NIAGARA FALLS PUBLIC LIBRARY	DATE EFFECTED: May 20, 2015 DATE REVISED: December 17, 2025	COLLECTION DEVELOPMENT POLICY
Associated Policies: Intellectual Freedom Policy		

1. PURPOSE OF THE COLLECTION DEVELOPMENT POLICY

The Niagara Falls Public Library Board (hereinafter “the Board”) has approved the Collection Development Policy to support its mission to be an informational, educational, cultural and recreational resource valued by the Niagara Falls community as a vital asset enhancing the quality of life by providing free and equitable access to information. The collections of the library are meant to be accessible to all community members by providing a variety of formats.

The Collection Development Policy has been approved to:

a) establish general guidelines for the selection of materials for the library collections in accordance with the library's goals
b) serve as a basis for all formats including print, audio-visual, electronic, web-based, and any other format that may exist now or in the future
c) define the responsibility for the selection of the materials
d) establish criteria for purchase recommendations, assessment of gifts and donations, withdrawal of materials and handling challenges to items in the collections
e) serve as a written guide for development and maintenance of the collections.

2. ROLE OF THE LIBRARY

2.1 The Victoria Avenue Library acts as both the resource library for all of Niagara Falls and as a Branch Library for its immediate neighbourhood. It has more diverse, extensive and specialized collections than the Branch Libraries. As well as English and French, materials in other languages are available. With the exception of an all-inclusive local history collection, exhaustive collections designed to serve the user doing extensive research are considered to be the province of the academic and special libraries. Specific collections are outlined in the Appendix.

2.2 Physical branch library collections provide a general collection for all age groups in the immediate neighbourhood and a general reference collection which will answer most questions. The collections are broad in scope but have fewer materials in all areas. The emphasis is on up-to-date, popular materials and regular weeding is a priority.

2.3 The virtual branch library collections provide a wide range of electronic resources to serve all ages and interests of the community. This branch may contain a combination of locally produced material, purchased material, leased material, and material provided by third-party funders (such as the Province of Ontario). All electronic collections available to the library should be available through the virtual branch, other access points should be included as appropriate.

2.4 The library seeks to enrich, not duplicate or supplement, the holdings of school resource centres. The library acquires only those textbooks and other curriculum-related material which would be considered useful to the general public and on which other authoritative material is unavailable.

2.5 The library recognizes the fact that university and college students use its resources, but does not attempt to duplicate or supplement the libraries and resources that are available to the students through their home institutions.

3. SCOPE OF THE COLLECTION

3.1 The library provides a collection of materials in a wide variety of formats and languages that is responsive to the needs and interests of a diverse community.

3.2 The library collection will be balanced and represent diverse points of view and may contain items that could be construed as controversial in nature. The tenets of the Intellectual Freedom Policy will be considered when developing the collection.

3.3 The presence of an item in the collections does not indicate an endorsement of its contents.

3.4 The library will participate in consortia, pools, and other co-operative initiatives to broaden the scope and size of the collection.

3.5 Recognized, professional standards and measures will be used to determine the appropriate size of the collections. Planning for budgets and facilities must reflect these standards.

4. MATERIAL SELECTION

4.1 The Board delegates responsibility for the selection of material to the CEO / Chief Librarian.

4.2 Selection responsibilities for the collection may be delegated to professional staff. In selecting material staff will use professional resources, judgement, knowledge, experience and expertise.

4.3 Staff will proactively solicit advice from, as well as anticipate the needs and interests of, the community.

4.4 The following criteria are used to select and retain materials for the collection. Items need not meet all of the criteria to be acceptable:

a) attention of reviewers and critics
b) public demand
c) quality of writing or visual art
d) authority or significance of the author
e) current and potential relevance to community needs and interests
f) insight into the human, social, cultural, and psychological condition
g) importance as a document of the times
h) comprehensiveness and depth of treatment
i) relationship of subject to existing collections
j) clarity, accuracy, and logic of presentation
k) authoritativeness and objectivity
l) representation of challenging, but possibly extreme or minority, point of view
m) suitability of physical form and technical quality for library use
n) budgetary and space priorities
o) accessibility criteria and features
p) recency of data

4.5 Library materials will not be marked or identified to show approval or disapproval of the contents. No catalogued book or other item will be placed on closed shelves, except because of space limitations or to protect it from damage or theft.

5. WITHDRAWAL & REPLACEMENT OF ITEMS

5.1 Systematic withdrawal of materials no longer useful is necessary to maintain relevant resources. The same criteria are used in withdrawing materials from the collection as are used in their selection. The decision to withdraw library materials shall also be based on

a) the physical condition of the material
b) the use of the material
c) the age of the material as a mis-information factor

5.2 The Board delegates responsibility for the withdrawal of material to the CEO / Chief Librarian.

5.3 Withdrawal responsibilities for the collection may be delegated to professional staff. In withdrawing material staff will use professional resources, judgement, knowledge, experience and expertise.

5.4 Withdrawn material may be recycled, sold, or donated to better the community.

5.5 Replacement depends on the demand for the title, the availability of more current materials on the subject, and the extent of the coverage of the subject in the collection.

6. GIFTS & DONATIONS

6.1 The library accepts gifts of books, other materials, or money for the purchase of specific items, with the understanding that they will be added to the collection only if appropriate, needed and contribute to a balanced collection.

6.2 The same criteria of selection and withdrawing, that are applied to purchased materials are also applied to gifts and donations.

6.3 Materials not added to the collection are discarded or sold.

6.4 The library is not responsible for informing donors of the disposition of their donation.

6.5 The Library reserves the right to refuse any gifts and donations and any conditions placed upon them.

7. SELF PUBLISHED AUTHORS

As the library receives numerous requests to include self published material a separate Self Published Authors Policy is attached as Addendum 1 to the Collection Development Policy .

8. LOCAL HISTORY COLLECTION

Due to its location and unique geography Niagara Falls is the subject of much published material in many formats. A separate Local History Collection Policy is attached as Addendum 2 to the Collection Development Policy.

9. REQUESTS TO RECONSIDER MATERIAL

The library occasionally receives requests to reconsider material that it has added to its collections. A separate Request for Reconsideration of Library Materials Policy is attached as Addendum 3 to the Collection Development Policy.

10. REVISION

The Collection Development Policy will be revised as necessary by the Board, and will be reviewed within six months of the appointment of a new Board.

Related Documents:

Intellectual Freedom Policy, May 20, 2015
Mission Statement, Goals, Values & Objectives, Feb. 21, 2007

Replaces:

Local History Collection Development Policy, 1990, Reviewed October 20, 2004; March 21, 2007
Materials Selection Policy, May 17, 2000, Reviewed: October 20, 2004; March 21, 2007
Addendum to Materials Selection Policy: Self-Published Authors Policy, October 16, 2013
Video & DVD Selection Policy, February 21, 2001; Reviewed October 16, 2002; October 20, 2004, March 21, 2007

Last Reformatted: December 17, 2025	Last Board Reviewed: December 17, 2025

Collection Development Policy Addendum 1: Self Published Authors Policy

The Library receives numerous requests from out-of-area and local authors to add their books which they have self-published or published at their own expense.

Although this type of publishing is experiencing rapid growth, these books often do not meet the requirements outlined in the Materials Selection Policy to be candidates for the Library's permanent collection. They typically have not received reviews in standard published sources and may not meet the criteria that the Library normally sets for inclusion in its collections.

The Library wishes to support local authors while maintaining the standards needed in its permanent collections. The Library will establish a Local Authors shelf at the Victoria Avenue Library.

Guidelines for placement on the shelf are as follows:

- Authors must be Niagara Falls or Niagara region residents or the book must take place in Niagara Falls or Niagara region or otherwise demonstrate a strong local interest.
- Each book must be approved by the Manager or the Librarian, Information Resources & Connections before being accepted for placement.
- A submission form must be completed for each title donated.
- Books will be accepted as donations from the author or publisher. Materials that are donated become the property of the Niagara Falls Public Library and as such cannot be returned to the donor. At the discretion of the Library, a book may be considered for purchase if published reviews in standard sources are available or there is strong evidence of appropriateness.
- Books will not be purchased at patron request unless they have been reviewed in standard sources or if there is strong evidence of appropriateness.
- A basic record will be created in the Library catalogue so that borrowers may access by title or author.
- Books will be processed with a barcode and Niagara Falls Public Library ownership markings. They will not be jacketed, bound or covered.
- Items will be clearly labelled as belonging to Local Authors collection.
- Items may be withdrawn after one year, unless they have circulated regularly.

October 16,2013

Submitting Your Book to Niagara Falls Public Library's *Local Authors* Collection

Niagara Falls Public Library offers a display shelf at the Victoria Avenue Library for local authors who want to present their work to Library users. This collection is designed to give new and emerging writers an opportunity to be read by their community.

Please read the Self-Published Books policy before submitting your work to determine if it meets the criteria for inclusion.

To submit your book for consideration, please complete the following:

Book Title: _____

Author's Name: _____

Address: _____

Phone number: _____ Email: _____

Where has your book been reviewed? Please give the title of publication, date of review, and page number or web site URL. _____

_____

_____

_____

_____

Please feel free to attach review, publicity materials or other supplementary information if available.

Please forward one copy of your book, along with a completed copy of this form to:

Information Resources & Connections Librarian
Niagara Falls Public Library
4848 Victoria Avenue
Niagara Falls, ON L2E 4C5

October 16, 2013

(sample of document given to self published authors)

Self-Published Books Policy

The Library receives numerous requests from out-of-area and local authors to add their books which they have self-published or published at their own expense.

Although this type of publishing is experiencing rapid growth, these books often do not meet the requirements outlined in the Materials Selection Policy to be candidates for the Library's permanent collection. They typically have not received reviews in standard published sources and may not meet the criteria that the Library normally sets for inclusion in its collections.

The Library wishes to support local authors while maintaining the standards needed in its permanent collections. The Library will establish a Local Authors shelf at the Victoria Avenue Library.

Guidelines for placement on the shelf are as follows:

- Authors must be Niagara Falls or Niagara region residents or the book must take place in Niagara Falls or Niagara region or otherwise demonstrate a strong local interest.
- Each book must be approved by the Manager or the Librarian, Information Resources & Connections before being accepted for placement.
- A submission form must be completed for each title donated.
- Books will be accepted as donations from the author or publisher. Materials that are donated become the property of the Niagara Falls Public Library and as such cannot be returned to the donor. At the discretion of the Library, a book may be considered for purchase if published reviews in standard sources are available or there is strong evidence of appropriateness.
- Books will not be purchased at patron request unless they have been reviewed in standard sources or if there is strong evidence of appropriateness.
- A basic record will be created in the Library catalogue so that borrowers may access by title or author.
- Books will be processed with a barcode and Niagara Falls Public Library ownership markings. They will not be jacketed, bound or covered.
- Items will be clearly labelled as belonging to Local Authors collection.
- Items may be withdrawn after one year, unless they have circulated regularly.

October 16,2013

Collection Development Policy Addendum 2: Local History Department and Collection

Due to its unique location, geography, and history the Niagara River, Niagara Falls, and the City of Niagara Falls is the subject of much published materials in many formats. This policy reflects the high value placed on the informational and research uses of the Local History Collection (LHC) and the distinction in the needs of the Local History Department (LHD) from the rest of the Library. It is also evidence of the Library's acceptance of its responsibility in the area of preservation and conservation of local history material.

1. PURPOSE

1.1. The purpose of the Niagara Falls Public Library's LHD is to collect, preserve, maintain, display, research, educate and provide access to materials that demonstrate the growth, development, life and histories of the Niagara River, Niagara Falls, the City of Niagara Falls, and the surrounding area if it is pertinent to the knowledge and understanding of the river, city and falls.

1.2. Materials collected include historic, cultural, civic, economic, religious and any other form of expression both contemporary and historic.

1.3. The LHD is committed to the preservation and accessibility of materials. The Library will maintain and enhance the Historic Niagara Digital Collection, prioritizing digitized original materials from the LHC.

2. DONATION & ACCESSION

2.1. Materials donated to the Niagara Falls Public Library will become property of the Library.

2.2. Staff of the Niagara Falls Public Library reserve the right to reproduce and distribute the materials for preservation, reference, research or educational purposes.

2.3. The LHD will review all donation inquiries and will accept materials that:

a. Are relevant to the Department's purpose.
b. Are unique to the Department.
c. The Department has the ability and resources to maintain.
d. Are in sufficient condition.
e. Have a clear and rightful owner willing to enter into a donation agreement with the Library.
f. Have an identifiable context or provenance.
g. Are likely to be utilised by the public for research purposes.

2.4. Acceptable materials include textual records, books, photographs, negatives, maps, architectural records and other visual mediums. Other materials that are relevant to the purpose of the LHD may be considered on a case by case basis.

3. DEACCESSIONING MATERIALS AFTER REVIEW OR ACCEPTANCE

3.1. Staff of the LHD may determine that donated material is no longer relevant or needed for the LHC, and choose to deaccession the material. Deaccessioning includes, but is not limited to destruction, sale or relocation of the material to a relevant institution.

3.2. Deaccessioning is ongoing and could take place at any time. Previous owners of materials chosen for deaccessioning will not be contacted.

3.3. The donor may elect to have the Library contact them to return the donated material if it is not accepted into the collection at the time of donation. The donor will have 7 days to retrieve the material unless other arrangements are made with the Library to retrieve the material at a later date.

4. DENYING DONATIONS

4.1. Staff of the LHC reserve the right to deny the accession of any donated materials. Denial does not signify that the material is unuseful, common or should not be donated to another institution.

4.2. The LHD will review all donation inquiries and will deny materials that:

a. Are irrelevant to the Department's purpose.
b. Would be redundant to existing materials in the Department.
c. The Department does not have the ability and resources to maintain that type of material (i.e. clothing, large artifacts, extensive collections).
d. Are in poor condition such that the Department cannot preserve or maintain long term.
e. Do not have a clear and rightful owner willing to enter into a donation agreement with the Library.
f. Do not have an identifiable context or provenance.
g. Are unlikely to be utilised by the public for research purposes.
h. Have extended access restrictions requested by the donor.

5. LOANS

Loans to other institutions or special interest groups will be reviewed on a case by case basis by the Local History Librarian and the Local History Staff. The LHC is unavailable for traditional interlibrary loans.

Collection Development Policy Addendum 3: Request for Reconsideration of Library Material

The Niagara Falls Public Library (NFPL) recognizes the right of any individual to object to using certain library materials for personal use. NFPL does not grant any individual the right to restrict the freedom of others to make use of that same material.

A resident expressing concerns about any item will be given a copy of the Niagara Falls Public Library's Collection Development Policy and Intellectual Freedom Policy with the Request For Reconsideration Of Library Materials form.

A formal Request for Reconsideration of Materials form must be filled out by the resident in order for materials from the collection to be reconsidered. Decisions made about challenged materials will be communicated to the originator of the request in writing following the completion of a formal staff review by the Manager of Information Resources and Connections and other appropriate staff. This decision will reflect the principles outlined in the Collection Development Policy and in the Intellectual Freedom Policy. Where relevant, the decision will also take into account any actions taken by publishers associated with the content.

If the resident is not satisfied with the decision of library staff, a copy of the written complaint and the explanation will be sent to the CEO / Chief Librarian for review. If the resident is not satisfied with the CEO / Chief Librarian's response, they shall be provided with an opportunity to appeal in writing to the Library Board. Such appeals shall be directed to the Chair of the Board. The Library Board will then render a decision. This decision will reflect the principles outlined in the Collection Development Policy and the Intellectual Freedom Policy.
Some of NFPL's digital content is provided by third-party vendors and is therefore not determined or managed by library staff. In these circumstances, NFPL is unable to reconsider specific materials to which customers object. However, NFPL may inform the third-party vendor of any customer concerns and/or take these concerns into consideration in determining whether to continue to subscribe to the service.

(Sample of online form for the public to fill out)

Niagara Falls Public Library - Request for Reconsideration of Library Materials

Please fill out this form AFTER reviewing the Library's Collection Development and Intellectual Freedom Policies.

Resident Information

First name of person making the request: _____

Last name of person making the request:_____

Library card number: _____

Address:_____

Telephone:_____

Email:_____

Complainant represents:

- ◯ Herself/himself/themself
- ◯ Other: _____

Material Information

Title: _____

Author / Creator / Artist / Director (if applicable):_____

Type of material:

- ◯ Book / Large Print
- ◯ Audiobook / Playaway
- ◯ DVD / Blu-ray
- ◯ Music CD

◯ Video Game

◯ eBook / eAudiobook

◯ Other:

Have you read, seen, or heard the entire item? If not, which section(s) did you read, see, or hear?_____
_____
_____

To what do you object? Please be specific; cite page numbers or sections.
_____
_____
_____
_____
_____
_____

Did you read the book jacket, CD , video cover, etc., or other information before checking out the material?

◯ Yes

◯ No

If yes, did it provide sufficient information regarding the material? _____

_____
_____

Did you find anything of value in this work? If yes, please outline.

_____
_____
_____
_____

Have you read criticisms or reviews of this item?_____

_____

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

_____

_____
_____
_____

Have you read the Niagara Falls Public Library Collection Development Policy?

◯ Yes

◯ No

Have you read the Niagara Falls Public Library Intellectual Freedom Policy?

◯ Yes

◯ No

What do you suggest the library do about this item?_____

_____
_____
_____
_____

Signature:_____

Date:_____