

Collection Development and Management Plan

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GRAND VALLEY PUBLIC LIBRARY COLLECTION DEVELOPMENT AND MANAGEMENT PLAN

INTRODUCTION

Background

The Grand Valley Public Library was established when the Carnegie Library was officially opened on May 1st, 1913. This Library stood on the corner of Main St. and Amaranth St. until the tornado of 1985 totally destroyed the building. A new facility was built on the same lot and officially opened its doors on June 4, 1988.

The Library serves a population of approximately 5,000 residents. This includes the Town of Grand Valley, and portions of the Townships of Amaranth and East Garafraxa. The catchment area for these townships is based on the local fire catchment area.

Demographically, based on the 2016 census, the Town of Grand Valley has a population of 2,956 with 1,554 (2017 numbers) households. The median age of the population is 40.9 and the percentage of the population 0-9 (11%), 10-24 (23%), 25-49 (37.5 %), 50-64 (21%) and 65 and older (11.5%). The language of the majority of residents is English, with 35 having French as their mother tongue. Two hundred and fifteen residents indicated having other non-official languages as their mother tongue. The largest being Dutch (60) and German (60).

See appendix A for population breakdown into Age Characteristics.

Purpose of Collection Development and Management Plan

The Collection Development and Management Plan serves as a guide for the selection and retention of collections for the Grand Valley Public Library. The plan serves several important functions:

1. defines the full scope of selection activity within the library;
2. serves as a practical, in-house manual for the selection, weeding and maintenance of materials;
3. serves as an effective public relations tool by informing the community about the principles and procedures of selection and collection maintenance;
4. serves as a written document of principles and philosophies, regarding censorship and intellectual freedom, that can be utilized in the event of challenges to materials;
5. assures continuity and consistency in collection development at the Grand Valley Public Library;
6. assures that collection needs are recognized and met, and a balanced collection developed; and
7. assures the proper allocation of budget monies to those areas of the collection that need to be strengthened.

The Community and the Library

The Grand Valley Public Library prides itself in providing a welcoming and inclusive environment for all people. The Library has a long history of championing intellectual freedom and strives to provide services and collections which meet the needs of its diverse patrons and the general citizenry.

The Grand Valley Public Library subscribes to the selected principles of the Ontario Library Association Intellectual Rights of the Individual. The Grand Valley Public Library upholds the philosophies contained in the following principles from the Ontario Library Association's Statement of Purpose of Ontario's Public Libraries:

- The Public Library serves its community based on the belief that every individual has the right to equitable access to information.
- The Public Library is committed to helping people find information appropriate to their needs.
- The Public Library is concerned with the refreshment of people's spirit by providing books and other materials for relaxation and pleasure.
- The Public Library promotes an open and democratic society by providing everyone with access to civilization's thoughts, ideas, actions and the expression of its creative imagination. The Public Library is the principal means whereby the record of civilization is made freely available to all.
- The Public Library is a practical demonstration of our society's belief in the value of the universal education as a continuing and lifelong process.

(From: Once place to look: The Ontario Public Library Strategic Plan. 1990. p.13)

Through the coordination of the Southern Ontario Library Service, the Grand Valley Public Library is able to provide a virtual library of e-resources. Through resource sharing, the extended resources of academic and public libraries throughout Ontario are available to augment our collections.

Library patrons represent diversity in age, different reading levels, interests, background, religion, ethnicity, culture, education, socio-economic level and lifestyle. While the collection cannot be all things to all people, it does take into account the fact that patrons have a variety of points of view, reading preferences and preferences for different formats, and these are represented in the collection. As the community changes, the Library reassess and adapts its collections to reflect new and differing areas of interest and concern.

The Library acknowledges the important role of the community in collection development by inviting suggestions for purchase, monitoring requests, and evaluating the collections on an ongoing basis. Patrons also have the right to request that material in the Library's collection be reconsidered. The Library provides procedures for handling these requests.

A suggestion for purchase enables Grand Valley and area citizens to request a particular item or subject be purchased by the Library. All suggestions for purchase are subject to the same selection criteria as other materials and are not automatically added to the collection. It is the Library's intent that suggestions for purchase be used to help the Library in developing collections which serve the interests and needs of the community.

Persons from the Grand Valley and area community wishing to recommend the removal of a particular item in the Library collection may submit a Request for Reconsideration of Library Materials form, which will be reviewed by the Library CEO in relation to the Library's mission statement and the selection criteria of this collection development plan. After evaluating journal reviews and other materials, a response will be made by the CEO within 30 days of receiving the formal objection. A report with a recommendation will be forwarded to the complainant. The Reconsideration of Library Materials form is found on page 36-39 of this document.

The Library has determined what community needs exist for services to significant, identifiable immigrant, linguistic and/or ethnic groups within the community. Where there is a demonstrated need, the Library provides services to these groups and offers services as appropriate, either on its own or in conjunction with other local organizations or through interlibrary loan.

The Grand Valley 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.

PRINCIPLES

Mission Statement

The Grand Valley Public Library is the foundation of the community providing social and educational resources.

Values

1. Innovation
2. Lifelong Learning
3. Equitable Access
4. Intellectual Freedom
5. Service Excellence
6. Accountability.

Collection Development Policy

The Collection Development Policy provides direction and guidance for the Collection Development and Management Plan through the following means:

1. Within budgetary and space limitations, the collections will serve to enhance the cultural, literary, aesthetic, educational, and entertainment pursuits of Library users and the needs of the community as a whole.
2. The Library will provide a high quality collection of books and other materials in a variety of formats and languages for all ages.
3. The collection will be responsive to the needs and interests of the community and reflective of the diversity of the community.
4. To support an informed public, the collections shall represent diverse points of view, and may include materials that some members of the public consider to be controversial in nature.
5. The Library will provide free and equitable access to Library collections to all users.
6. In selecting materials, Library staff will use professional reference resources, judgment, knowledge and experience to select these materials, and will proactively solicit advice from, as well as anticipate the needs and interests of the community.
7. The Grand Valley Public Library endorses the following general library principles. These statements are found at the end of this document.
 - a. Canadian Library Association Statement on Intellectual Freedom.
 - b. Ontario Library Association Statement on the Intellectual Rights of the Individual.
 - c. Ontario Library Association Statement on Children's Rights in the Public Library.

- d. American Library Association Statement on Teen rights in the Public Library.

ROLES

The overall role of the Grand Valley Public Library is to function as a centre of the community by providing a collection, services, and programs that meet the expressed needs of the service area. Other vital roles are:

1. To acquire and make available to all clientele material which will satisfy their informational and recreational needs, will stimulate the imagination and creativity, and provide entertainment and contribute to the quality of leisure time.
2. To promote the use of the library, to develop a broad community awareness of the Library's resources and services, and to stimulate an interest and pleasure in reading, listening, and viewing.
3. To provide a welcoming atmosphere and prompt, professional service.
4. To continually identify community needs and plan responsive library services and programs.
5. To establish and develop effective liaisons with the local elementary school in an effort to share resources.
6. To enable adults, young adults, and children to informally educate themselves by providing a broad range of general level in house materials and online resources.
7. To collect and promote knowledge and materials of the community's history in cooperation and coordination with other historical institutions and societies in the area.
8. To promote the use of the Library facility for the activities of local groups, clubs, and service organizations.

The Grand Valley Public Library collects basic materials that meet the needs of the community at adult, teen and children's reading levels. Reference materials such as dictionaries, encyclopaedias, atlases, selected editions of important works, and directories and handbooks are available in print or as an eResource. Circulating materials include fiction and non-fiction best sellers, classic and literary fiction, popular non-fiction materials such as cookbooks, travel books, gardening, crafts, and current, general works on a wide range of subjects.

Magazines, newspapers and multimedia materials such as audio books, CDs and DVDs are also available. Items may also be requested through interlibrary loan. The Library's collections of electronic resources are accessible from the Library website. The Library is

also part of the CELA Partnership Program and offers services to the visually impaired, such as, audio books, audio magazines and described videos.
www.grandvalley.org.

Outreach Role

Library Outreach serves a unique population of individuals and groups who cannot use the Library in traditional ways.

The collections are developed and maintained to serve those special populations. Current services focus on senior citizens, children in group care and the homebound. Outreach serves as both a promotion for traditional library services to non-traditional users and as an end in itself when users are best served by alternate methods.

Collections

Core Collection

The primary purpose of the core collection is to provide the seminal works of literary and historical importance that have been critically acclaimed as definitive in their respective fields. These titles must be of the highest quality and must, in every instance, appeal to and be used by the customers of the Library. The core collection will reflect the rich diversity of cultures that make up the Library's community and the nation as a whole, along with regional titles of particular interest to Library customers.

The Library's core collection makes no attempt to be well rounded or complete but rather to supply only the very best fiction **and most** well written non-fiction available on a wide variety of subjects that will interest and prove accessible to the educated layperson. Materials are selected for the core collection based on their ability to enrich the lives of Library users and open doors to knowledge. The Grand Valley Public Library strives, through its core collection, to become a People's University providing titles of value for the lifetime learner.

Influencing Factors	Retention	Unique Selection Factors	Retrospective Development
<p>The purpose of this collection is to retain seminal works of literary & historical prominence in the areas of literature, reference, music, art, movies & cultural importance; and to continue to add to the collection as definitive works are created.</p>	<p>These materials should be retained indefinitely and replaced as condition and availability dictates.</p> <p>Weeding of this collection should only be done with the input of the CEO.</p>	<p>Has historic value and is recognized as such by the library and publishing communities.</p> <p>Has enduring value and has stood the test of time.</p> <p>Current materials which have proven to be a cultural phenomenon and are thought to become classics. i . e .</p> <p>Harry Potter.</p> <p>Important authors with ties to Grand Valley and area.</p>	<p>Core Collection lists will be created and maintained by professional staff. As these lists are finalized and changed, selectors will determine which titles we have and order those we do not.</p> <p>Core Collection lists will be evaluated and changed on an annual basis.</p>

Popular/Bestsellers/Contemporary Collection

The adult fiction collection is maintained as a resource of recreational reading for the community. The Library is unable to acquire all of the many fiction titles published each year, but an attempt is made to purchase books representing a wide variety of fiction categories. The Library is very aware of public demand and will often purchase fiction titles that are not notable for literary quality or artistic merit, but have substantial popular appeal. Popular titles are duplicated only as necessary to meet demand. The Library recognizes the need to accommodate the varying tastes, interests, purposes and reading skills of its clients. While there is no single standard of literary quality, preference will be given to fiction that contributes to the balance of the collection with regards to :

- selected English language classics
- selected contemporary works by Canadian authors
- standard translations of major works by authors from non-English speaking countries
- selected novels by local authors
- public appeal

While it is not possible to keep all retrospective materials, access to these works are available through the Interlibrary Loan Network.

Poorly edited, abridged or condensed versions of original works are not purchased.

The Fiction collection is constantly weeded to keep the collection current and to cope with space constraints.

The Library provides materials for self study but is not primarily designed to furnish materials required for academic study. Materials needed for formal course of study by elementary and secondary schools and post-secondary institutions of learning will not necessarily be provided. Textbooks shall be purchased only when they provide the best coverage of a subject and are also useful to the general public.

Materials which obviously foster religious or racial intolerance are outside the scope of the collection.

Materials that are banned under Canadian Law will automatically be excluded from the Library's collection.

Adult Non-Fiction

The adult Non-fiction includes material on almost any topic that might be of interest or concern to the Library's users. Unusually expensive materials and those with an extremely narrow or limited focus are not normally acquired. Although accuracy of content and authority of a work's creators are important criteria in the selection of non-fiction materials, the Library does not assume responsibility for inaccuracies or errors in the works included in its collections.

The composition of the non-fiction collection will reflect the needs and interests of the community as determined by analysis and experience on the part of the Library staff.

The collection will be composed of the following major parts:

- Applied sciences - repair and maintenance, basic trade manuals, farming, gardening, landscaping, animal and pet care, handicrafts and cookbooks.
- Art and architecture - major books on art, architecture, sculpture and applied arts.
- Business and Career Development - current, reliable material on investment, leasing, consumer concerns, accounting, small business management, career development, taxation, real estate and labour relations.
- Biography, Autobiography and Personal Narratives - special attention is given to collecting biographies of Canadians.
- Computer Science - manuals suitable for the home user.

- Economics
- Education - theory and psychology - emphasis on Ontario education.
- Indigenous Peoples - history and culture of aboriginal peoples.
- Folklore, Fairy Tales, Myths and Legends
- Geography and Travel - travel guides, descriptive texts of a wide variety of countries and of all parts of Canada, general and thematic atlases for circulation.
- History - materials covering all phases of human history, from the earliest times to the present, with emphasis on Canadian history.
- Law and Criminology - the collection is for the layman and provides basic information.
- Literature - poetry, drama, short stories, selected works on the techniques of communication, public speaking, with emphasis on Canadian literature.
- Mathematics - algebra, calculus and geometry, practical mathematics.
- Medicine - specifically for the layman - child care, pregnancy, drugs and alcoholism, nutrition, exercise, pharmacology, anatomy and physiology.
- Music - history, theory, biographies, song books.

Influencing Factors	Retention	Unique Selection Factors	Retrospective Development Plan
<p>The purpose of the collection dictates that it is a current and timely working collection. Dated information is removed.</p>	<p>Items are held as long as they are relevant and circulation continues to be steady.</p>	<ol style="list-style-type: none"> 1. Popular interest 2. Contemporary significance or permanent value 3. Currency of information 4. Accuracy 5. Local emphasis 6. Readability or ability to sustain interest 7. Treatment of subject to age of intended audience 8. Reputation of author, publisher, producer or illustrator 9. Creative, literary or technical quality 10. Critical assessments in a variety of journals 11. Format and ease of use 12. Circulation as monitored through the automated system 13. Cost and availability 14. Relationship to existing materials in collection 15. Relationship to materials in other area libraries 	<p>Because current and authoritative materials are essential for meeting the needs of a working level collection, emphasis is placed upon replacement of information still deemed current and relevant rather than retrospective development.</p>

Reference Collection

The Grand Valley Public Library serves as the primary resource and reference centre for the community. The Library reference collections provide staff and users with basic, generalized research tools. Reference Materials are those designed to be consulted for specific items of information rather than to be read consecutively. Reference works typically include encyclopaedias, dictionaries, almanacs, atlases, directories, and similar informational resources. These reference works are provided either in hard copy in the Library or are accessible online from the Library website.

More and more the Library is providing reference works as eResources as it becomes a more economically viable method of delivering these specialized collections.

Influencing Factors	Retention	Unique Selection Factors	Retrospective Development Plan
<p>The Library's Reference collection is intended to help Reference staff answer in-depth and quick questions and consists of print & electronic resources.</p>	<p>Reference materials are retained for the period of which they are useful. Series of reference materials should be kept only to the degree to which they are useful.</p> <p>These items should be replaced when condition and demand require it.</p>	<p>Demonstrated or perceived demand by Library users or potential users, favourable reviews, inclusion in basic collection guides, reputation of the author, currency of information, cost, format, durability, ease of use, and relation to the existing collection. Computer-based reference sources may be preferred over print publications in some instances; these decisions will be based on cost, currency, ease of use, and the ability to make these sources available to Library patrons by remote access.</p>	<p>Because current and authoritative materials are essential for meeting the needs of a working level collection, emphasis is placed upon replacement of information still deemed current and relevant rather than retrospective development.</p>

Digital Collection Development

GRAND VALLEY PUBLIC LIBRARY

Policy Type : Collection Development
 Policy Title: Digital Collection Development Policy

Initial Policy Approval Date: June 14, 2017
 Last Review/Revision Date:
 Year of next Review: June 2018

Digitization Strategy Vision

The Grand Valley Public Library embraces new technology, methods of access, and preservation strategies while building sustainable digital collections to support and enrich the educational, cultural and historical endeavours of the community.

Policy

In considering materials for GVP Library digital collections the main consideration or priority should be for local history materials from the Town of Grand Valley and area, including the Township of Amaranth and the Township of East Garafraxa.

Digitization supports the Library's aim to make its local history collection accessible, and to ensure their long-term preservation. Digitizing the Library's local history collections makes them available for anyone to use at any time and from anywhere - without visiting the Library in person. It supports research and life-long learning and enables people to engage with the collection in innovative ways and to re-purpose material to create new content.

Collection Review Criteria and Questions

Value

1. Does the material have intrinsic value to the community?
2. Is the material something already collected by the Library – does it deepen, broaden or enhance a current collection? Does it build on a current digital collection?
3. Does the material offer possibilities for funding, creating partnerships and collaborations which in themselves strengthen the Library in some way?

Usefulness

1. Does the material support the philosophy of the Library?
2. What is the likely demand for the material?

Access

1. Is material that is fragile in the current format (print,) likely to be used more in a digital format?
2. Does the material create a virtual collection of geographically scattered materials?
3. Does the target material duplicate resources already available digitally elsewhere? Could the Library simply point to their use?

Potential

1. Does the material help the Library to strengthen its mandate to serving as a resource centre of information, education, recreation and culture?
2. Does the material provide opportunities for new collaborations?
3. Does the material provide an opportunity to develop and enhance mechanisms for access: metadata, new formats, new tools in historical communication etc.?

Available Resources and Technical Feasibility

1. Are there sufficient financial and human resources to complete the entire project?
2. If the project must be done in phases is it likely that there will be resources to complete them?
3. Comparing the resources consumed by the target project to other available projects are there compelling reasons to choose this project over another - preservation, access, value to present or future researchers etc.
4. Is the project ongoing for the foreseeable future? What are the ongoing resource cost estimates for a 3-5 year window?
5. Are the technical challenges so large that the project is likely to become unwieldy or unsustainable? Is the project, as it is currently conceived, simply impossible to do because of the technical challenges?
7. What resources are likely to be needed for the ongoing curation of the material?
8. Are there technical issues around curation which need to be considered?

How we Digitize

The Grand Valley Public Library works with Our Digital World to digitize local histories of our area. Our Digital World is the hosting platform for the GVPL historical material.

The full text of digitized printed works will be made searchable through Optical Character Recognition (OCR) processes. Optical Character Recognition refers to the conversion of scanned images of printed text into machine-readable text.

Digitized works from the Library's collection are discoverable via the Library's [website](#). Digitized works are available for free download.

The Library actively encourages online user engagement with its digitised content.

Rights Issues

1. Does the Library hold copyright for the material to be digitized?
2. Does the Library have written documentation from the rights owner allowing it to hold a digital copy of the material?
3. Does the Library require any other permission prior to embarking on the project?

Process

After reviewing the various questions weigh the criteria under “Value and Usefulness” as essential but the deciding factors are really under “Access and Potential” as most projects would likely stand up to the scrutiny of “Value and Usefulness”. In prioritizing projects there should be elements from all criteria present. The issue of available resources and technical feasibility must always be considered and factored into the final decision and lack of resources or technical complexity may be the final deciding factors regardless of the merit of the project.

Access to digitized content

The Library respects access conditions when delivering digitised materials, both in relation to copyright provisions and agreements with rights holders, including for access to culturally sensitive material. In the case of collection items with no identifiable or traceable copyright owners, the Library takes a risk management approach to digitisation. Any person who believes themselves to be the copyright owner of material made available online by the Library is encouraged to contact the Library.

When using and reproducing a digitised collection item, the Library asks that the user attributes the work, acknowledges the Library as the source, and complies with any copyright or other access restrictions.

Magazines

The Library maintains a representative collection of magazines intended to supplement the book collection. The focus of the magazine collection is on publications that will provide current information on a variety of popular and practical topics. Included in this collection are Geographic and history periodicals, as well as titles dealing with health issues, consumer product evaluations, hobbies and crafts, and arts and entertainment. The Library subscribes to Flipster an online database of magazines to supplement the print collection.

There is a separate collection of children’s and Young Adult titles that are available for circulation.

The Library relies heavily on online resources to retrieve older periodical articles, but

the Library retains back issues of a selective number of periodicals in print for up to one year.

Influencing Factors	Retention	Unique Selection Factors	Retrospective Development Plan
Magazine and journal titles are selected based on relevancy, current issues, demand and pricing.	The retention of magazines and journals are based on the individual title. Titles deemed important have back issues kept for one year.	The main criteria used to determine whether a magazine will be added to the collection are: the demand by the public, an examination of a sample copy, reviews of the publication, cost, the availability of the magazine at other area libraries and coverage of the publication's subject area in the Library's existing collection.	Because of the current content of magazines and journal, these items are selected and collected on a current and ongoing basis. There is no retrospective development plan.

Newspapers

The Grand Valley's newspaper collection consists of local papers and a paper from the city of Toronto. Newspapers are not archived. The Grand Valley Star & Vidette is available on microfilm/fiche dating back to 1902.

Large Print Collection

Large print books are made available to serve the segment of the community that cannot read normal size print. Patron interest and the availability of titles dictate the composition of the collection that is 56% fiction. Due to budget constraints the Library cannot purchase a fiction title in all formats and therefore, will purchase bestseller titles in Large Print format if available rather than regular print. The most important factors in the selection of large print books are: popularity of author and/or genre, size of print, size of volume, quality of paper and binding, and cost. Patron interest and availability of materials are also factors in determining the purchase of other large print items such as periodicals and newspapers.

Paperbacks

Due to the popularity of both the paperback format and many titles that are not otherwise available, the Library maintains a collection of mass market paperback books including both fiction and non-fiction titles.

The Library is very much aware of public demand and often purchases paperback titles which are not notable for their content, literary quality, or artistic merit, but which have substantial popular appeal. Series and genres for which there is established demand are emphasized. Paperback editions of catalogued titles are purchased to help meet temporary demand.

Music

The Library selects acquires and maintains a diversified collection of music. Review and selection decisions are based primarily upon popular demand and on published reviews. The Library attempts to collect recordings representing a wide range of musical genres. Western, Classical, Jazz, Rock/Pop.

The Library subscribes to Freegal, a database of downloadable and streaming music free to Library members.

Audio Books

The Library selects, acquires and maintains a collection of audio books. This collection primarily contains popular fiction and non-fiction titles in unabridged versions. Selection decisions are made based on demand, quality of recording and production, cost, shelving space, and durability of materials. The Library is a member of the shared Ebscohost and Overdrive collection of e-books and e-audio books. The Library also has a large selection of audio books provided by CELA for the sight impaired.

Movies

The Library selects, acquires and maintains a diversified collection of DVDs. This collection consists of informational, how-to, and popular entertainment recordings. The collection includes feature length movies intended for home use and other private showings not constituting public performances. Review and selection decisions are based primarily on popular demand and published reviews. The Library purchases a broad selection of popular feature films, classic films, TV series, and places some emphasis on informational, instructional and other DVDs not readily available.

Gaming

The Library acquires and maintains a collection of Gaming discs in various formats. XBox1, Ps4, and Wii. The Library has a standing order for games that are selected by Library Bound. As technology changes, the selection of games changes to meet new demands.

Children's Collections

The children's collections are intended primarily for children from birth through age 12. These collections include:

- ❖ fiction and non-fiction material
- ❖ picture books, easy readers
- ❖ magazines
- ❖ music/audio books/ DVDs/Gaming
- ❖ hardcover books
- ❖ paperback books
- ❖ board books
- ❖ classics
- ❖ Canadian material
- ❖ French material

Children require services that are designed especially for them because of their different levels of intellectual, emotional, and physical development. These collections are designed to stimulate the enjoyment of books and literature, to meet the recreational and educational needs of a varying range of ages and abilities and to reflect the needs of the community.

While children are the primary users of these collections, teens and adults also use them. Parents, teachers, budding and experienced children's authors and illustrators, library school graduate students, students of children's literature, preschool teachers, adults and children learning a new language, adults studying for their early childhood accreditation, and children's literature researchers all find much to use here. Popular interest topics, children's classics, materials with great child-appeal and materials needed by children to complete school assignments comprise the majority of these collections. The Library relies on parents or guardians to decide what is appropriate for their family to read or view.

Selection

The Chief Executive Officer (CEO) will ensure the maintenance and organization of a comprehensive children's collection based on the Collection Development Policy. The children's collection will meet high standards of quality and reflect the changing educational needs and personal interests of children and teens as well as trends in society.

Selection Aids

Evaluative lists are a very important tool of selection. Evaluative lists are those which appraise materials and state whether they are recommended for purchase. Such lists are available from a variety of sources such as books or reviewing journals. They are usually prepared by professional librarians, professional book reviewers or educators. Evaluative lists may be retrospective or may examine current material.

Retrospective lists are useful in assessing the collection and determining appropriate titles to be acquired. Lists may be of a general nature or may specialize in particular subject areas or formats.

Helpful resources:

Deirdre, F. Baker. A guide to Canadian Children's books in English. McClelland & Stewart, c2003.

1001 children's books you must read before you grow up. Universe. c.2009.

Canadian Children's books. Oxford University Press. c2000.

Best Books for kids & Teens. Canadian Children's Book Centre. c2012.

The Ontario Library Association has a reading program geared to all ages. The Forest of Reading was developed to :

- recognize Canadian authors and Canadian books
- provide librarians, library staff and parents with a meaningful tool for improving literacy in schools and libraries.
- respond to community interest and needs.

The **Forest of Reading** lists are a good tool to use in the selection process.

American and Canadian Library Journals

Quill & Quire

Emergency Librarian

School Library Journal

Lists of award-winning books are also a good tool to aid in the selection of materials.

Examples of Canadian awards are:

Amelia Frances Howard-Gibbon Illustrators Award

Canadian Library Association Book of the Year for Children

The Elizabeth Mrazik-Cleaver Canadian picture book award.

Governor General's Literary Award

Ruth Schawartz Children's Book award given by the Ontario Arts Council

Forest of Reading awards by the Ontario Library Association.

The two best know American awards are:

Caldecott Medal Honor awards

Newberry Medal and Honor awards

Britain:

Kate Greenaway Medal

Carnegie Medal

Fiction

The picture book is an important element of the fiction collection, especially for those children who are encountering books for the first time. For very young children, picture books are available in a sturdy book format. In addition to storybooks, the picture book collection includes the following:

- concept books (e.g., alphabet, counting, colours, shapes)
- books for special situations (e.g., going to school, doctor)
- books about family life (e.g., new baby, adoption, single-parent families)
- books about feelings (e.g. anger, fear, loneliness)
- books about behaviour and conduct
- books about stressful situations (e.g. death and divorce)

First readers (or I-can-read books) are ideal for beginning readers. High-interest-low-vocabulary books are useful for reluctant or slow readers. Part of the collection includes material for children reading at a grade 4 to grade 6 level. This material covers a wide variety of genres including classics, fantasy, mystery, sports, humour, historical fiction, animal stories, and realistic, popular award-winning and honour books.

Non-Fiction

Non-fiction for children includes material both for information (e.g. history and geography) and recreation interests (e.g. sports, crafts, jokes, magic). It includes rhymes, fables, fairy tales, folklore, and poetry at both the picture book and independent reading levels. The Library also has in its collection materials that are geared to the public school curriculum.

Non-book Materials

Non-book material includes audio recordings - music and books on CD, DVDs, computer software (Early Literacy Stations.)

The Library subscribes to or provides a link to a number of online databases that give children the added resources needed to meet their needs.

Maintenance

The children's collection is weeded on an ongoing basis to regularly assess the currency and accuracy of information and the physical condition of the item. This is particularly important for the non-fiction collection. Replacement copies of damaged or lost materials will be ordered if they are deemed necessary to the collection.

Teen Collections

The teen collections support recreational reading for ages 13 through 18. Teens require library services that will assist in their transition from childhood to adulthood. High interest, popular materials are collected. For research, teen patrons may rely on the adult and children's collections. Materials are selected from professional review sources, and suggestions by teen patrons. Fiction and non-fiction are collected in audio, video, and print formats. The collection includes:

- ❖ magazines for teens
- ❖ audio books/e-books
- ❖ fiction and non-fiction
- ❖ reference
- ❖ hardcover books
- ❖ paperback books
- ❖ DVDs / Gaming
- ❖ Classics
- ❖ Canadian material

Selection

The Chief Executive Officer (CEO) will ensure the maintenance and organization of a comprehensive teen collection based on the Collection Development Policy. The teen collection will meet high standards of quality and reflect the changing educational needs and personal interests of teens as well as trends in society.

Selection Aids

Evaluative lists are a very important tool of selection. Evaluative lists are those which appraise materials and state whether they are recommended for purchase. Such lists are available from a variety of sources such as books or reviewing journals. They are usually prepared by professional librarians, professional book reviewers or educators. Evaluative lists may be retrospective or may examine current material.

Retrospective lists are useful in assessing the collection and determining appropriate titles to be acquired. Lists may be of a general nature or may specialize in particular subject areas or formats.

Helpful resources:

Deirdre, F. Baker. A guide to Canadian Children's books in English. McClelland & Stewart, c2003.

1001 children's books you must read before you grow up. Universe. c.2009.

Canadian Children's books. Oxford University Press. c2000.

Best books for Kids & teens. Canadian Children's Book Centre. c.2012.

The Ontario Library Association has a reading program geared to all ages. The Forest of Reading was developed to :

- recognize Canadian authors and Canadian books
- provide librarians, library staff and parents with a meaningful tool for improving literacy in schools and libraries.
- respond to community interest and needs.

The **Forest of Reading** lists are a good tool to use in the selection process.

American and Canadian Library Journals

Quill & Quire

Emergency Librarian

School Library Journal

Lists of award-winning books are also a good tool to aid in the selection of materials.

Examples of some young adult awards are:

American Library Association : Young Adult Book Award

American Library Association : Best books for YA

Margaret A. Edwards Award

William C. Morris award

Canadian Library Association : Young Adult Canadian Book Award

Forest of Reading awards by the Ontario Library Association.

Fiction, Non-fiction

The young adult collection has a variety of popular material that appeals to their interests. The library has in its collection:

- books for special situations (e.g., starting high school, college)
- books about family life (e.g., divorce, blended families.)
- books about feelings (e.g. anger, fear, abuse)
- books about behaviour and conduct
- books about stressful situations (e.g. death, bullying)

Non-book Materials

Non-book material includes audio recordings - music and books on CD, DVDs, computer games.

The Library subscribes to or provides a link to a number of online databases that give teens the added resources needed to meet their needs. The Library subscribes to the following:

Gale databases

World Book Encyclopedia

A to Z World Travel

Canadian Points of View

Maintenance

The teen collection is weeded on a regular basis due to space restrictions. The collection is regularly assessed for currency and accuracy of information and the physical condition of the item. This is of particular importance because of the ephemeral nature of teen popular interests. Replacement copies of damaged or lost materials will be ordered if they are deemed necessary to the collection.

Special and Unique Collections

Local History

In accordance with its goal to collect and promote knowledge and materials of the Grand Valley and area's history, the Grand Valley Public Library will maintain and develop a local history collection. The Library will purchase or accept items for the collection that deal with Grand Valley, Orangeville, and Dufferin County. The Library will also acquire selected items of significance dealing with areas outside Dufferin County. The Local History collection will be developed and maintained to include most, if not all, of the following:

1. local newspapers on microfilm/fiche
2. selected municipal and county records
3. voters lists
4. selected Grand Valley Library records
5. family histories
6. monographs
7. cemetery listings
8. school yearbooks
9. historical atlases
10. works by noted local authors
11. photographs or copies of photographs
12. historical atlases and maps
13. works and primary source material documenting local history and genealogy

Clients may request microform from the Ontario or National Archives which will be provided through the Interlibrary Loan Service. A microform reader is available for use in the Library.

Cooperation between the Grand Valley Public Library and the Dufferin County Museum, and the coordination of the two collections is essential if we are to provide the best possible service to the public and prevent duplication of services.

The Grand Valley Public Library shall not retain, collect or acquire any original artefacts or documents. It is the responsibility of the Museum to preserve historical artefacts. It is the responsibility of the Library to make local history materials available and accessible to the public through the dissemination of information and resources. The Library will strive to make available to the public copies of these original artefacts and/or documents held by the Museum. The Dufferin County Museum book collection has been catalogued and is available online from the Library online catalogue. The Museum will loan these materials to Grand Valley Library clients.

Writings of local authors, that are not about Grand Valley or the surrounding area, are subject to the Collection Development Policy.

The Library will subscribe to databases relevant to local history and genealogy research.

The Library will work alone or in partnership with others to undertake the digitization of local history materials in order to provide the public with greater access to local history information.

Donations

The Library welcomes donations of local history material.

Donated materials are assessed in order to establish their suitability to the collection.

Some materials may be deemed to be too fragile or bulky to accept. Any problematic items will be discussed with the donor and then returned or redirected as is mutually agreed upon.

A record of provenance is kept on file for those items donated to the library; this clearly indicates that ownership resides with the Library or is on indefinite loan from a donor.

The Grand Valley Library will donate to the museum any material donated to the Library that is deemed unsuitable for the Library collection, but, might be of interest to the Museum.

Use

Local history materials may be used in the library only and will not circulate.

In special situations, a short-term loan may be arranged with the approval of the CEO.

Tweedsmuir History - History of Grand Valley

The Tweedsmuir History Book, compiled by Stan and Pearl Hunt, is the property of the Hereward Women's Institute. The Dufferin County Museum is the custodian of this valuable history book. The Grand Valley Public Library has a copy of the Tweedsmuir History on microfilm for public use. This history has been digitized and is accessible from the Library website.

Selection

Selection refers to the act of identifying and evaluating specific items for addition to the Library's collection or the decision to provide access electronically. Selectors are responsible for selecting titles which fit in with the collection criteria in this plan, and help the Library fulfill its mission.

Selection Responsibility

Final responsibility and authority for selection rests with the CEO, who operates within the framework of the policies adopted by the Grand Valley Public Library Board of Trustees. The CEO as the Director of Collection Management provides continuity and relevance in the Library's collection through an organized structure for planning, budgeting, selecting, and managing library materials.

Selection is performed by the CEO with assistance from support staff members with specific areas of interest or expertise. Staff involved in the selection process have wide reading backgrounds and interests and keep current in their assessments of user needs. The staff consult a variety of reviewing sources, consult with community members with expertise in certain areas, and respond to the demands of the patrons. Staff whose primary responsibility is not selection are encouraged to participate in collection development and maintenance by identifying the needs of their users and systematically relaying that information to the CEO and/or selectors.

Selector Roles

Materials are selected in all formats that fulfill the need for high demand and popular titles for the circulating and browsing collections. The CEO also manages the suggestion for purchase list and orders those items which meet collection standards; monitors the holds list in order to assure there are enough copies of items to meet the requests; manages standing order plans; and ensures collections stay up to date and in good order.

Support Staff

Support staff are responsible for surveying the collections and making requests for materials they see as missing from the collections or need enhancement. The CEO and support staff are involved in knowing what their community needs are and making sure that materials are selected and acquired that meet those needs. As gaps appear the CEO is responsible for making sure materials are bought for replacement.

Collection Selection Levels

The following definitions of collection intensity have been developed to provide guidelines for acquisition and evaluation of subject areas within the collection.

Popular/Basic Collection – Level 1

Acquire best-sellers and popular materials based on demand or anticipated demand. Select basic works which serve to introduce and define a subject. Develop a highly selective collection that is weeded continuously based on use and condition of an item.

1. Best seller and popular/recreational materials in all formats as well as Internet resources of interest to the general library user.
2. Continuous review based on use per 6 – 12 month period.
3. Limited reference resources to help with homework through high school and consumer interest questions.
4. Periodicals/magazines reflect popular interests of community served. Access to back issues through electronic resources.
5. Serves the general user and children from birth through high school.

Working Collection – Level 2

Acquire popular, current materials and significant works/classics. Maintain a retrospective collection to reflect standard titles. Develop a minimum depth, broad scope collection. Weed based on significance of title and changing use.

1. Popular, current resources and significant works/classics.
2. Maintenance of a retrospective collection to reflect standard titles in all subject areas such as found in Public Library Catalogue and other standard subject bibliographies and lists.
3. Minimum-depth, broad-scope reference collection.
4. Periodicals emphasize currently indexed titles.
5. Review based on value and/or use of the resource per 2 – 5 year period.
6. Electronic resources acquired through license or consortium purchasing is reviewed as part of the renewal cycle. Web linked resources are reviewed monthly for continued connectivity.
7. Serves the non-specialized needs of the general reader through to community college student.

New Media and Formats

The Library must continually assess new electronic media and evaluate the capabilities and enhancements that they offer over existing formats. When deciding whether to replace or augment existing formats with new media, the following factors are considered: anticipated improvements in information storage and retrieval, user demand, quality of the product, ease of use, equipment requirements, cost, and staff requirements for processing, maintenance, and training. It is essential for staff to monitor technological developments so that wise and cost-effective collection decisions are made for the Grand Valley and area community.

COLLECTION MAINTENANCE

Collection Maintenance

Collection maintenance is an ongoing part of the conscientious evaluation of collections by professional librarians and is undertaken with as much care and consistency as the initial selection of materials. Collection maintenance helps to keep the collections current, attractive, responsive, diverse and useful to the needs of the community.

Evaluating and Withdrawing Collections

Maintenance of the Library's collection through constant re-evaluation by the Library staff ensures its usefulness and relevancy to the community. This evaluation depends heavily on the staff's professional expertise in assessing the needs of the community and the content of the collection.

Those materials determined to no longer be of value are withdrawn from the collection.

Library materials are withdrawn for one or more of the following reasons:

1. Obsolescence: subject matter is no longer timely, accurate, or relevant
2. Damage or poor condition
3. Space limitations
4. Insufficient use

Criteria for removal of material are outlined in the procedural document "Guidelines for Selectors" and include condition, currency, and popularity of material. Special consideration is given to retaining last copies of fiction and biography titles.

Last Copy

The last copy of a work in the Grand Valley system is evaluated in terms of its value to the community, with consideration to the following:

1. Local interest
2. Reputation of author, publisher, producer, illustrator
3. Significance as identified in standard bibliographies
4. Quality of graphics
5. Uniqueness of information for research
6. Use

Replacement

Replacement of materials withdrawn is not automatic. The decision to replace is influenced by:

1. Significance as part of the core collection
2. Availability of copies in the system
3. Popular interest
4. Adequacy of coverage in the subject area

5. Significance in subject area
6. Cost and availability

Binding

The decision to bind materials is made with consideration to the same factors involved in replacement. In addition, the following should influence the decision to bind:

1. Historical significance and preservation
2. Adverse impact on circulation because of appearance
3. Feasibility of binding
4. Cost of binding vs. cost of replacement

Withdrawal Responsibility

The CEO and support staff is responsible for regular evaluation and weeding of collections.

Staff will review their collections for gaps in subject areas and replacement of titles in or out of print as appropriate, based on the criteria below:

1. Core collection
2. Accuracy and currency of information
3. Physical condition of materials
4. Availability of newer, more comprehensive or more accessible material
5. Relevance to collection and scope of collection
6. Ease of borrowing materials from another library
7. Relevance to community needs
8. Date of last circulation and number of circulations
9. Number of copies in the collection

Management of Withdrawn Material

When library materials no longer meet the selection criteria for inclusion in the collections the following options are available:

1. Community Redistribution program to public-benefit organizations.
2. Library book sales.
3. Redistribution to other libraries
4. Recycling of damaged materials
5. Ship to Better World Books

Authority to Withdraw Materials

The ultimate authority for withdrawing materials from the general collections falls to the CEO. Core collections and last copies, should not be withdrawn without first consulting with the CEO.

Shelf reading

In order to keep the collections aesthetically appealing and usable, regular and continuous shelf reading takes place. The responsibility for shelf reading falls to all support staff but mainly to the adult page.

Inventory

The CEO and staff, conduct an inventory every three years of all collections. The series of inventories take place throughout the given year. Inventories ensure the collection continues to meet all aspects of this plan, as well as the Library's strategic plan, and provides for a clean and updated bibliographic database.

Controversial Issues

The Board recognizes that some books may be regarded by certain individuals or groups as controversial, whether because of bias, frankness of language, political expression, or moral implication. Selection should not, and will not, be made on the basis of anticipated approval or disapproval by an individual or group in the community, but rather on the evaluation by the CEO of the publication's literary merit, authenticity, honesty of presentation, topical interest, and use to the audience for whom it is intended. The primary aim of materials selection is to establish a balanced collection which adequately represents various points of view on many subjects.

The ideas and opinions found in the Library's collection are not advocated by the Library Board or staff. The presence of materials in the Library does not indicate an endorsement of their contents by the Library.

Materials representing all points of view concerning the problems and issues of our times will be provided in the Library's collection. Books or other materials of sound factual authority shall not be proscribed or removed from Library shelves because of doctrinal or partisan disapproval. Subject areas particularly sensitive to controversy and misunderstanding are:

a) Sex education

Providing information on sex for readers of all age levels with varying educational and religious backgrounds is an important part of the Library's function.

b) Religion

A well-balanced religion collection will be maintained. Standard works on Christianity and Christian denominations shall be included, along with materials on

other major religions. Works which stimulate controversy shall be included if they are by well-informed authorities. However, materials which obviously foster religious or racial intolerance are outside the scope of this collection.

Library material will not be marked or identified to show approval or disapproval of the contents.

Physical access to materials will not be restricted except for the express purpose of protecting an item from damage or theft.

Responsibility for the reading activities of children rests with their parents or legal guardians. Selection of materials for the adult collection shall be restricted by the possibility that children may obtain materials that their parents consider inappropriate. The Board believes in the freedom of the individual and in the right and obligation of parents to develop, interpret and enforce their own code of acceptable conduct.

STATEMENT ON INTELLECTUAL FREEDOM CANADIAN LIBRARY ASSOCIATION

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

The Canadian Library Association 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.

Approved by Executive Council ~ June 27, 1974
Amended November 17, 1983; November 18, 1985; and September 27, 2015

STATEMENT ON THE INTELLECTUAL RIGHTS OF THE INDIVIDUAL / ONTARIO LIBRARY ASSOCIATION

In affirming its commitment to the fundamental rights of intellectual freedom, the freedom to read and freedom of the press, as embodied in the Canadian Charter of Rights and Freedoms, the Ontario Library Association declares its acceptance of the following propositions :

- 1) That the provision of library service to the public is based upon the right of the citizen, under the protection of the law, to judge individually on questions of politics, religion and morality.
- 2) That intellectual freedom requires freedom to examine other ideas and other interpretations of life than those currently approved by the local community or by society in general, and including those ideas and interpretations which may be unconventional or unpopular.
- 3) That freedom of expression includes freedom for a creator to depict what is ugly, shocking and unedifying in life.
- 4) That free traffic in ideas and opinions is essential to the health and growth of a free society and that the freedom to read, listen and view is fundamental to such free traffic.
- 5) That it is the responsibility of libraries to maintain the right of intellectual freedom and to implement it consistently in the selection of books, periodicals, films, recordings, other materials, and in the provision of access to electronic sources of information, including access to the Internet.
- 6) That it is therefore part of the library's service to its public to resist any attempt by any individual or group within the community it serves to abrogate or curtail access to information, the freedom to read, view and listen by demanding the removal of, or restrictions to library information sources in any format.
- 7) That it is equally part of the library's responsibility to its public to ensure that its selection of materials is not unduly influenced by the personal opinions of the selectors, but determined by the application of generally accepted standards of accuracy, style and presentation.

Approved Ontario Library Association 1998 Annual General Meeting. Nov. 7, 1998.

Approved, OLA Board of Directors, December 2003

Reaffirmed, OLA Board of Directors, December 2005

Teen Rights

Date of adoption: February 8, 2012 Motion #6

Chairperson's signature:

Teen's rights in the Public Library

Goals for Library Services for Teens:

Young people are valuable members of our library community who deserve the same respect, dignity and human rights as all library members. This document provides a framework for developing library services to teens that meet the educational, informational, and cultural and leisure needs of young people in ways that are developmentally appropriate. Each public library has a different community to serve and therefore different priorities and needs. Although specific services for teens have not been well established in all libraries, these goals are created in the belief that young adulthood is a unique life stage and that young adults are entitled to the same quality of library services offered to other age groups in the population.

(Adapted from the IFLA Guidelines for Library Services for Young Adults, 2006 and the YALSA Guidelines for Library Services to Teens, Ages 12-18, 2006.)

The goal of library services for teens is to assist with the transition from children's services to adult services and to provide access to both resources and an environment that meets the needs of young people for intellectual, emotional and social development. Specifically these needs are based on the unique seven developmental needs of adolescents and the five core values of quality service to teens:

7 Developmental Needs of Teens

- Physical activity,
- Competence and achievement,
- Self definition,
- Creative expression,
- Positive social Interaction with Peers and adults,
- Structure and Clear Limits,
- Meaningful Participation

Excerpted from: Dorman, G. (1981). The Middle Grades Assessment Program: User's Manual. Carrboro, NC: Center for Early Adolescence.

5 Core Values of service to teens

- Respecting and responding to unique YA needs,
- Providing equal access,
- Empowering Youth through participation
- Engaging Teens in active collaboration,
- Supporting healthy youth development

Core Values excerpted from Jones, P. (2002). *New directions for library service to young adults*. Chicago: American Library Association.

Teens in Ontario Public Libraries have the right to:

1. Intellectual freedom

The library establishes clear policy statements concerning the right to free access by young adults to library resources and information sources; and respect for the rights of young adults to select materials appropriate to their needs without censorship. The library's teen collection, policies and services should be consistent with the concepts of intellectual freedom defined by the CLA, OLA and Ontario Human Rights code.

2. Equal access to the full range of materials, services, and programs specifically designed and developed to meet their unique needs.

The Library integrates library service to teens into the overall plan, budget and service program for the library. Library service to teens is integrated with those offered to other user groups.

3. Adequate funding for collections and services related to population, use and local community needs.

The Library incorporates funding for materials and services for teens in the library operating budget and ensures there is equitable distribution of resources to support programs and services for young adults.

4. Collections that specifically meet the needs of teens

The Library provides a wide spectrum of current materials of interest to young adults to encourage lifelong learning, literacy, reading motivation, and reader development. The library endeavors to develop collections that encourage leisure reading, support homework and school success and responds to gender and cultural diversity. The library provides unfettered access to technology including social networking, licensed databases, and other online library resources for teens.

5. A library environment that complements their physical and developmental stages.

The Library provides identifiable spaces for teens that are separate from children's spaces where possible, reflects their lifestyle and allows for teens to use this library space for leisure or study, either independently or in groups.

6. Welcoming, respectful, supportive service at every service point.

The Library promotes friendly, positive, non-biased customer interactions with teens, providing staff development and training and ensures that services for teens embrace cultural and gender diversity and economic differences. Library staff will endeavor to respect the teen's need for privacy and nonjudgmental service and assist young adults in acquiring the skills to effectively access all library resources and become information literate.

7. Library Programs and Services appropriate for Teens

The Library fosters youth development by providing programs for teens that contribute to literacy, life- long learning and healthy youth development. The library endeavors to provide volunteer opportunities for helping others through community service hours including participating on Library Advisory Boards, and other projects that help develop a sense of responsibility and community involvement. The library's teen services initiatives are effectively managed according to best practices in the field of Youth Services.

8. Trained and knowledgeable staff specializing in teen services.

Library staff is knowledgeable about adolescent development and age appropriate resources for young adults inclusive of those with special needs. The library provides services by teen specialists as well as by others who are trained to serve teens.)

9. An advocate who will speak on their behalf to the library administration, library board, municipal council and community to make people aware of the goals of teen services.

The Library works in partnership with other community agencies and organizations to support all aspects of healthy, successful youth development.

10. Library policies are written to include the needs of the youth.

Adopted at the Ontario Library Association Annual General Meeting June 2010.

STATEMENT ON CHILDREN'S RIGHTS IN THE PUBLIC LIBRARY

**Adopted at the Ontario Library Association Annual General Meeting November 1998.
Adopted by the Grand Valley Public Library at their regular meeting of the Board,
September 8, 1999.**

OLA Policy Statement

Children in Public Libraries have the right to:

1. Intellectual freedom.
2. Equal access to the full range of services and materials available to other users.
3. A full range of materials, services and programs specifically designed and developed to meet their needs.
4. Adequate funding for collections and services related to population, use and local community needs.
5. A library environment that complements their physical and developmental stages.
6. Trained and knowledgeable staff specializing in children's services.
7. Welcoming, respectful, supportive service from birth through the transition to adult user.
8. An advocate who will speak on their behalf to the library administration, library board, municipal council and community to make people aware of the goals of children's services.
9. Library policies written to include the needs of the child.

Effective Date: May 24, 2012

Supersedes Policy Dated: January 22, 2004, January 28, 1999, September 25, 2008

Next Review Date: 2016

GRAND VALLEY PUBLIC LIBRARY

PROCEDURES

LIBRARY MATERIAL COMPLAINTS

- a) Where material for reconsideration is identified, the Revaluation form, A/V or book, will be filled out by the complainant.
- b) The Librarian will review the complaint in the light of the Materials Selection Policy and gather information regarding the item, such as reviews. A review of the material itself will also be conducted.
- c) A report with a recommendation will be forwarded to the complainant.

**GRAND VALLEY PUBLIC LIBRARY
REVALUATION FORM**

I. Author _____
Title _____
Paperback _____ Hardcover _____ Other _____

II. Request initiated by:
Name _____
Address _____
City _____ Province _____ PC _____
Telephone () _____

III. Complaint Represents:
Complainant named above _____
Organization (name) _____
Group(identify) _____

**GRAND VALLEY PUBLIC LIBRARY
REVALUATION FORM**

1. Did you read the entire book? If not, which section(s) did you read?

2. Did you read the jacket of the item or consult with staff before signing it out?

3. To what in the material did you object?

4. Please cite the numbers of the pages which illustrate your position or form the basis of your request.

**GRAND VALLEY PUBLIC LIBRARY
REVALUATION FORM**

5. Have you read the judgment of critics concerning this material?

6. Who would you recommend this material for? e.g. age group

7. Did you find anything good about the material? If yes, please outline.

8. Could you suggest material which would effectively take the place of this item in terms of the nature and extent of subject coverage?

9. Have you read the Grand Valley Public Library Materials Selection Policy?

GRAND VALLEY PUBLIC LIBRARY

Collection Development and Management Plan

Long-term Strategies:

Projections for growth.

The Town of Grand Valley completed a new sewage treatment plant in 2012, which has enabled the municipality to move forward with a new housing development. The development is planned to be completed in four phases. Phase I & 2 are now complete with approximately 200 new homes. As of spring 2018 a third subdivision is starting. The Library is feeling the effects of this growth in many ways: increasingly busy, putting a stress on staff, increased circulation, increase demand for services. The Library is currently operating at capacity and staff must weed the collection vigorously to accommodate new material. The continued increase in population to the town will require an increase in staff time to meet the increase in demand by the public. The collection should also grow to meet added demand, however there is no room for growth and the Library Board needs to plan for additional space.

Based on the information provided in the Ontario Public Library Guidelines the Grand Valley Library has 4.4 volumes per capita. This is at level two of four for recommended collection size. The circulation per capita is 9.7 which is at the level four indicating that although we do not have the recommended volumes per capita, the collection is well used. The turnover rate (circulation divided by circulating volumes) is 2.27, above the recommended level 4, indicating a well-used collection.

The demand for large print, Teen materials, audio books, DVDs, online resources, and children's materials is constantly increasing and we do not have the space to accommodate these demands.

Based on what we know of our community, users and present collection, the five goals for the library collection over the period 2018-2021 will be:

1. Monitor the growth in population and demand by the public for library services.
2. Plan for additional space to accommodate future growth.
3. Plan for additional staff to accommodate future growth.
4. Continue to increase the budget over time to meet the demand for material, electronic resources and new technology.
5. Search for and apply for grants to digitize the local newspapers that are currently on microfilm/fiche.

Annual Plan - Targeted for 2018

The list of targeted areas for the first year of our plan is as follows:

1. Increase budget for e-books to meet the increase demand by the public.
2. Increase budget for e-audio books to meet the increase demand by the public.

Appendix A Based on the 2016 census

COMMUNITY PROFILE

1.1 LOCATION

The Corporation of the Town of Grand Valley is situated two km. north of Highway 109 on Dufferin County Road 25 in Dufferin County.

1.2 POPULATION

The most recent municipal enumeration statistics (2016) indicate a population of 2,956 persons, an increase of 8% from the 2011 census of 2,726. The latest assessment data indicates 1,554 households, an increase of 48% over the 2011 census of 1,048.. According to the 2016 Census data, The Town of Grand Valley’s population breakdown is as follows: (taken from the online Stats Canada census website)

	2016			2011			Population Changes		
Age	Total	Male	Female	Total	Male	Female	Changes	Male	Female
Total Population	2,956			2,730	1,415	1,310	226	-	-1,310
0 to 4 years	160	80	85	125	60	65	35	20	20
5 to 9 years	160	80	75	170	90	75	-10	-10	0
10 to 14	195	100	95	190	105	85	5	-5	10
15 to 19	190	105	80	240	130	110	-50	-25	-30
20 to 24 years	200	105	90	195	110	85	5	-5	5
25 to 29 years	210	105	100	105	60	80	105	45	50
30 to 34 years	155	80	75	130	55	70	25	25	5
35 to 39 years	180	85	95	150	65	80	30	20	15
40 to 44 years	195	90	105	220	115	105	-25	-25	0
45 to 49 years	215	110	105	315	155	155	-100	-45	-80
50 to 54 years	330	150	180	265	145	120	65	5	60
55 to 59 years	250	135	115	155	85	70	95	50	45
60 to 64 years	150	80	75	165	80	85	-15	0	-10
65 to 69 years	160	75	80	125	65	60	35	10	20
70 to 74 years	95	55	40	75	45	30	20	10	10
75 to 79 years	55	25	30	40	15	25	15	10	5
80 to 84 years	30	10	20	80	25	20	-20	-15	0
85 years and over	30	10	20	25	5	20	5	5	0
90 to 94 years	10		10						
Median age of population	39.2	38.7	39.8	41.5	41.1	41.8			
% of the pop. 15 & over				77.7	76.3	79.5			
0-14	17.4	17.4	17.4						
15-64	70.1	70.6	69.9						
65 & over	12.3	11.7	13						
85 years and over	1	0.07	1.4						

Grand Valley Census 2016

Topic	Characteristics	Total	Male	Female
Population and dwellings	Population; 2016	2956		
Population and dwellings	Population; 2011	2726		
Population and dwellings	Population percentage change; 2011 to 2016	8.4		
Population and dwellings	Total private dwellings	1145		
Population and dwellings	Private dwellings occupied by usual residents	1106		
Population and dwellings	Population density per square kilometre	18.7		
Population and dwellings	Land area in square kilometres	158.23		
Age characteristics	Total - Distribution (%) of the population by broad age groups - 100% data	100	100	100
Age	0 to 14 years	17.4	17.4	17.5
Age	15 to 64 years	70.1	70.6	69.9
Age	65 years and over	12.3	11.7	13
Age	85 years and over	1	0.7	1.4
Age	Average age of the population	39.2	38.7	39.8
Age	Median age of the population	40.9	40.1	41.8

The population of the Town of Grand Valley has increased as was predicted when the new subdivisions were proposed. It is interesting to note the changes in demographics in certain age groups. The most significant changes are in the 0 - 4 age group with an increase of 28%. The 25 - 29 age group with an increase of 100%. It is also interesting to note the decrease in the 40 to 50 age range (-23%) and the increase in the 50 to 60 age group (38%). The median age of the population is 40.9 years.

In 2011, 11.5% of Grand Valley's population was 65 years and older. 2016 statistics show 12.2% of the population is 65 and older, indicating a number of retirees who are coping with increased leisure time. Another community characteristic worth noting is that the largest portion of our population is between the ages of 25 to 49 (37.5%) indicating a young community that commutes to bigger centres to work.

A further breakdown shows the comparison of children/teens/adults/older adults.

0-9	11%	(295)
10-24	23%	(625)
25-49	37.5%	(1,025)
50-64	21%	(585)
65 and over	11.5%	(315)

Appendix D Holdings by Dewey Primary Material Type Adult non-fiction	Dec-17 No. Of titles	Percentage 2017
0-99	47	1.5%
100-199	94	3.0%
200-299	93	3.0%
300-399	498	16.0%
400-499	22	0.7%
500-599	162	5.2%
600-699	936	30.0%
700-799	741	23.7%
800-899	93	3.0%
900-999	436	14.0%
Total	3,122	100.0%

Appendix E

Basic Collection Profile	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017
Population Served	4,000	4,000	4,000	4,000	4,000	4,000	4,300	4,300	5,000	5,000
Annual Material Budget	24,000	24,500	26,500	25,500	26,000	27,000	28,840	29,000	29,000	41,000
Collection Size	25,686	25,530	24,707	23,679	23,642	23,753	22,803	22,618	22,222	22,022
Annual Circulation	46,999	55,142	55,889	55,361	51,382	54,775	51,440	51,560	53,146	53,306
ILL Borrowed	981	1,096	1,261	1,268	1,244	1,052	1,262	1,451	1,489	1,531
ILL Lent	693	645	638	804	939	1,230	1,229	1,210	1,183	1,270

Circulation Statistics

Appendix F.	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017
Fiction	7,408	9,020	9,401	8,535	7,583	7,749	7,528	7,972	7,543	7,636
Adult										
Paperbacks	3,449	3,029	3,112	3,364	2,528	2,469	2,424	1,951	1,814	1,622
Christian										
fiction				287	613	851	777	647	652	693
Large Print	705	1,111	1,022	1,036	1,244	1,425	1,438	1495	1,735	1,761
Large Print										
Pool			130	76	70	83	90	72	33	
Adult Classics		15	112	106	93	87	78	151	108	108
eBooks/Audio books									4,181	4,696
0-99	127	162	169	211	211	195	156	91	83	45
100-199	326	258	284	257	224	165	195	137	156	127
200-299	192	175	177	186	104	169	162	135	98	82
300-399	710	892	1,012	923	734	658	685	601	664	496
400-499	15	11	10	14	22	20	6	15	31	17
500-599	149	251	198	233	150	130	92	76	112	134
600-699	1,427	1,734	1,682	1,604	1,387	1,447	1,291	1,243	1,331	1,225
700-799	1,342	1,463	1,378	1,362	1,290	1,371	1,208	1,040	1,051	988
800-899	113	129	129	161	126	96	100	91	72	56
900-999	573	595	566	578			444	447	446	364
J Easy Read	1,894	1,288	1,356	1,580	1,189	1,098	639	793	1,117	919
JFIC	3,983	4,411	4,160	4,338	3,870	2,645	1,339	1,000	1,086	864
Junior Classics			78	75	93	138	113	140	137	204
J Series							2092	2152	1940	1,706
J Picture Books	6,630	5,900	5,123	4,615	3,715	3,542	3,265	4,067	4,402	4,629
J Christmas Picture books							3,022	117	135	173
J Nonfiction	1,965	2,369	2,668	2,786	2,249	2,543	1,177			1,447
J NF Easy Read				122	263	352	290	358	486	466
J Animals							27	24	94	83
J Canada							5	23	15	31
J Dinosaurs							12	24	15	12
J Facts							73	121	183	28
J Fun Stuff							7	9	4	4
J Graphic										
Novels							218	357	531	94
J Indigenous Peoples							231	381	384	65
J Machines							555	720	847	65
J Science							53	69	101	107
J Social Topics							141	195	240	5
J Sports										44
J The Strange										4

J The World										41
Junior French		8	32	66	266	345	281	412	397	145
Junior Books on CD		357	319	184	117	55	57	144	103	148
Young Adult	2,465	2,887	2,669	2,885	2,890	2,628	2,281	1,838	1,630	1,128
YA Non-fiction						129	259	196	104	19
Books on CD	650	820	465	558	472	504	494	528	418	346
CNIB Daisy audio								59	35	38
Children's DVDs									752	2759
DVD	7,461	13,386	14,835	14,560	14,424	15,771	15,425	15,945	12,521	8,737
DVD TV Series			147	580	1004	1363	1564	1875	1543	1527
Music CDs	819	1183	956	870	831	840	617	480	436	326
Magazines	3,112	3,635	3,729	3,160	3,046	3,408	2,965	2,781	2,800	1,852
Christmas magazines				7	12			59	78	37
Electronic Devices					4			56	94	34
Console video games							207	451	501	553
Total	45,872	55,051	55,791	55,261	50,746	52,371	54,233	51,516	53,241	48,690

