
Category:	Operational OP-04
Policy Name:	Collection Development
Date Approved:	June 27, 2016
Last Reviewed:	August 19, 2025

The Lake of Bays Township Public Library (the Library) will provide diverse collections relating to cultures, languages, religious traditions, and peoples, in all our formats from books to audio and video materials. A broad range of authors, content creators and experiences will be included and highlighted in our collection. Our bibliographic database will use subject headings and descriptors which are inclusive.

This purpose of this policy is to set out the parameters for the development of the collections and decisions on the selection of materials and is the basis for collection evaluation, planning, maintenance and budgeting for staff. It is also intended to familiarize library users with the principles upon which selection decisions are made for the library.

Section 1: Scope and Size of the Collection

1. The library provides a collection of books and materials that is responsive to the needs and interests of our diverse community:
 - a. including a variety of alternative and accessible formats
 - b. including multilingual materials in response to community need
 - c. including representation of a wide variety of opinion, lived experience, culture, language, religious tradition, and people
2. The collections shall be balanced and represent diverse points of view and may include materials that some members of the public consider to be controversial in nature.
3. The presence of an item in the library does not indicate an endorsement of its content by the library.
4. The library develops collections which include, but are not limited to, the following areas: fiction and non-fiction for adults, young adults and children; magazines, media, local history and literacy. Materials in non-English languages will be made available based upon community demographics and public interest.

5. The library participates in consortia purchasing and collective efforts with other libraries to broaden the scope and size of the collection. See *OP-21 Resource Sharing Policy*
6. Recognized, professional standards will be used to determine the appropriate size of the collection. Planning for budgets and facilities must reflect these standards.

Section 2: Selection of Materials

1. The board delegates the responsibility for the collection to each branch librarian.
2. Selection responsibility for specific portions of the collection may be delegated to other members of the library staff. In selecting materials, staff will use professional resources, judgement, knowledge and experience.
3. The staff will proactively solicit advice from, as well as anticipate the needs and interests of, the community.
4. What is purchased, and what remains in the collections, is based on the following criteria:
 - a. recommendations by critics or reviewers
 - b. public demand
 - c. relationship of subject to existing collection
 - d. importance of subject matter in relation to community needs
 - e. authority or significance of author
 - f. quality of writing, production, and illustrations
 - g. accessibility criteria and features
 - h. authority and standards of publisher
 - i. suitability of format for library use
 - j. Canadian content
 - k. currency and relevancy of the content
5. As outlined in our Respect and Acknowledgment document (FN-05), the 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 for all age groups. Our teen and adult materials will also include First Nations and Metis graphic novels, and a selection of media on history, culture and Indigenous issues.

6. Special consideration is given to materials with significant local content, that record the local experience or relate to life in the Township of Lake of Bays or the lives and works of residents of this area.

Section 3: Withdrawal and Replacement of items

1. An up-to-date, attractive and useful collection is maintained through a continual withdrawal and replacement process.
2. The ongoing process of withdrawal is the responsibility of each branch librarian. This responsibility may be shared with other members of the staff.
3. Items will primarily be withdrawn based on the CREW Method for weeding the collection (as provided by then Texas State Library and available at <https://archive.org/details/crewmeth12>).
4. Withdrawn material may be discarded, donated or sold at the library's discretion.
5. Replacement shall depend on demand for the title, availability of the title, availability of more current material on the subject, and the extent to which the subject is already covered in the collection.

Section 4: Gifts and Donations

1. The library accepts gifts of books, other materials, or money for the purchase of materials, with the understanding that they will be added to the collection only if appropriate, needed, and contribute to a balanced collection.
2. Gifts of books or other materials may be rejected for donation based upon the physical condition of those materials.
3. All donated material automatically becomes the property of the Library.
4. The same criteria of selection and withdrawal applied to purchased materials also apply to gifts and donations.
5. Donated materials not added to the library's collection are discarded, donated or sold at the library's discretion.

6. The library does not provide recognition of donations, such as book plates in donated material.

Section 5: Requests from Members of the Community

1. Suggestions from the community for the purchase of items are always welcome and are given due consideration.
2. Requests for the re-consideration of, withdrawal of, or restricted access to, a specific item in the collection must be received by the branch manager in writing. We will only accept requests from residents of the Township of Lake of Bays. The CEO will be consulted in the re-consideration. Responses to these requests are guided by the board's position that:
 - a. people have the right to reject for themselves material of which they do not approve but they do not have the right to restrict the intellectual freedom of others (see *FN-04 Statement of Intellectual Freedom*).
 - b. it is the right of parents and legal guardians to determine and select the most appropriate materials for the minor-aged children in their care.

Related Documents:

Lake of Bays Public Library *FN-04 Statement of Intellectual Freedom*

Lake of Bays Public Library *FN-05 Indigenous Awareness and Reconciliation*

Lake of Bays Public Library *OP-21 Resource Sharing*

Lake of Bays Public Library *OP-16 Accessibility in the Library*

Signature of the Chairperson _____

Document Revision Record:

Revision Level	Date
Initial Approval	June 27, 2016
Last Review/Revision	August 19, 2025
Year of Next Review	2029