

**Collection Development Policy  
Eleanor London Côte Saint-Luc Public Library**

<b>POLICY #</b>	<b>LIB-003</b>	<b>VERSION</b>	
<b>ADOPTED</b>	<b>February 16, 2026</b>	<b>UPDATED</b>	
<b>DRAFTED BY</b>	<b>Janine West</b>	<b>TITLE</b>	<b>Library Director</b>

### **Policy Statement**

The Eleanor London Côte Saint-Luc Public Library’s mission is to respond to the Côte Saint-Luc community’s social, educational, creative, and cultural needs in an inclusive and welcoming way.

Aligning with this mission, the Library’s collection exists to inform, educate, inspire, and enrich the lives of the diverse community it serves. It is thoughtfully developed and managed to provide access to a wide range of materials that reflect varying viewpoints, interests, and experiences. The collection supports lifelong learning, cultural exploration, recreational reading, and equitable access to information for all patrons.

### **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. The city has substantial Russian, Moroccan, Italian, Iranian and Filipino communities.

## The Library

Founded in 1966, the Eleanor London Côte Saint- Luc Public Library is a vibrant community hub in Côte Saint-Luc offering far more than traditional book lending. With a collection of over 200,000 documents, free Wi-Fi, computer stations, digital resources and a range of technological tools, the library supports learning and exploration for all ages. It hosts a rich array of programs and cultural activities—including workshops, concerts, art exhibitions, book clubs while also providing outreach services such as home delivery and tech support for seniors. A commitment to free and open access ensures that the collections are available to all Côte Saint-Luc residents. The Library consistently earns high service ratings and remains an active centre for literacy, creativity, and community engagement.

## Definitions

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

The collection refers to the book (print), periodical, audiovisual, electronic collections, and other for adults, teens and children.

## Purpose of the Collection Development Policy

The purpose of the Collection Development Policy is to:

- Set out guidelines for qualified library staff to follow that define how materials are selected for inclusion into the Library's collection and how they are to be maintained, displayed and removed.
- Inform library users and city officials about the Library's collection development practices and procedures.
- Ensure that over the years, the library's collection will remain true to its philosophy and goals and adhere to its established priorities and procedures, while at the same time continue to reflect the needs of the residents of Côte Saint-Luc.
- This Collection Development Policy is reviewed and updated every five (5) years, in accordance with the requirements of the provincial grant program **Développement des collections des bibliothèques publiques autonomes**, administered by the **Ministère de la Culture et des Communications du Québec**. The policy ensures that the library's collection continues to meet the evolving needs of the community and aligns with the funding criteria set by the province. The Library Director is responsible for ensuring that the Collection Development Policy is revised and deposited with the Ministry.

- The library is committed to transparency; the Library's Collection Development Policy must be accessible to the public and is available through the library and City websites.

## **Scope**

The Library's Collection Development Policy covers materials for all ages and reading levels and encompasses a variety of formats, such as print, audiovisual, digital, and emerging technologies, as resources allow.

## **Standards and legislation**

### **Acquisitions**

The Library complies with **La Loi sur le développement des entreprises québécoises dans le domaine du livre** (the Act Respecting the Development of Québec Firms in the Book Industry) (L.R.Q., c. D-8.1), which stipulates that public libraries must make all book purchases from at least three booksellers accredited by the province located in their administrative region (Montreal).

### **Intellectual freedom and censorship**

The Library adheres to the principles of intellectual freedom and freedom of expression and opinion as stated in the following documents:

#### **Statement on Intellectual Freedom and Libraries (Canadian Federation of Library Associations. 2016)**

#### **International Federation of Library Associations and Institutions (IFLA) Statement on Libraries and Intellectual Freedom**

- The Library practices no censorship and strives as much as possible to acquire documents representing the widest variety of points of view on all topics, whether or not they are controversial, while respecting the principles of equality and reliability. The inclusion of an item in the collection does not indicate that the Library supports or endorses its views or content.
- Materials that may contain offensive language or controversial viewpoints may be included if they have historical, educational, literary, or scholarly value and contribute to the public's understanding of complex social issues. In such cases, context, intent, and the work's overall contribution to public discourse are considered.
- The Library neither endorses nor is responsible for the opinions expressed by the authors. No document will be excluded based on the political or religious affiliations

of the author provided those affiliations or opinions do not appear in the author's work.

- The Library does not knowingly add materials to its collection that promote hate, violence, or discrimination against individuals or groups based on race, ethnicity, religion, gender, sexual orientation, or disability. Materials that fall under the category of "hate literature"—defined as content whose primary purpose is to incite hatred or advocate for the oppression of others—are not collected.
- Children and teens have access to materials located in the adult side of the library regardless of subject matter. Parents or legal guardians are responsible for the documents read, heard, or viewed by their children or adolescents, not the Library.
- Children's and teen literature may deal with serious issues. It is at the discretion of the reader and their guardian to assess their comfort level with reading about these issues.
- Complaints may be addressed to the Library Director, although a complaint does not necessarily result in an item being withdrawn from the collection.

### **Philosophy of collection development in a public library**

- The main focus of collection development in a public library should be to create a library collection consisting of popular items with wide community appeal covering a variety of genres, subjects and viewpoints.
- A library collection should be regarded as a living organism; it must be continually added to, while at the same time be continually weeded so that the collection is always current and relevant bearing in mind that seminal works should always find their place on the library shelves.
- 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.

### **General Objectives in Collection Development**

- To reflect the established collection priorities of the Library.
- To reflect the diverse nature of the community.
- 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 withdraw items from the collection on a regular basis.
- To maintain a relevant, actively circulating collection rather than a static archival repository.

### **Collection Priorities**

- The Library's collection priorities reflect the needs and interests of the residents of Côte Saint Luc.
- In light of these priorities, the Library maintains a strong collection in the following areas: Popular fiction, Judaica, Cooking, History and Current Affairs, Biography and Memoir, Self-help, Children's material.
- The Library maintains special collections in these areas: children's and adult literacy, support for adults with dementia and their caregivers, language learning and books from PJ Library.

### **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.

- **Adult Graphic Novels**

Includes graphic novels and comic books for adults and teens ages 16 and over.

- **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 and other works of a reference nature for adults and children

- **Film**

Includes DVDs, Blu-Rays. Also includes movies available for 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

- **eBooks**

Includes popular and recent fiction and non-fiction for adults and young adult as well as what is available on digital media services.

- **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 Books**

Includes board books for babies, picture books, easy readers, early chapter and chapter books as a comprehensive non-fiction collection for children. Hi-Lo books and Large Type early chapter books are also included. Graphic novels, comics and manga are also included.

- **Teen Books**

Books for teenagers ages 12-15 are shelved in the Children's Library under YA. Books for teenagers (young adults) ages 16 and over are shelved in the adult section. Graphic novels and manga are also included in the teen collection.

- **Children's and Teen Audiovisual**

Includes DVDs, Blu Ray, and audiobooks (no longer being purchased).

- **Language Kits**

Includes language learning kits on compact disc for a variety of languages as well as a digital language learning service.

- **Kits**

Includes Book Club Kits (adults), Cognitive Care Kits (Memory Kits), Chapter and Picture Board Kits (children)

- **Children's and Teen games and puzzles**

Includes board games and puzzles for a variety of different ages and skill levels, in both English and French.

- **Databases**

Includes popular interest databases.

### **Size of Collection**

In 2025 size of the collection was as follows:

- 39,573 children's books
- 136,660 adult books
- 26,080 audiovisual items
- 185 Periodical subscriptions
- 8,067 Large Type books

Of the book collection, 140,479 items are in English and 43,285 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 purchase 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 adult 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.
- The library purchases multiple copies of books on local school reading lists as requested by teachers or librarians, to better serve students especially over the summer when reading skills decline.

### **Language**

- The Library allocates approximately 25% of its adult book budget towards the purchase of books in the French language.
- The Library allocates 50% of the children's book budget to the purchase of materials in the French language.
- The Library has a small collection of books in the Russian language and in the Farsi language as well as a small collection of children's books in various languages.

### **Format**

The Library strives to offer material in a variety of formats such as print, large print, digital, audio, video.

## **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.

## **Accessibility and Inclusion**

The Library is committed to ensuring equitable access to library collections for all members of the community, including individuals with disabilities and those who experience barriers to traditional library formats.

The Library is also committed to building a collection that reflects the diversity of the community it serves. Materials are selected to represent a wide range of voices, experiences, identities, and perspectives allowing all community members to see themselves reflected in the Library's holdings.

The Library strives to build a collection that is accessible in both content and format. This includes:

- **Multiple Formats:** The Library provides materials in a variety of accessible formats such as large print, audiobooks on compact disc, MP3 player, or downloadable format, captioned and described videos, and accessible eBooks compatible with screen readers or other assistive technologies.
- **Content by and about Disabled People:** The Library actively selects materials that represent the voices, experiences, and perspectives of people with disabilities, including works by disabled authors and creators.
- **Neurodiversity and Cognitive Accessibility:** The Library includes materials that support neurodiverse patrons and those with learning or cognitive disabilities, such as easy-read books, high-interest/low-reading-level materials, and visual supports.

- Accessible Digital Resources: The Library ensures that its digital content meets or exceeds accessibility standards including databases, websites, and eBooks.

The Library continuously evaluates its collection and services through the lens of universal access, ensuring that accessibility remains central to our mission of equitable information access.

## **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 Library. 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**

### **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.

### **Suggestions for Purchase**

- The Library welcomes suggestions for purchase of library material from patrons and staff.
- Suggestions for purchase will be evaluated in accordance with the library's Collection Development Policy. Specific attention will be paid to whether or not the item received excellent reviews, currency (should be published within one year and if topical must contain current and relevant information), cost and whether the item is deemed appropriate for a public library of this size.
- Sometimes the library has inadvertently missed an important purchase in which case it may purchase a book if it is older than one year.
- Patrons will only be informed if their suggestion was accepted if and when the item has been received.
- The Library reserves the right not to purchase suggested titles.

## **Selection**

### **Responsibility for Selection**

The Library Director is ultimately responsible for the selection of library materials.

Professional librarians with expertise or experience in various areas and/or departments are tasked with selection of library materials in specific domains.

## **Selection Criteria**

Selectors consider the following criteria in choosing materials for purchase:

- Relevance to community needs and interests
- Current and projected demand
- Suitability of physical format for library purposes
- Availability
- Suitability of presentation for intended audience
- Relevance to existing subject coverage in the collection
- Critical and media attention, i.e., reviews
- Clarity, readability and ease of use
- Timeliness or permanence of material
- Literary merit
- Accuracy and authenticity
- Relevant Canadian content
- Published in Quebec (The library is required to report on how many books it purchases that were published in Quebec)
- Year of publication

## **Selection Tools**

Selectors used various professional tools at their disposal for the selection of library materials.

- Library journals, for example, Library Journal, Booklist, Kirkus, School Library Journal, Lurelu
- Specialized Websites, for example, Amazon, Indigo, IndieBound
- Vendor lists, for example, Paragraph, Renault Bray, Clio, Monet
- Popular magazines
- Radio & television
- Literary book reviews, for example, New York Times Book Review
- Literary awards, for example, Governor General, Giller, Booker, etc.
- Bestseller lists
- Bibliographic lists, publishers' catalogs
- On approval selections

## **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, books that contain a variety of parts
- Books that are for personal use, for example colouring books, works containing questionnaires, surveys, etc. to fill out

- Books where the paper or binding is of poor quality
- Scholarly or professional manuals
- Works that promote hate or violence towards a target group
- Works that are propaganda containing unsubstantiated claims
- Abridgements. Exception – Literacy Collection
- Textbooks

## **Acquisition**

### **Responsibility for acquisition**

The Library Director is ultimately responsible for the acquisition of library materials. However various technicians and/or librarians submit orders, and the Collections and eServices Coordinator is responsible for the ordering process.

### **Accepted methods of 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
- Online ordering sites of Audiovisual distributors

If books are not available at an accredited bookstore, other methods may be sought out.

## **Collection Management**

### **Purpose of Collection Management**

Collection management ensures that library collections are well maintained. It ensures that items are in good condition, current and subject areas are well represented according to the library's collection priorities and that materials no longer of interest are outdated and that are damaged, 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 by removing items that are no longer of interest.
- 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.

## **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**

The 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 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
- Sold in library book sales
- Donated to non-profit organizations if requested

### **Library Displays**

#### **Objectives**

The Library highlights various elements in the collection by creating thematic displays in order to:

- Promote the use of library materials
- Celebrate heritage months, local culture, popular authors, current events, and literature
- Highlight newly arrived material
- Encourage a love of reading across a wide range of genres and subjects
- Reflect community interests
- Promote engagement and conversation
- Organize titles around common subjects, themes or narratives

Displays should not advocate for any particular belief or agenda – they should reflect the values of the library and the community it serves and not the personal beliefs of any one staff member.

#### **Selection Criteria**

Display materials are chosen by qualified library staff based on:

- Literary, educational, cultural, or recreational value
- The ability to delight, inspire and engage children
- Relevance and appeal to the community in general
- Alignment with seasonal themes or current topics
- Balance across age groups, genres, and formats

Although the library collects books for adults and children on serious topics, these books generally should not be placed on display.

### **Display Logistics**

- Displays are created and maintained by qualified library staff.
- Display locations and durations are determined based on visibility, relevance, and calendar planning.
- Materials are regularly rotated to ensure freshness and variety.
- Display may include both books and audiovisual materials.

### **Complaints**

- Displays may include materials that represent a range of ideas and viewpoints. In accordance with the library's commitment to intellectual freedom, materials will not be excluded or removed solely because of one patron's disapproval.
- Any complaint should be referred to the Library Director.

**Submitted and approved by:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Name: Janine West, Library Director**