

# FOPLA Material Selection Criteria

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Friends of the Ottawa  
Public Library Association

L'Association des amis de la  
Bibliothèque publique d'Ottawa

## Purpose

- To provide direction in the development and maintenance of the collection, continuity in selecting, and retention decisions of **Friends of the Ottawa Public Library Association** (FOPLA) sales materials.
- To familiarize volunteers and customers with the principles that inform the selection of materials for sale, ensuring collections remain relevant for all

## Statement

- **Scope:** The Materials Selection Policy applies to all formats including print, non-print, audio-visual and digital, and complies with all applicable legislation. FOPLA endeavours to align its inventory to that of the Ottawa Public Library (OPL).
- **Access:** The collection supports the interests and needs of people of all ages starting with early literacy, and including children, teens, and adults, in both English and French.
- FOPLA supports the Ontario Library Association's position on Children's Rights in the Public Library, whereby children are entitled to open and ready access to materials provided by the OPL. Responsibility for purchase of materials by children, rests with their parents or legal guardians.
- As a community non-profit organization that supports OPL a tax-supported institution, FOPLA is committed to providing equitable access to its sales' materials to all of the people of Ottawa including those individuals with special needs.
- The OPL does not keep, acquire, or purchase material that the Canadian courts have found to be obscene or child pornography. Upon receipt of questionable donations, FOPLA volunteers will search OPL's database to confirm whether or not the item in question is available for borrowing. In the affirmative, the donation will be kept for FOPLA sales. In the negative, the donation will be discarded.
- **Intellectual Freedom:** Like the OPL, FOPLA supports both the **Canadian Library Association** and **Ontario Library Association's** statements on Intellectual Freedom.
- **Selection Criteria:** Inventory is established using incoming ex library discards which are based on public demand, usage statistics, and available resources, including physical space requirements, and also personal donations by the public. Donations need not meet all selection criteria to be acceptable. The presence of a book,

periodical or other material, regardless of its format, in the FOPLA stores and/or Distribution Facility does not indicate an endorsement of its content.



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The following selection criteria have been approved by the OPL Board in April 2014 as part of the Collection Management Framework (2014-2016). These are supported by FOPLA.

<b>Criterion</b>	<b>Definition</b>
Demand	Customer demand and anticipated demand
Quality	Quality book condition
Subject matter	Significance, timeliness, or permanence of subject matter; Representation of diverse points of view; Relationship to the existing collection; Importance of subject matter in relation to community needs; Canadian content.
Audience	Relevance to early literacy; Responsive to school age and teen interest; Scholastic support and enrichment; Suitability of subject and style for intended audience.
Availability and Access	Suitability of format for personal use; Availability of materials through other FOPLA stores or institutions;; storage requirements

- World Languages: FOPLA collects material in languages other than English and French to meet the needs of Ottawa's diverse population, provided that this represents a critical mass of new immigrants to Ottawa seeking books from FOPLA,
- Donations of Materials: FOPLA accepts donations that supplement and enhance its inventory and retains those that meet the current FOPLA Acceptance Standards and space.

*Significant resources are required to process donations, including evaluating, cataloguing, and providing access. As such,*

- Donations become the property of the FOPLA and are subject to its policies and procedures and are sold through FOPLA outlets to benefit the OPL.
- Materials in poor physical condition will not be accepted.
- Tax receipts are not issued for donations of materials.

### **Requests for Reconsideration:**

- Individuals or Volunteers who object to materials in the inventory may express their concern by sending an e-mail to the attention of the FOPLA Vice President of Operations at [info@fopla-aabpo.ca](mailto:info@fopla-aabpo.ca) and can request that a decision be made

concerning the book being accepted into the FOPLA inventory. The final decision rests with the FOPLA Board via a recommendation from the Content Review Committee made up of the OPL Liaison, the V.P. Operations and the V.P. Communications.



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### **Inventory Maintenance:**

- FOPLA Store and Distribution Facility Managers maintain a policy of on-going de-selection based upon the elimination of unnecessary items, outdated materials, materials no longer of interest or in demand, duplicates, and worn or damaged copies. Frequency of circulation, community or regional interest, and availability of newer and more up-to-date materials are of prime consideration.