



# HUNTSVILLE PUBLIC LIBRARY

## Materials Selection Policy

Policy Number: O19-63

Approval Date: December 10, 2019

Policy Review Date: December 2023

### Purpose

The selection of materials is driven by the principles defined in Huntsville Public Library's [Mission Statement, Values and Strategic Plan Goals](#). The purpose of this policy is to:

- a. To guide Huntsville Public Library staff in the selection of materials.
- b. To inform the public about the principles upon which selections are made.
- c. To inform the public of the policy that serves as the foundation for the selection of materials
- d. To defend intellectual freedom.

### Definitions

**Selection:** Refers to the decision that must be made either to add materials to the collection or to retain material already in the collection. This policy refers to print, non-print, and electronic materials. The same principles and criteria apply to the selection of all materials.

**Weeding:** Refers to the decision that must be made to remove materials already in the collection. This is planned and systematic process that is an ongoing part of collection development that will keep the library current and vital.

**Town of Huntsville:** Includes residents throughout the Municipality.

### Goals of Material Selection

The role of Huntsville Public Library in the Town of Huntsville is to inspire our community in the exploration of reading, arts, innovation and learning. To accomplish this, Huntsville Public Library will:

1. Acquire, maintain and make readily available to the greatest number of residents, well-balanced and timely collections of the most sought after material.
2. Ensure the collection of materials includes universally recognized as having a significant influence on the development of our society.
3. Safeguard the community's right to intellectual freedom through the selection of a wide variety of materials representing different viewpoints in a variety of formats.
4. Provide resources for information, reference and research as well as recreation and leisure.



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5. Acquire and provide opportunities to discover cutting edge technologies and innovations of interest to the community.
6. Encourage the community in their cultural development and increase their knowledge.

### **3. Responsibility for Selection**

The ultimate responsibility for selection rests with the CEO/Chief Librarian of Huntsville Public Library who operates within the framework of policies determined by the Library Board of Trustees. This responsibility may be delegated to other staff.

### **4. General Principles**

4.1 Selection is based on the merits of a work in relation to the needs, interests and demands of the residents of the Town of Huntsville. The Canadian Library Association Statement on Intellectual Freedom and Libraries [2] (Appendix A), as amended September 17, 2015 and accepted by Huntsville Public Library in the *Intellectual Freedom Policy* on March 16, 2016 (Motion 16-15) without reservation is integral to this selection policy. It states in part that:

... all persons in Canada have a fundamental right, subject only to the Constitution and the law, to have access to the full range of knowledge, imagination, ideas, and opinion, and to express their thoughts publicly. Only the courts may abridge free expression in Canada.

Libraries have a core responsibility to safeguard and facilitate access to constitutionally protected expressions of knowledge, imagination, ideas, and opinion, including those which some individuals and groups consider unconventional, unpopular or unacceptable. To this end, in accordance with their mandates and professional values and standards, libraries provide, defend and promote equitable access to the widest possible variety of expressive content and resist calls for censorship and the adoption of systems that deny or restrict access to resources.

4.2 The Huntsville Public Library will provide collections relating to Indigenous cultures, languages, and peoples, including books, audio and video materials. Our collection will include titles by and about First Nation communities and will include titles presented in the First Nation Communities Read program. Our teen and adult materials will also include First Nations and Metis graphic novels, and a selection of DVDs on history, culture and native issues.

4.3 Huntsville Public Library does not promote or make widely known particular beliefs or views, nor is the provision of access to a particular belief or view equivalent to an endorsement.

4.4 Huntsville Public Library believes in the freedom of the individual, and the right and obligation of parents and guardians to develop, interpret and instil their values upon their own



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household. The responsibility for what children under the age of 13 read or view rests with their parents and legal guardians.

While children under the age of 13 are encouraged to use the juvenile collections, as well as the electronic resources and web sites recommended on the Huntsville Public Library Virtual Library ([huntsvillelibrary.ca](http://huntsvillelibrary.ca)) for children, selection of materials for the collection and provision of Internet services is not restricted by the possibility that children may obtain access to information their parents consider inappropriate.

4.5 Huntsville Public Library provides access to information in a wide variety of formats, including access to electronic information through unfiltered access to the Internet. (See Huntsville Public Library *Technology @ HPL Policy*. Provision of access to the Internet allows Huntsville Public Library to provide a window onto a world of ideas, information and commentary well beyond that which can be made available through its own collections. Unfiltered Internet access ensures that users can exercise their right to choose from the widest range of information available.

4.6 Materials with an emphasis on sex, violence, or containing profane language should not be automatically rejected.

4.7 Huntsville Public Library selects materials that support our goals. Materials are not restricted to print but encompass anything that fosters the education, enlightenment or recreation of the community.

Materials selected according to these principles shall not be prescribed or removed because of partisan or doctrinal disapproval by groups or individuals.

### **5. Criteria for Selection**

The following principles will guide selection:

1. Contemporary significance or permanent value
2. Accuracy
3. Authority of author/artist/creator
4. Relation of work to existing collection
5. Scarcity of information in subject area
6. Format and ease of use
7. Budget limitations
8. Availability of materials elsewhere in the region - holdings of other institutions within the region are considered when developing Huntsville Public Library's collections
9. Popular Demand - Huntsville Public Library recognizes the importance of user demand and to that end will purchase or acquire materials with an anticipated popularity



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10. A representative sampling of innovative, experimental or short lived material may be purchased
11. Materials promoting all aspects of literacy - print literacy, numeracy and digital literacy - will be considered
12. Positive reviews from authoritative sources recognized by the greater library community
13. Acceptable ratings from authoritative rating agencies recognized as industry standards
14. Canadian content

### **6. Criteria for Weeding**

Materials are regularly assessed for their condition, accuracy, currency, performance within the context of the library collection in which they are located and relevance to library users. The withdrawal of materials from any collection is a formal process conducted by knowledgeable staff as a necessary means to maintain collection vitality, size and scope. The Library actively and continuously monitors the performance of the collection to balance both immediate demand and the long-term user needs.

Staff use their judgement and experience to withdraw the following from the collection:

- Materials whose content is out-of-date and therefore potentially misleading.
- Earlier editions of titles when more recent editions have been received.
- Materials which are no longer of interest, as reflected in circulation history.
- Materials that are damaged or in poor physical condition.
- Overabundance of an item or subject as interest wanes.

Materials removed from the collection are disposed by staff in one of the ways:

- Placed in the Library's used book sales.
- Offered to Better World Books, an organization which supports literacy by selling used books online. The Library receives a percentage of the funds raised which are returned to the materials budget.
- Recycled.

All or a majority of these criteria need not apply to the selection of a particular item. By the same token, the failure of a potential acquisition to meet the requirements of an individual criterion would not justify its elimination from selection consideration.

### **6. eResources | Online Databases**



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eResources, online databases, are subscription products that provide access to publications, literary works, courses or collections of information, usually via the Internet. These eResources complement our physical collections and provide access to a core collection of electronic reference materials both from inside our buildings or remotely. While selection for these materials is guided by the same criteria that govern all selection, due to their nature, additional factors and selection criteria must be considered.

Additional selection criteria to consider when selecting eResources are:

1. The value and performance of the database in comparison to any print counterparts;
2. The product's ease of use by its target audience;
3. The time span covered by the product and its frequency of updates;
4. The ability of the product to allow for continuous access for multiple users;
5. Vendor reliability, support and documentation;
6. Compatibility with Huntsville Public Library's current equipment and software;
7. Ease of installation and maintenance.

### **7. Website Links**

Huntsville Public Library provides links to free, authoritative Internet websites for children, young adults and adults from its Virtual Library ([huntsvillelibrary.ca](http://huntsvillelibrary.ca)). It also provides links through its online catalogue to publications available on the Internet that are not easily available in other formats. These electronic links augment our physical collections and provide access to materials from inside our buildings or remotely on a 24/7 basis. While selections for these links are guided by the same criteria that govern all selection, due to their nature, additional factors and selection criteria must be considered.

Additional selection criteria to consider when selecting web site links are:

1. The site is updated in such a way as to keep it current and accurate;
2. The site's author is clearly defined;
3. Printing from the site is allowed;
4. The site is easily navigated;
5. Advertising does not overshadow the content or create a bias;
6. Fee for service sites will not be selected;
7. E-commerce sites will not be selected except where they provide the best coverage of a subject;
8. Sites requiring registration with personal information that becomes the property of an organization will not be selected.

### **9. Textbooks**



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Providing textbooks and curriculum material is generally held to be the responsibility of the schools. Textbooks should be purchased for the collection when they supply the information in areas in which they may be the best, or the only, source of information on the subject.

### **10. Gifts and Donations**

Selection of gifts and donations should be governed by the same principles and criteria applied to the selection of an item for purchase. No conditions may be imposed relating to any gift or donation after its acceptance by Huntsville Public Library.

### **12. User Selection and Reconsideration**

Huntsville Public Library gives users the opportunity to suggest additional materials to the collection or to the inclusion of particular items in the collection. Requests for the addition or withdrawal of materials must be made in writing using Huntsville Public Library's Request for Reconsideration of Materials Form. The item will be evaluated or re-evaluated using Huntsville Public Library's approved materials selection policy.

### **Appendix A**

Request for Reconsideration of Materials Form

### **Related Documents**

HPL Mission Statement, Values & Strategic Plan

Intellectual Statement Policy

Privacy Policy

Reconsideration of Materials Form

Technology @ HPL

### **Links**

Purchase Request: <http://catalogue.huntsvillelibrary.ca/cgi-bin/koha/opac-user.pl>

### **History**

Collection Development Policy - Revised & Adopted – May 17, 2013 (Motion 13-35)



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## Request for Reconsideration of Materials

Title: \_\_\_\_\_

Author / Creator: \_\_\_\_\_

Format: (Please Circle) Hardcover    Paperback    CD/DVD    Other: \_\_\_\_\_

Publisher (If Known): \_\_\_\_\_

1. Have you read/viewed/listened to the entire item? (Please Circle One) Yes    No  
If not, what parts? \_\_\_\_\_
2. Did you read the jacket or container description before signing it out?  
(Please Circle One) Yes    No
3. Why do you disapprove of this item? (Please be specific: site pages or scenes. If more space is needed, please use the back.) \_\_\_\_\_  
\_\_\_\_\_
4. Is there anything good about the item? \_\_\_\_\_
5. What do you suggest the Library does about this item? \_\_\_\_\_  
\_\_\_\_\_
6. Can you suggest another item to take its place in terms of the nature and extent of the subject coverage? \_\_\_\_\_

### Reconsideration Request Initiated By:

Person Making Request: \_\_\_\_\_

Name: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_                      Postal Code: \_\_\_\_\_

Telephone: \_\_\_\_\_                      Email: \_\_\_\_\_

Signature: \_\_\_\_\_                      Date: \_\_\_\_\_