

Collection Development Policy
Eleanor London Côte Saint-Luc Public Library
Revised February 2022

Definitions

For the purposes of this policy the Eleanor London Côte Saint Luc Public Library is hereafter known as **The Library** or **CSLPL**.

The collection refers to the book (print), audiovisual, and electronic collections.

Weeding is also known as withdrawing, deselecting or the removing items from the collection.

Our Community

The City of Côte-Saint-Luc is a bilingual, multicultural community with a population of 34,504 (2021). The median age is 45.7. Approximately 54.9 percent of the population speaks English at home and approximately 15.6 percent speak French at home with the other 21.2 percent of the population speaking another language at home. The Jewish community makes up the largest religious community in Côte-Saint-Luc with Catholics being second. The city has a substantial Russian community, Moroccan community, Italian, Iranian and Polish community.

Our Mission

Responding to our community's social, educational, creative, and cultural needs in an inclusive and welcoming way.

Our Vision

Empowering everyone to live a happier and healthier life by fostering creativity, discovery, and social connection.

Our Values

Accessibility - We are committed to providing barrier-free facilities, resources, programs, and services.

Inclusion – We welcome all with respect and openness.

Community – We strengthen relationships and facilitate connections.

Empathy – We see the library experience through the eyes of our users and are adaptive in our responses.

Sustainability - We adapt to change, are collaborative and invested in remaining relevant to our community.

Service Excellence – We strive to surpass expectations through dedicated and responsive service, stimulating and memorable programs, and enriching and quality resources.

Responsibility – We honour the trust placed in us and are honest, transparent, and accountable in all that we do.

Philosophy and Purpose of the Collection

Purpose of the collection

To serve the needs of the entire Côte Saint-Luc community. These needs may be:

- Informational
- Educational
- Cultural/Historical
- Recreational

To support life-long learning from cradle to grave.

To support the interests and initiatives of the city and/or the Library.

Philosophy of collection development

- A collection that circulates is indicative of whether our users' needs are being met.
- A collection should be a living organism; it must be continually added to, while at the same time be continually weeded.
- A small, attractive and current collection that is intuitively organized makes it easier for people to find what they want and therefore will circulate more than a large, unwieldy collection that is difficult to access.
- Seminal works of literary and historical renown have long lasting value and must be accessible and in pristine condition.

The library's collection must be balanced and without bias representing all fields of knowledge and all reasonable points of view

Purpose of the Collection Development Policy

The purpose of the collection development policy is to:

- Set out guidelines that define how materials are selected for inclusion into the Library's collection and how they are to be maintained.
- Inform library users and city officials about the Library's collection and its collection development.
- Support the mission of the Library.
- Ensure that over the years, the library's collection will remain true to its philosophy and goals and adhere to its established priorities, while at the same time continue to reflect the needs of the residents of Côte Saint-Luc.
- The collection development policy should be revised every five years.

General Objectives in Collection Development

- To reflect the established collection priorities of the library.
- To be current and reliable.
- To include a well-maintained core collection.
- To maintain an attractive collection in which items are clean and appealing.
- To allow access to the collection through intuitive and logical arrangement of materials.
- To support our programs and departments.
- To withdraw items from the collection on a regular basis so that the size of the collection remains stable.

Collection Priorities

- The library has certain collection priorities according to the needs and interests of the residents of Côte Saint Luc.
- These needs and interests are expressed by various collection strengths or levels.
- The library collection levels can be organized on along the following scale:

1. **The Library is known for its collection in this area:** The library collects a large variety of resources about the subject in a systematic way at a level which is less than research intensity, but which is comprehensive and dense.

2. The Library maintains a strong collection in this area: The library collects a large variety of resources in an area that define and introduce a subject.

3. The Library maintains a solid collection in this area: The library collects basic resources that define and introduce a subject and can support the needs of the general library user.

4. The Library maintains a basic collection in this area: The library collects resources that support minimal inquiries about the subject.

5. The Library maintains a special collection in this area:

Strengths of the Collection (English)

1. The Library is known for its collection in the following areas:

- Judaica
- Contemporary World
- Fiction
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2. The Library maintains a strong collection in the following areas:

- History, North American, European, Middle Eastern
- Cookbooks/Entertaining
- Management
- Parenting
- Investment
- Technology
- Health and Fitness
- Language
- Gardening
- Arts and Crafts
- House and Home
- Travel
- Literature, Canadian, American, British and French
- Pets
- Biography/memoir
- Jobs and Careers
- Environment
- Books and Reading
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3. The Library maintains a solid collection in the following areas:

- Science
- Religion

- Self-help
- Music
- Film
- Philosophy
- Psychology
- Games
- Sports
- Humour
- Writing and Public Speaking
- House and Home
- Art
- History, Asian and African
- Photography
- Home Economics
- Women's Studies
- True Crime
- Large Print
- Fantasy

4. The Library maintains a basic collection in the following areas:

- Parapsychology
- Law
- Education
- Transportation
- Folklore
- Manners and customs
- Engineering
- Short Stories
- Antiques and Collectibles
- Dance
- Poetry
- Theatre/Drama
- Geography
- History, South American, Central American, Oceanic,
- Anthropology
- Economics
- Political Science
- Sociology
- Literary criticism
- Science Fiction
- Short Stories
- Reference

Strengths of the Collection (French)

1. The Library maintains a solid collection in the following areas:

- Judaica
- Contemporary world
- History, North American, European, Middle Eastern
- Cookbooks
- Parenting
- Health
- Language
- Biography/Memoir
- Literary Fiction
- Popular Fiction
- Mystery Fiction
- Canadian Fiction
- Science
- Arts and Crafts
- Graphic Novels
- True Crime
- Women's Studies
- Education
- Home Economics
- Large Print

2. The Library maintains a basic collection in the following areas:

- Management
- Investment
- House and Home
- Travel
- Art
- Film
- Jobs and Careers
- Books and Reading
- Technology
- Music
- Philosophy
- Psychology
- Games
- Sports
- Humour
- Writing and Public Speaking
- Photography
- Graphic
- Self-Help
- Religions
- Science Fiction

- Fantasy
- Antiques and Collectibles
- Parapsychology
- Law
- Transportation
- Folklore
- Manners and Customs
- Engineering
- Dance
- Poetry
- Theatre/Drama
- Geography
- History, South American, Oceanic, Asian, African
- Anthropology
- Economics
- Political Science
- Sociology
- Literary Criticism
- Fashion and Beauty
- Pets

5 . **The Library maintains a special collection in this area:**

Core - The primary purpose of the core collection is to make available the seminal works of literary and historical renown that have been critically acclaimed as definitive in their respective fields and that have long lasting value. Core titles must be kept in pristine condition and replaced whenever missing or damaged.

Literacy collection - The library maintains a special collected dedicated to helping newcomers learn a new language or to help readers with literacy impairments.

Type of Materials in the Collection

The library collects material in the following areas:

- **Adult Fiction**

Includes Popular fiction including Thrillers, Women’s Lives and Relationships, Fantasy, Science Fiction, Mystery, Historical Fiction; Jewish fiction, literary fiction, works in translation, classics, Core.

- **Adult Non-Fiction**

Includes popular non-fiction, instructional, guides, basic texts, classic works, Core.

- **Graphic Novels**

Includes graphic novels for adults, teens and children including manga.

- **Paperbacks**

Includes best-selling market paperbacks that are current and timely.

- **Large Print**

Includes popular fiction and mystery with some popular non-fiction.

- **Reference**

Includes dictionaries, encyclopedias, and other works of a reference nature for adults and children

- **Film**

Includes DVDs, Blu-Rays and Videos (although videos are no longer purchased). Also includes movies available digital media streaming and download services.

- **Music**

Includes compact discs covering all music genres (no longer purchased). Music is also available for download on digital media services.

- **Audiobooks**

Includes audiobooks on compact disc, MP3, as well as downloadable audiobooks available on digital media services.

- **Videogames**

Includes videogames for adults, teens, and children

- **Audio courses**

Includes courses designed for the independent learner on compact disc.

- **eBooks**

Includes popular and recent fiction and non-fiction for adults and young adult, as well as providing access to a digital service for children's books.

- **Periodicals**

Includes magazines for the general reader (adult, teen, and children), as well as both local, national and international newspapers. E-magazines are also included.

- **Children's and Teen Books**

Includes board books for babies, picture books, easy readers, early chapter and chapter books and young adult books as well as a comprehensive non-fiction collection for children with a separate collection for teens. Hi-Lo books and Large Type early chapter books are also included.

- **Children's and Teen Audiovisual**

Includes videos (which are no longer purchased), music on compact disc, DVDs, Blu Ray, and audiobooks

- **Language Kits**

Includes language learning kits on compact disc for a variety of languages.

- **Kits**

Includes Book Club Kits, Memory Kits, Chapter and Picture Board Kits.

- **Children's and Teen games**

Includes board games for a variety of different ages and skill levels, in both English and French. Games are purchased based on critical acclaim, popularity, and educational or recreational value.

- **Children's and adult puzzles**

- **Sheet Music**

- **Databases**

Includes popular interest databases.

Size of Collection

In 2021 size of the collection was as follows:

- 41,994 children's books
- 147,367 adult books

- 495 reference books (titles not volumes)
- 27,909 Audiovisual items
- 196 Periodicals
- 7,047 Large Type books

Of the book collection, 146,305 items are in English and 43,056 items in French.

General Collection Policies

Popular over Scholarly

- The CSLPL emphasizes popular materials over those which are specialized, scholarly or professional.
- The Library does not carry professional literature unless it pertains to the library profession.
- The library does not collect letters or diaries of famous individuals, unless those items are on popular demand.
- The library does not support CEGEP or University curriculums although introductory textbooks of a general nature are purchased according to need.
- The library does not purchase high school textbooks although it does attempt to support the curriculum through the purchase of general materials on a variety of subjects for student use.

Copies

- In general, the Library will purchase single copies of a wide range of titles rather than multiple copies of the same title.
- Multiple copies will be purchased when they are warranted by public demand.
- For popular fiction and non-fiction, one copy will be purchased for every six patrons on the library's waiting list. Fast reads are purchased for very popular books with long waiting lists, one fast read for every twelve holds.

Language

- A small portion of the library's budget will be allocated to books in a multilingual collection. Currently, Russian and Farsi are supported in the adult library. The library also supports a children's multilingual collection.
- The library allocates approximately 20% of its total book budget towards the purchase of books in the French language, although in terms of children's books the proportion is 50%.
- Foreign language films are collected with subtitled or dubbed versions available.

Volumes

- The library prefers single-volume overviews over multi-volume works.

Fiction/Non-Fiction

- Fiction is more popular than non-fiction; approximately 65% of the budget is allocated towards fiction and approximately 35% is allocated towards non-fiction.

Currency

- Newly published titles are preferred over older titles, except in cases where there are gaps in the collection, the title is damaged and needs to be replaced, or the title is a classic.
- The library offers interlibrary loan for older titles.

Donations

The Eleanor London Côte Saint-Luc Public Library welcomes donations of books and other materials according to the following specifications. Donations must be freely given without any attached conditions.

- Magazines are not accepted.
- Textbooks are not accepted.
- Encyclopedias are not accepted.
- Collections are not accepted for inclusion in the library's collection due to a lack of space.

- Donations must be in acceptable physical condition. Items smelling of mildew; have yellowed or stained pages; are written in or have underlining; have broken spines or torn pages; or are damp and musty will be refused.
- Materials for the collection are evaluated according to the Library's Collection Development Policy.
- Acceptance of material does not guarantee their inclusion in the Library's collection.
- The evaluation and disposition of material is the responsibility of the library staff authorized by the Library director.
- The Library reserves the right to use donations for the Library's collection, for the Book Sale Cart, or for the Book Sale. If the material is determined to be inappropriate for either the collection, the Book Sale Cart, or the Book Sale, the Library reserves the right to discard it.
- The donor is responsible for delivering all donations to the Adult Circulation Desk. Library staff cannot provide assistance in bringing donations into the library or in picking up material.
- Tax receipts will not be issued for accepted material.
- A general letter of acknowledgement will be sent to the donor for donations of exceptional value and will receive a book plate.
- Books written by local authors are accepted and will receive a book plate.

Preservation

Bindery

- The library sends for binding new materials that are part of its core collection, Trade paperback fiction (1 copy), non-fiction items that have long lasting value.
- In general, the library does not bind computer books, health and fitness books, science books, management books, self-help books, career books, investing books, travel books, education books, parenting. These subject areas remain current for only a short time and updated editions are frequently available.
- The library also sends to bindery books of lasting value that need repair that cannot be replaced.

Microfilm

- The library has a collection of newspapers on microfilm although it currently does not purchase any.

Repair

- The library attempts to repair items of lasting value which cannot be replaced. The library does not repair paperbacks, computer books, travel books, health and fitness books.

Suggestions for Purchase

- The Eleanor London Côte Saint Luc Public Library welcomes suggestions for purchase of library material from patrons.
- Suggestions for purchase will be evaluated in accordance with the library's collection development policy and availability of funds as well as space. Specific attention will be paid to whether or not the item received excellent reviews and whether the item is deemed appropriate for a public library of this size.
- Patrons will only be informed if their suggestion was accepted if and when the item has been received.
- If an older item (more than one year old) has been suggested that the library does not wish to purchase or is which is unavailable for purchase, the library may contact the patron to offer to get their desired item on interlibrary loan.
- The library reserves the right not to purchase suggested titles.

Selection of Library Materials

Materials Selection Philosophy and Policy on Intellectual Freedom

- The CSLPL selects material covering a wide range of ideas, issues and lifestyles.
- The existence of a particular viewpoint in the collection is an expression of the Library's policy of intellectual freedom, not an endorsement of that particular point of view.
- The Library encourages free expression and free access to ideas and does not knowingly discriminate in its material selection regarding age, race, beliefs or affiliations of the author or producer.
- Material is selected based on critical acclaim, popularity, with an emphasis on ensuring diversity, inclusion, representation, cultural sensitivity, and relevance for the community.

- The CSLPL endorses the Canadian Library Association "Statement on Intellectual Freedom and Libraries".

"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".

- The Library will not withdraw items from the collection based on complaints from individual patrons.

Selection Criteria

Selectors consider the following criteria in choosing materials for purchase:

- Relevance to community needs and interests
- Current and projected demand
- Availability and suitability of physical format for library purposes
- Suitability of presentation for intended audience
- Relevance to existing subject coverage in the collection
- Reviews from library professional journals and popular publications
- Clarity, readability and ease of use
- Timeliness or permanence of material
- Literary merit and inclusion in standard bibliographies
- Accuracy and authenticity
- Place of publication, i.e., Quebec
- Year of publication

Specific Criteria

Fiction

- Award winners, nominees, best of lists
- Reputation of the author and publisher
- New volume in a series the library already has in the collection
- Bestsellers
- Local (municipal, provincial) authors
- Classics
- Demand

Non-Fiction

- Award winners, nominees, best of lists
- Current and historical significance
- A subject which is currently in the media

- Reputation of the author, publisher
- New editions in subject areas which are continually changing
- Classics and definitive works in specific subject areas.
- Demand
- Local authors

Film

- Films adapted from books
- New releases, Bestsellers
- Newly released classics
- Critically acclaimed Foreign films and documentaries
- Rated G or 13+; 16+ according to high demand only
- Overall quality of production
- Critically acclaimed television shows
- Not available on streaming services
- Jewish content including Israeli and Yiddish films
- Content is also made available through streaming services

Music (the library no longer purchases Music on CD)

- Not available on streaming services
- Critically acclaimed CDs that have lasting value
- Overall quality of production
- Canadian content
- Jewish themes, i.e., holiday, cantorial, Israeli, Yiddish

Videogames

- Quality and popular demand
- Entertainment and educational value
- Replay value
- All skill levels and all ages
- Classic games
- Rating for adult games 13+

E-books

- Focus is on adult books and notable books for teens
- Predominance of fiction although popular non-fiction will also be purchased
- Bestsellers, critically acclaimed and new releases
- Suggestions will be considered
- Additional copies purchased as per demand, i.e., 1 per every 6 requests
- Current interest
- Licensed titles will not be reordered when expired unless they have circulated in the past year.

Magazines and Newspapers

- Cost
- Demand
- Breadth of subject appeal
- Popular

Databases

- User interface and content of electronic products

- Online, network, and remote access capabilities
- Demand
- Databases will be discontinued due to lack of use
- Scholarly databases are not included

Selection Tools

- Library journals, for example, Library Journal, Booklist, Kirkus, School Library Journal, Video Librarian, Lurelu
- Specialized Websites, for example, Amazon, Indigo, IndieBound
- Vendor lists, for example, Paragraph, Renault Bray, Clio, Monet
- Popular magazines, radio & television, for example, NYT Book Review, Bookmarks, Lire, Fanfare, Rolling Stone
- Literary awards
- Bibliographic lists, publishers catalogs
- On approval selections

Responsibility for Selection

Professional librarians with expertise or experience in various areas and or departments are responsible for selection of library materials. These include:

- Manager of Resource Discovery and Digital Literacy (Adult English Fiction, Large type, paperbacks)
- Reference and Reader Services Coordinator (Adult English Non-Fiction)
- Research and Instructional Services Coordinator (French)
- Seniors Services Coordinator (Large print)
- Manager of Community and Family Services
- Youth Services Coordinator
- Children's Services Coordinator
- Film Librarian (DVDs, Blu Rays)
- Collections and e-Services Coordinator (English eBooks & audiobooks)
- Cataloguing Librarian (Children's audiobooks, English & French, French audiobooks)

Excluded

- Books which are overly expensive
- Books where the information is not relevant to the Canadian context
- Books where the format is not conducive to circulation, for example, pop up books, colouring books, books that contain a variety of parts
- Scholarly or professional manuals
- Works that contain hate propaganda, unsubstantiated claims.
- Abridgements. Exception – Literacy Collection

Acquisition

Each year, the Library director, apportions the annual budget, according to the needs of the Library. Orders are sent via the following methods:

- On approval
- Direct purchasing from Quebec accredited bookstores
- Quebec accredited booksellers online ordering sites
- Lists sent to Quebec accredited booksellers by email.

The Collections and eServices Coordinator is responsible for the ordering process.

Collection Management

Purpose of collection management

Collection management insures that library collections are well maintained. In other words items are in good condition, current and subject areas are well represented according to the library's collection priorities. Also collection management ensures that materials no longer of interest, as well as damaged materials, will be removed from the collection.

Philosophy of Collection Management

- Weeding is a basic part of the collection development process. Getting rid of the old is just important as acquiring the new.
- A collection should be attractive and should not contain dirty and damaged items.
- A collection must be current and reliable. It is a disservice to our patrons to provide items that contain dated or inaccurate information.

Goals of Collection Management

- To fill gaps in its collections by acquiring important older works that were not acquired when they were first published.
- To replace copies of landmark or core works and of works in perennial demand that were previously acquired but are now missing from the shelves, damaged, or worn out and dirty.
- To market library collections more effectively.
- To withdraw dated and damaged items from the collection, and replace them with current items and newer items.

Responsibility for Collection Management

Responsibility for collection management falls to each selector with the Collections and E-services Coordinator being responsible for coordinating the evaluation schedule.

Frequency of Collection Evaluation

Books

Evaluation of the collection is done on a continual basis depending on the space requirements of the collection. As the collection grows in size, items will need to be weeded.

Audiovisual Collection

Evaluation of the collection is based on format. As formats are no longer in demand, items will be withdrawn based on condition, use and historical value.

Periodicals

Evaluation of the periodical collection is done on a continual basis based on use and availability elsewhere. Current issues are often placed into circulation according to demand.

Collection Evaluation Policy

- Evaluation of the collection is done on an ongoing and systematic basis according to the schedule.
- Evaluation techniques will include but not be limited to the following:
 - Circulation use data
 - Physical examination of the work
 - Appearance in standard bibliographic catalogs such as Fiction Catalog, Public Library Catalogue, Children's Catalogue, Reader's Advisor or lists of "Best Materials" published by library organizations, library and professional review sources
 - Date of publication
 - Currency of content
 - Local or cultural value

Criteria for Withdrawal

- Items in poor condition will be withdrawn or replaced.
- Items with obsolete, misleading or superseded information will be withdrawn.
- Titles having additional of copies will be withdrawn if relevance to the community has lessened.
- Items which are no longer used will be withdrawn. Use will be determined by circulation data. With the exception of core, items must circulate at least once in the past five years to be considered still relevant.
- Items replaced by a newer edition will be withdrawn.
- If items are available in another format, a lesser used item may be withdrawn.
- Too costly to bind or repair

Disposal of Library Material

Items withdrawn from the collection are:

- Recycled if in poor condition or if factually inaccurate due to date of publication
- Relegated to library book sales

- Donated to non-profit organizations if requested