KING TOWNSHIP PUBLIC LIBRARY	POLICY: **Collection**		POLICY NO.: **OP - 03**
	CATEGORY: **Operational**	LAST REVIEW/ REVISION DATE: October 20, 2026	SCHEDULED REVIEW DATE: February 2029

1. Purpose

King Township Public Library (KTPL) is committed to providing a collection that supports our strategic plan. This policy establishes the scope and underlying principles of the collection as well as provides a framework for the selection of materials, the maintenance of the collection, and a process for the reconsideration of library materials.

2. Scope

The policy applies to all formats, both physical and digital. It will be administered by the Chief Executive Officer (CEO) or their designate. In practice, this responsibility is delegated to appropriate staff.

3. Definitions

For the purposes of this Policy:

a. *Artificial Intelligence (AI)*- defined as any type of machine learning software that generates content such as text, images, video, or audio.
b. *Author*- defined as the creator of a work included in the library's collection; broadly includes writers, illustrators, editors, narrators, and all other contributors of a work.
c. *Collection*- defined as items or materials available to borrow or access by Library Users. Can also refer to a subsection of the whole collection (eg: talking book collection). Excludes databases and maker technologies.
d. *Digital format*- defined as collection materials available for access by Library Users using an electronic device or platform.
e. *Physical format*- defined as tangible collection materials available for access by Library Users.

4. Underlying Principles

a. KTPL supports Section 2b of the Charter of Rights and Freedoms which guarantees everyone freedom of thought, belief, opinion and expression.

b. KTPL's collection is community-driven, representing the community it serves. Patrons are encouraged to submit Suggestions for Purchase (https://www.kinglibrary.ca/title-suggestions) which will be considered in accordance with the selection criteria.

c. KTPL maximizes available funding through participation in consortia and collective purchasing arrangements, enabling the provision of collections in diverse formats, including print, digital, audio, and video resources, to meet the varied needs and preferences of library users throughout the system.

d. Children and young adults are entitled to borrowing privileges as outlined in OP-01 Circulation. Parents and legal guardians are responsible for monitoring and limiting the use of Library materials by their children under the age of 18. No item will be excluded from the collection solely because it may come into the possession of a child.

e. Careful consideration is given to the introduction of a new format. Budget, community demand, and accessibility are evaluated prior to the addition of a new format. Likewise, a thorough evaluation is completed prior to the removal of a format from the collection. Where accessible formats are not readily available, KTPL will investigate alternate means to accommodate patron requests.

5. Selection

a. In selecting materials, KTPL staff use professional resources, judgment, knowledge and experience. The physical and digital collections are primarily sourced through library suppliers, offering preferred pricing and processing.

b. In making selection decisions, the following criteria are considered:
   - aligns with KTPL's Vision, Mission and Values;
   - purchase/license price and budgetary considerations;
   - popular local demand for the material;
   - current trends in content and format;
   - accuracy, quality, objectivity and currency of the work;
   - reputation or significance of the author;
   - reputation of the publisher;
   - attention of critics and reviewers, and awards;
   - physical space;
   - Canadian content;
   - availability in another format;
   - publication date;
   - complies with current Canadian legislation.

c. Selection of materials for the collection does not indicate endorsement of the content or viewpoint expressed within the material by KTPL.

d. Library materials will not be excluded based solely on the fact they are being generated in whole or in part by AI and are evaluated using the same selection criteria as all other materials. KTPL will make every effort to respect the intellectual property of human authors and creators. KTPL will endeavour to provide transparency about materials that are AI-generated through our cataloguing practices.

e. Requests from authors to add their self-published books are considered using the same criteria as other materials. Authors will be asked about and are expected to be transparent about the use of generative AI in their work's creation, to allow for a proper evaluation of the work. KTPL does not provide professional reviews, promotion or marketing of an author's work.
f. KTPL's local history collection focuses on King Township and adjacent communities. Published works are considered for inclusion in the collection on a case-by-case basis. KTPL is not obligated to add material that does not meet our selection criteria.

6. Donations

KTPL is unable to accept pre-owned book donations. New material offered to the Library will be evaluated using selection criteria. Significant resources are required to process donations, including evaluating, cataloguing, and providing access.

Financial donations will be used to select materials that meet the selection criteria.

Approved donated materials are not exempt from deselection.

7. Maintenance

KTPL maintains an ongoing practice of removing outdated materials, materials no longer of interest or in demand, and duplicate, worn or damaged copies. Frequency of circulation, classic or local works, community interest, availability of newer, updated materials as well as access to materials through reciprocal borrowing and interlibrary loan are considered when evaluating the collection. Withdrawn material may be discarded, repurposed, or recycled.

8. Reconsideration of Library Materials

KTPL recognizes the right of individuals to object to specific library materials for themselves, but the Library cannot accord to any individual the right to restrict the freedom of others to make use of the same material. King Township residents who object to a specific item may submit a Request for Reconsideration of Library Materials form (https://www.kinglibrary.ca/reconsideration_request) to the CEO. Decisions about challenged material are communicated to the originator, following the completion of a formal staff review. In the case where digital content is provided by a third-party vendor, KTPL is unable to reconsider specific materials, but we will inform the vendor of the concern and determine whether to continue using the digital platform.

Related Documents:

FN - 01 - Vision Statement
FN - 02 - Mission Statement
FN - 03 - Statement of Values
FN - 04 - Intellectual Freedom

OP – 01 - Circulation
OP - 05 - Procurement of Goods and Services
OP - 13 - Accessibility

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