

Collection Development

I. SELECTION

This Collection Development Policy is intended to provide a statement of philosophy and identify key objectives regarding the selection of library materials which will reflect the vision and mission statements of the Library Board, and to define direction and responsibility for selection.

A. Statement of Intellectual Freedom

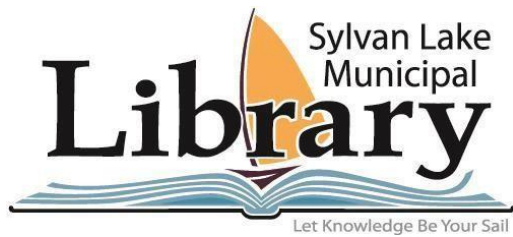
The Canadian Federation of Library Associations (CFLA-FCAB) affirms that all individuals in Canada have the right to access and express a wide range of ideas and information, as protected by the Canadian Charter of Rights and Freedoms and the Universal Declaration of Human Rights. Libraries play a vital role in supporting intellectual freedom, privacy, and equitable access to diverse content—even if some materials are considered controversial. Libraries also provide inclusive public spaces and protect user privacy, resisting censorship and undue restrictions while respecting lawful processes and the right to critique.

B. Materials are selected:

1. to satisfy the need for recreational reading, listening and viewing materials for patrons of differing tastes, interests, purposes and reading skills;
2. to enrich human understanding by dealing informatively with social, personal, geographic, economic, cultural, religious and scientific issues;
3. to educate by providing basic factual information in as broad a base as possible.

Selection of library materials shall be made in accordance with Library policy regarding the Statement of Intellectual Freedom, and shall be selected according to the following criteria:

1. suitability of physical form for library use;
2. relation to existing collections and other material on the subject;
3. accessibility of material in other libraries;
4. interests and composition of the community and region;
5. popular demand and current trends;
6. attention of critics, reviewers, and public;
7. quality of writing and/or visual appeal;
8. reputation, skill, competence and purpose of the originator of the work;



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9. special value as a contribution to social questions and problems of continuing or topical interest;
10. timeliness or permanence of the work;
11. availability of funds and space;
12. comprehensiveness and depth of topic;
13. clarity, accuracy and logic of presentation;
14. balance of viewpoints in the collection

An item need not meet all of the above criteria in order to be acceptable. Materials that do not meet these criteria may be purchased to satisfy public demand.

The Library does not buy textbooks specifically related to courses of study in the community.

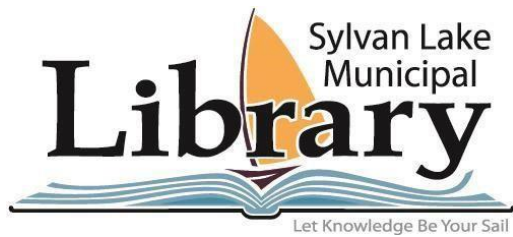
The Library will provide materials in additional languages (Non-English) based on the needs of the community and on the above criteria.

In accordance with the overall Library goal of user-oriented service, materials subject to widespread and/or heavy local demand will take precedence in the acquisitions process. Items having such demand may or may not meet with general and specific criteria contained in this policy. In either case, the volume and nature of requests by members of the public will be given top priority. In addition, as the social and intellectual climate of the community changes, materials which originally were not recommended for purchase may become of interest. Such materials will be re-evaluated on a continual basis.

C. Request for Reconsideration of Library Materials

While people have the right to reject for themselves material of which they do not approve, they do not have the right to restrict the freedom of others. If there is considerable topical interest in the subject and a strong public desire to read and judge the book first-hand, a title may be included which is not considered accurate, according to expert opinion. Responsibility of any restrictions on their children's use of library materials rests with parents and legal guardians. Selection will not be inhibited by the possibility that purchased materials may inadvertently come into the possession of children.

Selection of material will not be restricted by the possibility that children may obtain materials that their guardians may consider inappropriate. Library materials will not be marked or identified to show approval or disapproval of contents, and



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no library materials will be sequestered, except for the express purpose of protecting it from injury or theft.

Objections to items in the collection should be made via the Request for Reconsideration Form

- Only Sylvan Lake, Summer Villages, and Red Deer County residents may submit a request for reconsideration, and no more than one item per month may be requested for reconsideration.
- This form is to be thoroughly completed by the resident making the request and submitted to the Library Director.
- An item will be reconsidered only once per calendar year, no matter how many requests may be submitted. All requests for reconsideration will be reported for inclusion in The Canadian Library Challenges Database.

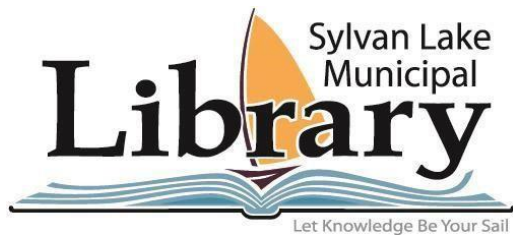
II. MATERIAL DONATIONS

The intent of this policy, is to assist the public in making informed decisions regarding donations they may wish to make; and to provide direction to staff for the acceptance, and disposition of material donations.

1. All material donations become the exclusive property of the Sylvan Lake Municipal Library and will not be returned.
2. Material donations may or may not become part of the Library's collections.
3. Generally, material donations should be less than three (3) years old and in excellent condition, i.e.: not musty, moldy, damp, etc.
4. Restrictions placed on donations by donors may not be followed.
5. Material donations accepted by the Library are judged upon the same basis as purchased materials.
6. Material donations are accepted with the understanding that if the Library cannot use them, it may at any time dispose of them in any way it sees fit.
7. Receipts will not be issued for donation of materials.
8. Unwanted materials donations are sold at a library book sale or placed in recycle bins.

III. DE-SELECTION

Materials that no longer fit the stated vision, mission and service priorities of the library will be withdrawn from the collection. This may include materials that are damaged, that include obsolete information, or that have not been used within a



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reasonable period of time. Decisions will be based on accepted professional practice, such as those described in *The CREW Method*, and the professional judgment of the Library Director or designated staff. When necessary, local specialists will be consulted to determine the continued relevance and reliability of materials.

Items withdrawn from the collection will be disposed of in accordance with local law, which permits discarding worn, dirty, or outdated material into the trash, recycling of paper, or sold at a library book sale. Items that do not sell at a book sale may be transferred to other nonprofit organizations or placed in a “free books” area for anyone to take.

Staff will be given the first opportunity to purchase or claim disposed material, equipment or furnishings at the discretion of the Library Director, in accordance with policy.

Discarded magazines and newspapers may be given to other area libraries, schools or social service agencies or recycled at the discretion of the Library Director.

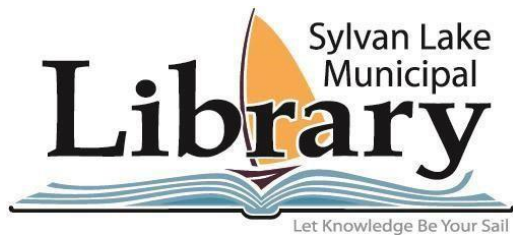
IV. SUPPLEMENTARY SERVICES

The Town of Sylvan Lake Library Board believes that patrons unable to use conventional print materials should still have full access to library services and collections. It is therefore essential that library materials for print-disabled patrons be incorporated into as many aspects of library services in support of this belief whenever possible.

The Sylvan Lake Municipal Library will work with or use the resources of other local, regional, provincial and federal organizations to provide materials for print-disabled patrons. Such organizations may include:

1. The regional library system
2. Public Library Services Branch
3. Local Community service organizations (e.g., Alberta Health Services, schools, social services)
4. Regional or National organizations (e.g., CELA, NNELS)
5. Other organizations as needed

While one or two staff members may take the lead in providing services to print-disabled patrons, all staff members shall be trained on how to provide access to materials for print-disabled patrons.



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The Library shall promote library collections for persons with print disabilities through local media and partner organizations. Materials and access to services should be promoted in standard and alternative formats, depending on the needs of the community.

Date approved: May 20, 2014
Board Chair: Marylynne Stumpf

Date revised: June 14, 2022
Board Chair: Deborah Parry

Date Revised: March 5, 2024
Board Chair: Carol Moore

Date Revised: November 12, 2025
Board Chair: Carol Moore