



FLON PUBLIC LIBRARY

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POLICY: Materials Selection

STATEMENT ON INTELLECTUAL FREEDOM AND LIBRARIES

The Flin Flon Public Library endorses the Position Statement on Intellectual Freedom and Libraries adopted on August 26, 2016 and reviewed on April 12, 2019 by the Canadian Federation of Library Associations.

The Position Statement is as follows:

“The Canadian Federation of Library Associations recognizes and values the Canadian Charter of Rights and Freedoms as the guarantor of the fundamental freedoms in Canada of conscience and religion; of thought, belief, opinion, and expression; of peaceful assembly; and of association.

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.”

POLICY

This policy is intended to guide Flin Flon Public Library staff in the acquisition of material that is of current interest and/or lasting value to existing or potential library users. It is also intended to familiarize library users with the principles upon which selection decisions are made for the Flin Flon Public Library's collection.

UNDERLYING PRINCIPLES

The selection of materials for the Library is driven by principles defined in the Library's Mission Statement.

The Flin Flon Public Library is a non-profit organization whose main purpose is to foster literacy and build community relations.

We provide members a balanced collection of reading materials, to discover the joy of reading and the value of libraries, and to provide members a balanced collection of reading materials.

Ongoing material selection activities are founded on staff familiarity with existing collections, their awareness of the needs of library users, and their knowledge of retrospective, current, and future trends in informational and recreational materials suitable for public library use.

Except where limited by law, children are entitled to borrowing privileges and open and ready access to materials and facilities provided by the Library. Parents and legal guardians are responsible for monitoring and limiting the use of library materials by their children.

The Library endeavours to provide equitable access to its extensive collections through a multi-tiered service delivery model which rationalizes the location, scope, and focus of collections. The Library materials budget is maximized through coordinated and controlled expenditure.

POLICY STATEMENT

The selection of library materials is driven by the principles defined in the Library's Mission Statement described in part as providing "a balanced collection of reading materials...".

The Library selects:

- contemporary materials representing varying points of view and which are of current interest and possible future significance, including materials which reflect current conditions, trends, and controversies;
- source materials and thoughtful interpretations which document or sheds light on the past;
- material that works towards reconciliation and anti-racism by highlighting Black and Indigenous People of Colour (BIPOC) voices and that invests in authors whose stories are their own;
- source materials and thoughtful interpretations which document or sheds light on the past;
- materials that inform and increase an individual's ability to function effectively as a member of society;
- materials that provide an aesthetic experience, stimulates the imagination, and increases an individual's potential creativity;
- materials that expand an individual's understanding of the world in which they live;
- materials which reflect the diverse cultural heritage of the Library's communities; and
- materials that entertain and may enhance an individual's enjoyment of life.

Staff selection activities are supported by attention to:

- review media, bibliographies, and reviewing tools;
- consultation with the publishing industry;
- authoritative discussions of genres or subject areas; and
- recommendations from library users.

Activities are responsibly exercised within the context of available funds.

The Library does not keep, acquire, or purchase material that the Canadian courts have found to be obscene, hate propaganda, or seditious.

No material is excluded from selection on the basis of any of the following characteristics of the creator of the work:

- ancestry, including colour and perceived race;
- nationality or national origin;
- ethnic background or origin;
- religion or creed, or religious belief, religious association or religious activity;
- age;
- sex, including sex-determined characteristics or circumstances, such as pregnancy, the possibility of pregnancy, or circumstances related to pregnancy;
- gender identity;
- sexual orientation;
- marital or family status;
- source of income;
- political belief, political association or political activity;
- physical or mental disability or related characteristics or circumstances, including reliance on a service animal, a wheelchair, or any other remedial appliance or device;
- social disadvantage.

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

In adopting this Policy, the Flin Flon Library Board endorses the Canadian Library Association's Position Statement on Intellectual Freedom.

The Flin Flon Library Board, in establishing this Materials Selection Policy, was cognizant of Section 2(b) of the Canadian Charter of Rights and Freedoms which guarantees everyone the freedom of thought, belief, opinion and expression, including freedom of the press and other media of communication.

The Library tracks social and demographic trends in order to build robust collections responsive to the needs of our users as they change over time. This tracking includes maintaining an awareness of emerging languages and cultures, economic impacts on information needs, and broader changes in work and recreational habits.

SCOPE

The Materials Selection Policy applies to all formats including print, non-print, audio-visual, and electronic materials.

APPLICATION

This policy applies to any Library staff that undertakes the selection or withdrawal of materials for the Library's collections and to all Library staff involved with accepting and evaluating gifts to the branch collections.

SPECIFIC DIRECTIVES

1. Selection Criteria

Library staff will consider:

- Suitability of format for Library use;
- Suitability of subject, style, and reading level for the intended audience;
- Relevance to community users;
- Insight into the human and social condition;
- Importance as a record of the times;
- Relationship to the existing collection;
- Reputation, skill, competence, or significance of the originator of the work;
- Attention of critics, reviewers, and the public;
- Demand for material;
- Reputation of the publisher or producer;
- Clarity, accuracy, and logic of presentation;
- The availability of material through other sources (e.g., Inter-Library Loans, Overdrive/Libby (as eBooks(s) and/or audiobooks); and
- Purchase price and other budgetary considerations.

The Library will not needlessly duplicate Library materials.

2. New Formats

Careful consideration is given to the introduction of new formats to the Library's collections. Budget considerations, community needs, and the probable impact on existing resources are all reviewed before items are selected and introduced to collections in a new format.

The selection of material in any new format may result in the Library's decision to retire specific items or material formats from its collections to better be able to responsibly accommodate trends in user demands and/or changes in technology.

3. Withdrawal Activities

Selected materials are regularly assessed for their condition, accuracy, currency, and usage, within the context of the Library collection, and relevance to Library users. The withdrawal of materials from any collection is a formal process conducted by knowledgeable staff, according to written guidelines, as a necessary means to maintain collection vitality, relevancy, size, and scope.

An item that is the subject of a libel action of which the Library becomes aware will be removed from the collection until the action is finally resolved when, depending on the outcome of the action, it will be returned to the collection or permanently withdrawn.

4. *No Endorsement of Content*

Selection of an item for a library collection does not constitute endorsement by the Library of either the content or viewpoint expressed in that item.

5. *Access to Collections*

- a. For user-information purposes and the guidance of borrowers, DVDs owned by the Flin Flon Public Library are labeled with Canadian Home Video Association and the Motion Picture Association of America classification codes.
- b. The Library may control use of any collection material in order to protect items deemed susceptible to theft or damage by users, or to ensure the widest possible use of materials by library patrons.
- c. The Library does not mark selected materials in order to indicate approval or disapproval of item contents or attempt to expurgate information contained in selected items.

6. *Gifts and Donations*

- a. The Library welcomes gifts of materials from individuals or groups.
- b. The same criteria and guidelines that apply to the selection of all library materials are used to evaluate gifts. It is understood that gifts are freely given without conditions attached, unless specifically negotiated beforehand, and that all donations will be used or disposed of as the Library deems appropriate.
- c. Tax receipts are issued by the Flin Flon Public Library only for those items that meet the selection guidelines and are accepted into the collection.

7. *Customer Requests*

- a. Library users may place formal requests for the purchase of collection materials by completing a "Suggestions for Purchase" Form (Appendix A).
- b. All suggested purchases are reviewed by Library staff who apply to the customer request the same selection criteria that are applied to all materials purchased by the Library.
- c. The originator of a request will be notified of the Library's selection decision.

8. *Inter-Library Loans (ILL)*

- a. Patrons, using the ILL service, can request from other Manitoba libraries, items that fall outside the selection criteria of the Library, or items that are "out of print", or items that are temporarily unavailable.
- b. Fees for the ILL service apply and are payable when the ILL book arrives in the Library.
- c. The "Inter-Library Loan Request" Form (Appendix B) is to be used to place a request.

9. *Reconsideration of Materials*

- a. The Library believes a vital society encourages members of its community to actively participate in an open exchange of ideas and opinions. Material selectors consequently strive to provide the widest possible range of resources within the Flin Flon Public Library's collections.
- b. The content or manner of expressing ideas in material that is purposely selected to fill the needs of some patrons, may, on occasion, be considered to be offensive by other patrons. The Library recognizes the right of any individual or group to reject library material for personal use but does not accord to any individual or group the right to restrict the freedom of others to make use of that same material.
- c. Library users who object to materials located in the collection are asked to complete a "Request for Reconsideration of Material" Form (Appendix C) for the reconsideration of the materials.
- d. Decisions made about challenged materials will be communicated to the originators of the requests following completion of a formal staff review.
- e. An annual report on challenges to Library materials is to be provided to the Flin Flon Library Board.
- f. Some of the Library's digital content is provided using third-party vendors. The Library subscribes to services in which the third-party vendor, and not Library staff, determines the specific titles or materials made available through the service. In these circumstances, the Library is unable to reconsider specific materials that Library users object to but may inform the third-party vendor of user concerns and/or take these concerns into consideration in determining whether to continue using the vendor.



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APPENDIX A

Suggestions for Purchase

Name _____

Address _____

Email _____ Phone Number _____

Flin Flon Public Library Membership Number _____

Type of Request: Book DVD Other _____

Author _____

Title _____

Year of Publication/Release _____

Genre _____

For Library Use Only:

Request received by _____
(Library Staff Member Name)

Available on Libby/Overdrive as eBook	<input type="checkbox"/> Yes <input type="checkbox"/> No
Available on Libby/Overdrive as Audiobook	<input type="checkbox"/> Yes <input type="checkbox"/> No
Available through Inter-Library Loans	<input type="checkbox"/> Yes <input type="checkbox"/> No
Added to Collection	<input type="checkbox"/> Yes <input type="checkbox"/> No
Paton Contacted Regarding Outcome	<input type="checkbox"/> Yes <input type="checkbox"/> No

NOTES:



APPENDIX B

Inter-Library Loan Request Form

Date: _____

Patron ID: _____

Patron's Name: _____

Phone #: _____

Current Fines: Yes _____ No _____

Staff Initials: _____

Once the request has been processed, there will be a **\$1.50** fee to cover postage charged to your membership account and payable when the ILL book has been picked up. For overdue ILL books, a fine of **\$1.00** per day is incurred. As inter-library loans do not belong to our library, please ensure that they are returned on time and in the condition in which they were received.

Title:

Author:

Series (if applicable):

Release Date:

Special Requests (large print, pocketbook, extended due date, etc):



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APPENDIX C

Request for Reconsideration of Material

The Flin Flon Public Library has established a Materials Selection policy and a procedure for gathering input about particular items. Completion of this form is the first step in that procedure. If you wish to request reconsideration of a resource, please return the completed form to the Library Administrator.

Name _____

Address _____

Email _____ Phone Number _____

Flin Flon Public Library Membership Number _____

Do you represent:

Yourself? Organization (name of organization) _____

1. Resource on which you are commenting:

Book eBook Audiobook Movie Magazine Newspaper

Other (provide details) _____

2. Title _____

3. Author/Producer _____

4. What brought this resource to your attention? _____

5. Have you examined the entire resource? Yes No

If no, what sections did you review? _____

6. What concerns you about the resource? _____

7. Are there resource(s) you suggest to provide additional information and/or other viewpoints on this topic? _____

8. What action are you requesting the Flin Flon Public Library consider? _____

For Library Use Only:

Request received by _____
(Library Staff Member Initial)

Formal Staff Review Completed Yes No
Removed from Collection Yes No
Patron Contacted Regarding Outcome Yes No