



Collections POLICY

- Operational** (Approved by SPL Board)
- Administrative** (Approved by SPL Director of Libraries & CEO)

Date Effective: 2023-11-16

Date Last Reviewed or Revised: 2023-11-15

Review Cycle: Every five years by the Director, Collections & Service Infrastructure

Purpose

The Saskatoon Public Library *Collections Policy* describes the purpose and scope of the Library's Collections and outlines considerations for their development and maintenance to ensure the Collection remains relevant and in alignment with SPL's vision, values and goals.

This Policy informs the *Collection Development Plan*, which is reviewed and updated annually in alignment with this Policy and SPL's *Strategic Plan*.

Principles

SPL enriches lives of Saskatoon Patrons and empowers Patrons to participate in the community by providing access to information that facilitates the exchange of ideas.

SPL is committed to providing access to a collection of materials that:

- Responds to recreational and informational needs and interests of the community, with a particular emphasis on the history and culture of Saskatoon.
- Enriches human understanding and celebrates diversity of our community and world through inclusion of various cultural, ethnic, religious and philosophical backgrounds.
- Honours perspectives and experiences of First Nations, Métis, Inuit and Indigenous peoples.
- Prioritizes the value of intellectual and expressive freedom through providing Patrons access to many different viewpoints and opinions without censorship or bias.
- Offers a variety of Formats to meet accessibility needs and preferences of Residents.
- Supports lifelong learning and accommodates a range of abilities and educational backgrounds.
- Inspires a love of learning, creativity, knowledge exploration and reading.
- Offers accurate, relevant information.
- Is well-used.

Policy Statement

Responsibility

The ultimate responsibility for SPL's Collection rests with the CEO acting in accordance with general policies established by the SPL Library Board. In practice, Collection management activities are delegated to qualified and knowledgeable personnel and coordinated with Library vendors.

Intellectual Freedom

SPL acknowledges and upholds the freedoms to thought, belief, opinion and expression as protected by the *Canadian Charter of Rights and Freedoms* and as outlined in SPL's *Intellectual & Expressive Freedom Policy*.

SPL is committed to upholding intellectual freedom as the foundation for an informed, democratic society. SPL endorses the *Statement on Intellectual Freedom & Libraries* of the Canadian Federation of Library Associations, which states, in part:

It is the responsibility of libraries to guarantee and facilitate access to all expressions of knowledge and intellectual activity, including those which some elements of society may consider to be unconventional, unpopular, or unacceptable. To this end, libraries shall acquire and make available the widest variety of materials.

The full Statement is in **Appendix A**. SPL recognizes the right of any individual or group to reject material in the Collection for their personal use but does not allow any individual or group to restrict the freedom of others to make use of that same material.

In accordance with the Statement, intellectual freedom at SPL does not apply to the expression or dissemination of views that are obscene, seditious or incite hatred as defined by the *Criminal Code of Canada* and interpreted by Canadian courts.

Access to Materials

Except where otherwise prescribed by law or contractual agreements with Library vendors, materials at SPL are open access. This means SPL's Collection is available to all Patrons, regardless of age. SPL's Collection contains a wide variety of content, including materials some may find unpopular or unacceptable. Materials of a controversial nature are not censored or restricted. Parents and guardians are responsible for monitoring and limiting use of materials by their own children in accordance with their own judgement.

No materials are excluded from selection solely because they may come into the possession of a child.

SPL provides advisory services to Patrons to find materials based on personal preferences and needs. Patrons may access materials without judgement or restriction. SPL employees do not prevent Patrons from selecting or borrowing any materials from the Collection.

No Endorsement of Content

To fulfil its obligation to the community and realize the principles underlying the Collection, SPL must provide a balanced Collection of materials representing varied points of view. The presence of an item in the Collection does not constitute endorsement by SPL of the contents or viewpoints expressed in that item, or by the author or creator.

Collection Development & Maintenance

SPL actively maintains its Collection through the selection and deselection of materials. This is a fundamental way to realize the principles underlying the Collection.

Considerations in material selection:

- Ability of a material to contribute to achieving the principles of SPL's Collection.
- Quality, clarity, comprehensiveness and accuracy of the work as evaluated by authoritative discussions of genres or subject areas.
- Authority, reputation and competence of creator and publisher.
- Recommendations of critics, reviewers, the publishing industry and the public.
- Popularity of the work, anticipated future demand and recommendations from Residents.
- Suitability of the Format for Library use.
- Relation to existing materials on the subject.
- Balance of diverse viewpoints in the Collection, including those considered controversial.
- Availability of materials through Reciprocal Borrowing, Interlibrary Loan, the internet or from other easily and freely accessible sources.
- Timeliness or permanence of the work.
- Reviews in professional and popular media.
- Availability of funds and space.

Purchasing decisions are responsibly exercised within the parameters of available funds.

Deselection decisions are made using the same criteria as selection decisions, with the added factor of physical condition of materials. SPL repurposes or disposes of withdrawn materials responsibly and in a way that provides ongoing value to the community.

SPL strives to ensure the considerations in material selection and deselection are applied consistently. Application of these considerations is not influenced by approval or disapproval of a material's intellectual content by any SPL employee, Saskatoon Patron or community group.

SPL selection practice includes vendor selection of materials in specific subject areas and Formats based on detailed profiles created and monitored by knowledgeable and qualified personnel.

Donations

SPL declines donations to the Collection.

Patron Requests

Patron requests to consider a certain material for purchase or to reconsider an existing item in the Collection are important ways to ensure SPL's Collection is responsive to community needs and is aligned with the principles and considerations outlined in this Policy.

Patrons with an SPL library card can request specific titles by completing a form on SPL's website. Requests are considered according to the criteria outlined in this Policy.

Saskatoon Patrons can also formally request that SPL reconsider the offering of an item in the Collection they believe does not align with the principles and considerations outlined in this Policy. Formal written requests for reconsideration are reviewed by qualified and knowledgeable SPL employees who make recommendations to SPL Executive for decision.

Definitions

- 1) **"CEO"**: Saskatoon Public Library CEO.
- 2) **"Collection"**: The holdings of the Library organized by category.
- 3) **"Executive"**: SPL's CEO; Director, Public Services; Director, Collections & Service Infrastructure; Director, Finance & Administrative Services; Director, Strategy & Communication; Director, Reconciliation and Director, Human Resources.
- 4) **"Format"**: The physical form of materials. Formats include: print (books, magazines, newspapers, etc), audiovisual (CD books, DVDs, BluRay, music CDs, etc), digital (eBook, eAudiobook, databases, etc), multimedia (items that combine two or more Formats) and kits.
- 5) **"Interlibrary Loan"**: Service by which materials not owned by any SILS agency can be borrowed from other libraries, subject to availability and policies of those lending libraries.
- 6) **"Library"**: SPL and its branches, permanent and temporary buildings, grounds, mobile spaces and virtual spaces.
- 7) **"Patron"**: Any person other than SPL employees using the Library or its services.
- 8) **"Policy"**: *Collections Policy*.
- 9) **"Reciprocal Borrowing"**: The process by which a Patron of one SILS agency borrows materials owned by another SILS agency, either at a branch of a different agency or through placing a hold.
- 10) **"Resident"**: Any person residing in Saskatoon, being a potential user of the Library, its Collections and spaces.
- 11) **"SILS"**: Saskatchewan Information Library Services Consortium.
- 12) **"SPL"**: Saskatoon Public Library.
- 13) **"Statement"**: *Statement on Intellectual Freedom & Libraries* of the Canadian Federation of Library Associations (found in **Appendix A**).

Appendices

Appendix A: Statement on Intellectual Freedom & Libraries of the Canadian Federation of Library Associations

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The Canadian Federation of Library Associations supports and promotes the universal principles of intellectual freedom as defined in the Universal Declaration of Human Rights, which include the interlocking freedoms to hold opinions and to seek, receive and impart information and ideas through any media and regardless of frontiers.

In accordance with these principles, the Canadian Federation of Library Associations affirms 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 rights in Canada.

The Canadian Federation of Library Associations affirms further that libraries have a core responsibility to support, defend and promote the universal principles of intellectual freedom and privacy.

The Canadian Federation of Library Associations holds that libraries are a key institution in Canada for rendering expressive content accessible and affordable to all. Libraries are essential gateways for all persons living in Canada to advance themselves through literacy, lifelong learning, social engagement, and cultural enrichment.

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.

Libraries have a core responsibility to safeguard and foster free expression and the right to safe and welcoming places and conditions. To this end, libraries make available their public spaces and services to individuals and groups without discrimination.

Libraries have a core responsibility to safeguard and defend privacy in the individual's pursuit of expressive content. To this end, libraries protect the identities and activities of library users except when required by the courts to cede them.

Furthermore, in accordance with established library policies, procedures and due process, libraries resist efforts to limit the exercise of these responsibilities while recognizing the right of criticism by individuals and groups.

Library employees, volunteers and employers as well as library governing entities have a core responsibility to uphold the principles of intellectual freedom in the performance of their respective library roles.

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