

Monitoring Report to the Board

Executive Limitation Policy L-10: Access to Facilities and Maintenance

With respect to the public's access to the library and its resources, the Chief Librarian shall not cause or allow conditions, procedures, or decisions which inhibit access for any patron.

Accordingly, the Chief Librarian may not:

- 1. Fail to provide a high-quality, balanced, active collection reflecting the needs and interests of the community.**

CEO Interpretation: The Library provides a high-quality, balanced, active collection reflecting the needs and interests of the community by ensuring that the collection is developed and maintained according to the Library's Collection Development Policy.

Evidence:

While the Library Board is legally responsible for the collections, collection development and maintenance are delegated to staff members who are responsible for the collections on a day to day basis.

The guiding principle of the Collection Development Policy is to provide the public with equitable access to ideas and knowledge through print, audiovisual and online resources for its information and leisure pursuits. To that end, the Library seeks to purchase and retain the best, most up-to-date and useful material to fulfill its goals. The 2020 annual operating budget includes \$890,230 for library materials and processing. The operating budget is reviewed on an annual basis to ensure that the library materials lines reflect current usage and best practices.

The Collection Development Policy also states that the Library aims to provide community-driven and community-focused collections. Community input is obtained through direct suggestions from the public, discussions with stakeholder groups and continually evaluating the needs of the various cultural groups within Kingston and Frontenac County. All suggested purchases are reviewed by library staff who apply to the patron requests the same selection criteria that are applied to all materials purchased by the Library.

Materials are selected from a variety of sources, including but not limited to review journals, newspapers and other media, publishers' catalogues, best sellers' lists and annual best of lists compiled by library and publishing associations. The collections team reviews and maintains the collections using best practices to ensure that the materials are up-to-date, in good physical condition and reflect the needs and interests of the community.

The Library endeavors to provide equitable access to its extensive collections through a multi-tiered service delivery model which rationalizes the location, scope and focus of collections.

The Collection Development Policy is reviewed on annual basis by the Library Board. The policy was last reviewed and approved at the February 19, 2020 meeting.

2. Fail to select materials without adequately representing various points of view.

CEO Interpretation: The Library will provide materials selected from a variety of sources that adequately represent various points of view.

Evidence:

Materials are selected from a variety of sources, including but not limited to review journals, newspapers and other media, publishers' catalogues, best sellers' lists and annual best of lists compiled by library and publishing associations. Suggestions for purchase are also welcomed from members of the public. All suggested purchases are reviewed by library staff who apply to the patron requests the same selection criteria that are applied to all materials purchased by the Library.

The Collection Development Policy states that the Library will acquire contemporary materials representing various points of view, which are of current interest and possible future significance, including materials which reflect current conditions, trends and controversies. The presence of any material in the Library does not indicate an endorsement of its contents. Selection is made on the evaluation of the item's literary merit, authenticity, honesty of presentation and use to the community. In the case of controversial issues, an effort is made to see that all points of view are represented.

KFPL registered for a course offered this spring by the American Library's Association's Library Journal and School Library Journal called "Evaluating, Auditing, and Diversifying Your Collections." It covered key concepts essential to cultivating and promoting inclusive and equitable collections and provided some suggestions on how to conduct a diversity audit of the library's collections as well as lessons on how to include diverse books and wider perspectives. Collections staff have some ideas for next steps in making sure our collections reflect the diversity in our communities.

One of the underlying principles of collection development at the Kingston Frontenac Public Library is intellectual freedom. The Kingston Frontenac Public Library Board has accepted without reservation the statement on intellectual freedom of the Ontario Library Association (1998).

3. Fail to provide materials in a variety of formats.

CEO Interpretation: The Library provides materials in a variety of formats and languages that reflect the community's needs.

Evidence:

The Kingston Frontenac Public Library offers materials in a variety of formats, including print, large print, DVDs, audiobooks, and CDs. The Library partners with the Centre for Equitable Library Access (CELA) to provide access to materials for patrons with print disabilities.

The Library also provides access to materials in a variety of languages, including English, Arabic, Chinese, Dutch, Farsi, French, German, Hindi, Italian, Japanese, Korean, Persian, Polish, Portuguese, Russian, Spanish, Tagalog, Ukrainian, Urdu, and Vietnamese. Some of these are purchased directly by KFPL and some are part of a multilingual pool of materials coordinated by the Library's main supplier, Library Services Centre.

The Library has partnered with the Kingston Indigenous Language Nest to provide materials to assist with language acquisition and retention. Languages include Cree, Dogrib, Inuktitut, Michif, Mohawk and Ojibwa.

The Library also provides access to a variety of online resources: OverDrive and cloudLibrary (e-books, e-audiobooks and videos); Hoopla; Safari; RBDigital (magazines); Lynda.com; and online databases, such as Ancestry, Mango, Kingston Whig Standard.

4. Fail to organize the collection in a logical and systematic physical arrangement.

CEO Interpretation: The Library organizes the collection in a logical and systematic arrangement.

Collections are arranged logically, including by classification (Dewey Decimal Classification system), genre and format as local needs dictate. Materials are displayed face out (merchandised) where space and shelving permit.

I report compliance.

I hereby present my monitoring report on Executive Limitation Policy L-10: Access to Facilities and Maintenance. I certify that the information contained in this report is true.

Date: June 9, 2020

Original signature on file

Laura Carter, CEO/Chief Librarian