



North Grenville Public Library

Policy Type:	Operational	Initial Policy Approval:	September 2014
Policy Title:	Collections	Last Review/Revision:	October 9, 2025
Policy Number:	OP-06	Year of Next Review:	October 2029

The North Grenville Public Library (hereinafter referred to as the Library) provides a collection of material for use by the community, including a wide range of materials to fulfill the informational, cultural, learning, and leisure needs of the community. The Collection Policy provides direction and guidance for the collection development and management and corresponding plans.

Section 1: Goals of the Collection

1. To maintain a well-balanced and broad collection of materials for leisure, information, and research.
2. To provide materials for the learning, education, and awareness of the community.
3. To provide recreational resources, including video and non-books formats.

To achieve these goals the Library staff will:

- Acquire materials for all ages and levels of comprehension.
- Acquire materials for a wide range of interests and purposes.
- Select materials which represent all sides on given issues.
- Consider materials in terms of timeliness, demand, quality, and authority.
- Develop collections of materials in a variety of formats.
- Acquire materials in formats specifically for use by the disabled.
- Develop collections on specialized topics as required.

The collection should reflect the demographics of the community, including both official languages, as well as other language groups as they become prevalent in the community.

The collection should also strive to advance reconciliation with Canada's Indigenous Peoples.

Section 2: Intellectual Freedom

The public library is a democratic institution, and no individual or group should be allowed to limit the community's freedom to read. Democracy cannot flourish unless material representing all viewpoints is freely available. The Library's full position on intellectual freedom is set out in its *Intellectual Freedom Policy* (FN-04) and is aligned with the Canadian Federation of Library Associations' *Statement on Intellectual Freedom and Libraries* and Ontario Library Association's *Statement on Intellectual Freedom and the Intellectual Rights of the Individual*.

Section 3: Selection Criteria

The Library will develop the collection based on a variety of criteria, including:

- Suitability for the needs of the community
- Cultural or historical importance of the material
- Quality of writing, production, and illustrations
- Reputation and/ or significance of the author
- Recommendations by qualified reviewers
- Popular demand and current trends
- Relation to existing collections and other material on subject
- Budgetary and space considerations
- Suitability of physical form for library use, including accessibility considerations

Section 4: Resource Sharing

The North Grenville Public Library Board (hereinafter referred to as the Board) recognizes that the information needs of the community cannot be met through the resources of the Library alone. The Board views the Library's permanent collection as one essential element in a larger system that includes Interlibrary Loans, the sharing of resources as part of consortia and through agreements with neighbouring libraries, and supplementary collections coordinated by the Ontario Library Service.

Section 5: Weeding

1. In order to maintain an active working collection, materials may be withdrawn from the collection on a regular and systematic basis, using the CREW¹ method, for the following reasons:
 - a. Materials are no longer useful in the light of the goals and objectives of the Library.
 - b. Materials have content that is out-of-date.

¹ CREW: A Weeding Manual for Modern Libraries, Revised and edited by Jeanette Larson, Texas State Library and Archives Commission, Austin Texas, 2012.
<https://www.tsl.texas.gov/ld/pubs/crew/index.html>

- c. Materials are no longer of interest to the community.
 - d. Materials are damaged or worn-out (may be replaced where appropriate)
 - e. To make room for new materials coming into the collection.
2. Judgment and discretion will be used when weeding materials from the collection (e.g., keeping lower-circulating materials that are seminal works of literature or core topics in non-fiction).
3. Withdrawn materials may be discarded or sold to produce extra income for the Library.

Section 6: Gifts and Donations

1. The Library accepts gifts of books, pamphlets, periodicals, DVDs, and other materials if deemed suitable to the needs of the Library. The same selection criteria that are applied to purchases are applied to gifts. Gifts of books and other materials are accepted on the understanding that the Library retains unconditional ownership of the gifts, and that if it cannot use them the Library may discard them. The Library is not responsible for informing the donor of such disposition unless otherwise agreed. Except for temporary exhibit purposes, the Library does not accept storage responsibility for books, documents, or objects owned or controlled by groups or individuals.
2. Donations of money for materials are accepted and the funds will be spent in accordance with the Collection Policy.

Section 7: Local Authors

1. The Library supports the work of local authors with a connection to North Grenville and welcomes the growing opportunities that new self-publishing technologies offer local writers for self-expression.
2. The following criteria apply:
 - a. E-books cannot be accepted, except where they may be purchased and made accessible through one of the Library's e-book platforms.
 - b. The Library cannot accept any works which are in contravention of Canadian legislation.
 - c. Books contributed to this collection become the property of the Library.
 - d. Additions are made at the discretion of Library staff.
 - e. Books must meet the selection criteria outlined in the Collection Policy.
 - f. Local author books will be designated by a "Local Author" sticker on the spine and will be interfiled with the main body of the collection. This may be extended to other special collections as appropriate.

- g. Books contributed to this collection may be removed from the collection at the discretion of the Library in accordance with the weeding criteria, and removed books will not be returned to contributors, unless previously agreed upon.

The North Grenville Public Library retains the right to make exceptions to any of the above criteria.

Section 8: Feedback

The Library does not advocate all the ideas and opinions found in its collection. The presence of a book, periodical, or other material in the Library does not indicate any endorsement of its contents by the Library. The Library recognizes that some books may be controversial and that said items may offend some patrons. Selection will not be made on the basis of any anticipated approval or disapproval, but solely on the best available evaluation of the merit of the material and its use to the community. However, a patron may express an objection in writing by completing the Collection Feedback Form, for consideration by the CEO, in consultation with the Library Board.

Signature of Chair: _____

Approved/Revised:

- Approved: September 2014
- Revised: January 13, 2022
- Revised: October 9, 2025

Related Documents:

- FN-04 Intellectual Freedom
- OP-01 Accessibility in the Library