

Purpose: Brooks Public Library views its information and leisure materials as a valuable community resource. Brooks Public Library endeavors to meet the diverse needs of the community by creating a balanced and representative collection of materials.

1. Definitions:

1.1. Library materials: any resources, regardless of format, that are held in Brooks Public Library's collection, or borrowed by Brooks Public Library, and includes but is not limited to books, periodicals, audio recordings, video and digital recordings, drawings, photographs, micro materials, toys, games, kits, CD ROMs and electronic databases.

2. Responsibility for Resources Management:

2.1. Ultimate responsibility for the selection and de-selection of all materials lies with the Library Manager who operates within the framework of policies determined by the Board.

3. Statement of Intellectual Freedom:

3.1. Library users of all ages will have open access to all Brooks Public Library's collections except those materials restricted by acquisitions agreements (e.g. CNIB talking books). Library staff will endeavor to assist anyone in choosing materials for particular individual needs, as per C.3 Access to Services Policy.

4. General Criteria for Selection

4.1. The following criteria will be considered when selecting library materials; however, it is impossible to establish a set of criteria for the indisputable acceptance or rejection of material. Items do not need to meet all the criteria to be acceptable. Materials that do not meet these criteria may be purchased to satisfy demand.

- 4.1.1. Favorable attention from reviewers, critics and/or public
- 4.1.2. Relationship to the existing collection and other material on the subject
- 4.1.3. Receipt of literary, artistic or other awards
- 4.1.4. Relevance to community needs and interests
- 4.1.5. Popular appeal and/or patron requests
- 4.1.6. Accuracy of information and objectivity of opinion
- 4.1.7. Relative importance of subject matter

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Board Chair

Date Approved: February 22nd, 2021

- 4.1.8. Reputation and/or significance of author, illustrator or publisher
- 4.1.9. Suitability of physical format for library use
- 4.1.10. Budgetary and space priorities
- 4.1.11. Timeliness and/or currency of material
- 4.1.12. Quality of writing and physical production
- 4.1.13. Textbooks and curriculum centered materials will not normally be acquired except as they also serve the general public

5. General Criteria for De-selection


- 5.1. The following criteria will be used when considering material for removal from the collection:
 - 5.1.1. The worth of the item in comparison to new works in the same subject areas
 - 5.1.2. The usefulness of the item to the public
 - 5.1.3. The amount of available space
 - 5.1.4. The item's currency and accuracy
 - 5.1.5. The physical condition of the item
 - 5.1.6. The availability of funds for purchasing replacement material
- 5.2. Discarded materials can be offered for sale in Brooks Public Library's book sale, recycled or given to community groups for use or resale. Items that are no longer whole, falling apart or in very poor condition will not be offered for sale or to other groups.

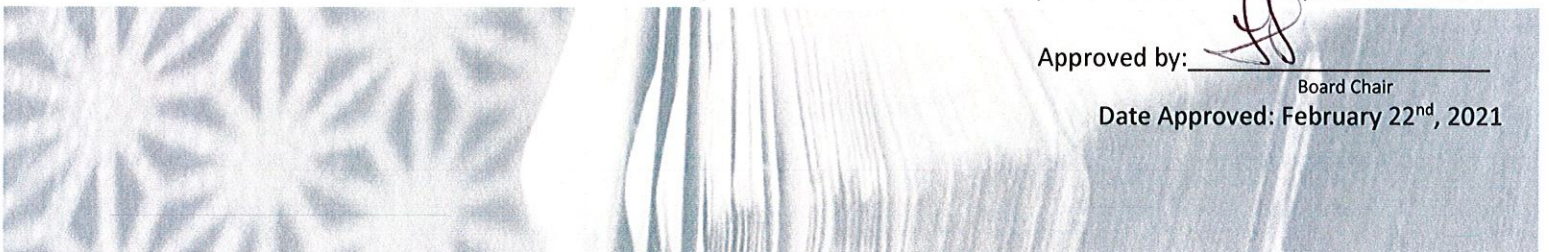
6. Controlled Items

- 6.1. The use of rare or scholarly material of great value may be controlled to the extent required to preserve it from harm.
- 6.2. Brooks Public Library reserves the right to designate any material for restricted use or special handling, specifying that an item be for reference use only, for placement on non-public shelves rather than on open shelves, as short-term loan material, or as short-term 'in library use only' material.

7. Censorship Issues

- 7.1. Brooks Public Library is a community resource where many points of view and modes of expression can be examined without hindrance. People have the right to reject for themselves material of which they do not approve but do not have the right to restrict the freedom of others. Individuals have the right to express opposition to ideas, language etc., however, Brooks Public Library will not remove items purchased in compliance with

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the principles of this policy. Selection of material cannot be influenced by anticipated approval or disapproval of its intellectual content by members of the community.

- 7.2. Brooks Public Library does not interpret its function to be the supervisor of public morals. It believes in freedom of the individual and the rights and obligations of parents/guardians to develop, interpret and enforce their own code of acceptable conduct/reading upon their own household.
- 7.3. Brooks Public Library does not keep, acquire or purchase material that violates the Criminal Code definitions of "obscene material", "hate propaganda" or "seditious material" and the case law interpreting those provisions including the application of The Canadian Charter of Rights and Freedoms.
- 7.4. The presence of an item in Brooks Public Library collection does not indicate an endorsement of its contents by Brooks Public Library but is an affirmation of the principle of intellectual freedom. Library materials will not be marked or identified to show approval or disapproval of the contents, and no catalogued material will be sequestered except for the express purpose of protecting it from injury or theft.
- 7.5. In the event of an objection or complaint by a library user, the following are the steps of resolution:
 - 7.5.1. The user is requested to put his or her complaint in writing by completing the "Request for Reconsideration of Library Materials" form (Attachment A). Following a personal review of the item, the Library Manager will hold a formal discussion with the user and/or send a letter to respond to the user's concerns.
 - 7.5.2. If the user is not satisfied with the outcome of the review, he or she may appeal in writing to the City of Brooks Library Board. The Board will consider whether the selection criteria were appropriately applied and/or whether some aspects of the policy are inappropriate or outdated and should be renewed. The Library Board's decision is final.

8. Suggestions for Purchase

- 8.1. Brooks Public Library encourages and invites suggestions from the public for the purchase or addition of specific items not in Brooks Public Library's collection. Suggested items will be considered according to the selection policy and guidelines. Receipt of suggestions does not imply automatic acceptance of the item for Brooks Public Library's collection.

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Attachment A
Request for Reconsideration of Library Materials

Brooks Public Library attempts to serve the entire community. Selection of books and other materials is guided by community interest and demand and is grounded in Brooks Public Library's Collection Development Policy (a copy is available on request). If you feel that a particular item is not suitable for inclusion in Brooks Public Library's collection, please fill in the form below and give it to a library staff member.

What happens to this form once I have completed it?

The request goes to the Library Manager. The Library Manager then drafts a written response, based on such factors as the information provided by the user, how well the item meets the criteria for materials selection, consultation of review sources for the item, how the item fits in with the overall collection, personal examination, and consultation with appropriate library staff. Individuals who still have concerns about the material may request a hearing before the Brooks Public Library Board by making a written request to the Chair of the Board. The Board reserves the right to limit the length of presentation and number of speakers at the hearing. After receiving testimony from the public and from the Library Manager, the Board will decide, based on Brooks Public Library's policies, whether to uphold or override the decision.

Title of material _____
 Author _____ Copyright Date _____
 Publisher or Producer _____

Please check type of material:
 Book ___ DVD ___ CD ___ Audiobook ___ Kit ___
 Pamphlet ___ Periodical ___ Other (specify) ___

Your name _____
 Telephone _____ Address _____
 Town _____ Prov. _____ Postal Code _____
 Signature _____ Date _____

Received by (staff name) _____

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 Board Chair
 Date Approved: February 22nd, 2021



If sufficient space is not provided, attach additional sheets. Please sign your name to each additional attachment.

1. Have you read/heard/seen the material in its entirety?

2. To what in the material do you object? Please be specific, cite pages, time in video, website address, etc. Are there resources you suggest to provide additional information and/or other viewpoints on this topic?

3. What good or valuable features do you find in this material?

4. What brought this material to your attention?

5. Is your objection to this material based upon your personal exposure to it, upon reports you have heard, or both?

6. What do you believe is the theme or purpose of this material?

7. What do you feel may result from use of this material?

8. Have you read any reviews of this material?
 - a. If yes, specify.

9. How would you like your concern regarding this material addressed?

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