide care and storage for the object in keeping with professionally accepted standards.
- The item is subject to legal and ethical standards requiring its removal.

The Library reserves the right to transfer the material to another more appropriate organization. Where appropriate, preference will be given to the Wayne County Historical Society or other local institutions.

7.2 The Deaccession of Other Library Materials

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. 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 resold to Book Vendor Buy-back Programs. 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 Collection Management Team.

8. Freedom to Read, See, and Hear

The Library believes it is essential in a free society that all citizens have access to Library materials and that no restrictions are placed on what anyone may read, see, or hear in a public library's collections, including those that are digital.

The Library agrees with the principles articulated in the American Library Association's **Freedom to View; Library Bill of Rights; Free Access to Library Materials for Minors; Freedom to Read; Diversity in Collection Development and Statement on Labeling.**

Well-intentioned persons or groups occasionally question the appropriateness of specific items in library collections, or the effects some materials may have on impressionable persons.

Suggestions are sometimes made regarding the restriction, removal, or labeling of certain library materials. The Library understands and appreciates these suggestions and concerns but believes

Ontario Public Library

4005 Collections Policy

the risk of not providing free access to information and ideas is greater than the risk of providing it.

The Library, therefore, enunciates the following principles:

8.1 Age of Readers

The age of a patron will not be the sole determining factor in the circulation of Library materials. If parents wish to limit their children's access to certain materials, that is their responsibility, not the Library's.

8.2 Labeling of Materials

It is sometimes suggested that a label be affixed to library materials indicating a political or social point of view or indicating that such an item is questionable or controversial. Such labeling suggests that people are incapable of making up their own minds about controversial subjects. The Library does not subscribe to this practice. Labeling placed on materials acquired earlier have not all been removed; it is a work in progress.

8.3 Review of Library Selections

The Library is willing to review its selection of items in its collections on a case by case basis. Individuals who question the appropriateness of specific items may initiate such a review by speaking with the Director.

The Director may suggest to the individual to complete in writing the Materials Complaint form, available at the Front Desk or online. Individuals who question the appropriateness of specific items may initiate such a review by submitting their concerns to the Director in writing using the [Materials Complaint form available online](#) or at the front desk. The review process includes a full reading, hearing, or listening of the item by the Director and by the individual requesting the review. The Director will meet with the individual and report his or her findings to the Library Board of Trustees. No item is to be removed or restricted because of a complaint until after the Board has examined the individual's request and the findings of the Director.

Ontario Public Library

4005 Collections Policy

Material Complaint Process

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 Collections Policy. 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 will refer question to Director. If s/he is not immediately available, the person will be contacted by s/he as soon as possible. Take name and contact information for individual, noting "Challenge" for the Director.
3. 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.
4. An item will only be evaluated for reconsideration once in a twenty-four month period.
5. If the individual wishes to file a formal objection, this process will be explained. The cardholder shall be given Materials Complaint Form
6. Once the form is completed, the review will proceed in three (3) stages, as necessary:
 - 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. All Board decisions are final.