



**Town of Pelham Public Library**  
**Materials Section Policy**

Scope: Purpose, Community, Intellectual Freedom, Selection of Materials

Approval Date: February 2004

Replaces: Materials Selection Policy, 1991

Revision Date:

PELHAM PUBLIC LIBRARY BOARD  
MATERIALS SELECTION POLICY

**1. Purpose of the Policy:**

The selection of materials and collection development – which includes additions, withdrawals and periodic evaluation of our holdings - is a process fundamental to both meeting the community's needs and interests and maintaining the role of the public library as a place for the expression and free exchange of information and ideas. The Board approves a Materials Selection Policy in order to 1) establish general guidelines for the selection of materials for the library collections in accordance with the library's mission and roles in the context of our community; 2) define the responsibility for the selection of the materials; 3) establish criteria for purchase recommendations, assessment of gifts and donations, withdrawal of materials and handling challenges to items in the collections; and 4) serve as a written guide for staff and others who are interested.

**2. Background:**

In 2003 the Pelham Public Library did an extensive community survey and Strategic Plan. As a result of this process, important considerations in our overall collection development are the roles for our public library; patron response to the collection and our mission and strategic priorities. The Public Library Board operates under the Public Libraries Act and as such evaluates services and ensures the Public Library has the resources to serve the community.

Beyond our town boundaries, Pelham Public Library belongs to the provincially designated Southern Ontario Library Service (SOLS): Escarpment Area, a group of public libraries which extends from Fort Erie to Mississauga. Some public libraries within this area may extend free reciprocal borrowing privileges to non-residents and others may impose non-resident borrowing fees. An interlibrary loan network extends throughout the province and beyond in order to request materials not owned by the Library. While the Library will make every effort to satisfy our users, as a small community with limited resources we value this interlibrary system and acknowledge its critical importance in providing residents with the information and materials they require.

**Mission Statement**

The Pelham Public Library, the informational and cultural hub of the community, will provide accessible and equitable life-long learning and leisure materials for the Town of Pelham. Through our staffing, collections, programs and buildings the Library provides a relevant and convenient portal to resources and services.

**Roles** indicated as priorities from the community survey and endorsed by the Library Board which may serve as general focuses for purchase while recognizing we serve all segments of the public:

1) Children's & Youth Services

*Description: The library encourages young children to develop an interest in reading and learning through services for children and parents and children together. Continuity through the school years is reflected in the provision of limited curriculum support as well as collections and programs for older children and young adults.*