

WESTERN QUEBEC SCHOOL BOARD POLICY STATEMENT

Title: School Library Collections

Approval Date: April 30th, 2003 **Res. No.:** C-02/03-209

Revision Date:

Res. No.:

Origin: Educational Services
of the Board

1. OBJECTIVE

In accordance with Section III, Regulation 475 of the Education Act (Québec), to provide a framework for the establishment, maintenance and development of school libraries.

2. DEFINITIONS

"Board" means the Western Quebec School Board.

"Collection" means all Western Quebec School Board library materials including books, periodicals, pamphlets, newspapers, photographic reproductions, paintings, films, filmstrips, sheet music, sound recordings, video recordings, electronic databases, CD-ROMs and other information in digital format.

"Educational Services of the Board" means the directorate designated for that purpose by the Director General.

"Copyright Act" means federal legislation governing copyright in Canada.

"curriculum" means the programs of study, set forth by the *Ministère de l'Éducation (Québec)*, that are offered by the Western Quebec School Board.

"Director of Education" means the Director of Education of the Western Quebec School Board.

"Education Act" means the Quebec Education Act.

"Intellectual Freedom" means the right of every individual to both seek and receive information from all points of view without restriction. It provides for free access to all expressions of ideas through which any and all sides of a question cause or movement may be explored.

3. POLICY

At the level of the school, the Principal, in consultation with the school

and Educational Services of the Board, is responsible for the establishment, maintenance and development of the collections for his or her school. In discharging this responsibility, the Principal shall be guided by the following principles:

1. The primary objective of selection is to establish a balanced collection that provides resource materials in a variety of formats to students and staff members.
2. Resources shall be consistent with the general educational goals and curriculum objectives of the Province of Quebec.
3. The Board recognizes that some materials in library collections are controversial and may offend some individuals or groups because of language, moral implication, religious or political point of view expressed. However, selection will not be made on the basis of any anticipated approval or disapproval, but solely

on the evaluation by the librarian of an item's merit and use to the educational community.

4. The Board believes in the intellectual freedom of the individual and the right of parents and legal guardians to develop, interpret and enforce their own code of ethics upon their minor children (See Annex A, Canadian Library Associations' *Statement on Intellectual Freedom*, and, Annex B, Canadian Library Associations' *Statement on Internet Access*).
5. The Board libraries do not advocate particular beliefs or points of view and the presence of an item in a collection does not indicate endorsement of its content.
6. Suggestions from students, parents and others are always welcome and given due consideration. The librarian, or person in charge, examines requests for consideration and purchases items based on the priorities set out in this policy.

7. Respect for the Copyright Act of Canada (See Annex C attached)

DIRECTIVES RELATED TO THE SELECTION OF LIBRARY MATERIALS

Western Quebec School Board libraries acquire materials to serve the needs of its' clientele which is primarily students and teachers. Any individual may question the selection and holding of school library materials (See Annex D attached). All selections must be considered in terms of the following criteria:

1. Priorities for the procurement of specific items are determined by the Educational Services in consultation with certified library resources.
2. Resources shall be selected for their strengths and relevancy to the curriculum.
3. Relation to existing collections and other material on the subject.

4. Resources shall be selected in both print and electronic formats so that every student is equipped with information literacy skills in the use of both mediums.
5. Contemporary significance and current usefulness.
6. Textbooks will be obtained by the library only when they provide the best coverage of a subject.
7. Budgetary and space considerations.
8. Factors such as durability, safety, storage and ease of circulation.
9. Materials should be free of stereotyping and prejudice, although resources may contain a particular bias or point of view.
10. A broad range of selection tools is utilized.
11. Give due consideration to acquiring recreational reading materials that are not specifically curriculum-related (eg. Harry Potter books).
12. Avoid unnecessary duplication.

DIRECTIVES RELATED TO THE DESELECTION OF LIBRARY MATERIALS

1. The criteria for removing material from the collection may include: physical condition, currency of material, frequency of circulation, availability of multiple copies and inconsistency with selection criteria.
2. The disposition of deselected materials may include distribution to other Board libraries, availability to book sales, or being sent to the Canadian Book Exchange Centre at the National Library of Canada. Where distribution to other Board libraries is contemplated, the receiving library must be notified.
3. A final decision regarding deselection shall rest with the school Principal in consultation with the librarian.

ANNEX A

Canadian Library Association Position Statement on Intellectual Freedom

All persons in Canada have the fundamental right, as embodied in the nation's Bill of Rights and the Canadian Charter of Rights and Freedoms, to have access to all expressions of knowledge, creativity and intellectual activity, and to express their thoughts publicly. This right to intellectual freedom, under the law, is essential to the health and development of Canadian society.

Libraries have a basic responsibility for the development and maintenance of intellectual freedom.

It is the responsibility of libraries to guarantee and facilitate access to all expressions of knowledge and intellectual activity, including those which some elements of society may consider to be unconventional, unpopular or unacceptable. To this end, libraries shall acquire and make available the widest variety of materials.

It is the responsibility of libraries to guarantee the right of free expression by making available all the library's public facilities and services to all individuals and groups who need them.

Libraries should resist all efforts to limit the exercise of these responsibilities while recognizing the right of criticism by individuals and groups.

Both employees and employers in libraries have a duty, in addition to their institutional responsibilities, to uphold these principles.

Approved by CLA Executive Council June 27, 1974;
Amended November 17, 1983 and November 18, 1985

[Reproduced with permission of Canadian Library Association, 31 January 2002]
<http://www.cla.ca/about/intfreed.htm>

ANNEX B

Canadian Library Association (CLA) Position Statement on Internet Use

This statement is intended to be considered in tandem with both the CLA Statement on Intellectual Freedom (1985) and the CLA Statement on Information and Telecommunication Access Principles 1994). The principles enunciated in those statements apply to issues of intellectual freedom and public access to the Internet in libraries and provide guidance in this area.

In addition, CLA encourages libraries:

- To offer Internet access with the fewest possible restrictions,
- To familiarize themselves, their governing bodies and their communities with the legal issues surrounding the provision of Internet access and to integrate such legal reference points into their access policies,
- To incorporate Internet use principles into overall policies on access to library resources, including time, place, and manner restrictions on Internet use, and user behaviour policies and to publicize these policies widely and post them prominently in library facilities and on electronic media,
- To safeguard the long standing relationship of trust between libraries and children, their parents and guardians, in developing Internet use policies and practices, acknowledging the rights and responsibilities of parents and guardians,
- To create library web pages consistent with resource priorities that point to appropriately reviewed sites both for general use and for use by children,
- To educate their publics about intellectual freedom principles and the shared responsibility of public and school libraries, parents, and guardians in facilitating access to resources in various forms of media, including the Internet, and
- To assume active leadership in community awareness of, and dialogue on, the issues inherent in the informed use of this essential, yet non-selective and unregulated medium in libraries.

Approved by CLA Executive Council, Nov. 8, 1997; amended, Feb. 27, 2000

[Reproduced with permission of Canadian Library Association, 31 January 2002]
<http://www.cla.ca/about/internet.htm>

ANNEX C

Copyright Act of Canada (Chapter C-42): <http://laws.justice.gc.ca/en/C-42/33333.html>

[The printed version (as opposed to the on-line version) is the official version of the bill].

ANNEX D

REQUEST FOR REVIEW OF LIBRARY MATERIALS FORM

What in your opinion is the author's/producer's theme?

What resources do you suggest to provide additional information on this topic?

What action are you recommending?

Date: _____ Signature: _____

[Please submit this form to the librarian, or person in charge. The school Principal shall consult with appropriate Board personnel and a written response will be forwarded to the individual concerned.]