



Orangeville Public Library

Collection Development Policy

Board motion number: 21.18

Date of next review: May 2025

Date: May 26, 2021

Date of original motion: November 26, 2008

Policy type: Operation

Chair's signature: _____

Supersedes: All previous policies pertaining to Collection Development

Purpose

The purpose of the Collection Development Policy is to:

- define the objectives and responsibilities for Collection Development;
- provide basic guidelines for the selection and de-selection of library materials;
- establish criteria for requests from members of the community;
- establish criteria for the assessment of gifts and donations to the collection.

Background

The culmination of the print and non-print resources is herein referred to as our collection.

The library board is committed to provide a collection of books and materials:

- in a variety of formats;
- for all ages;
- that is responsive to the needs and interest of the community;
- that reflects the diversity of the community.

The library will develop a collection of materials, which include, but are not limited to:

- Fiction and non-fiction items (recreational and educational materials);
- Books, audiobooks, eBooks, periodicals (newspapers and magazines), movies and music;
- Special interest items for circulation to the community through and in partnership with other agencies.

Objectives

The Collection Development Policy works in conjunction with the Collection Development Plan to meet the following objectives to:

- provide a broadly based and diverse collection that can support the roles of the library as a popular materials centre, a reference centre, a promoter of early childhood literacy and an independent learning centre;
- select materials which represent a variety of perspectives on an issue;
- collect materials for all ages and levels of comprehension;
- provide timely access to accurate materials in a variety of formats as appropriate;
- support intellectual freedom as the prerequisite for an informed, democratic society.

The library board endorses the Ontario Library Association's Statement on the Intellectual Rights of the Individual (copy included), the OLA's Position on both Children's and Teen's Rights in the library as well as the Canadian Federation of Library Associations' Statement on Intellectual Freedom (copy included).

The Orangeville Public Library is dedicated to curating equitable and accessible collections in service of our diverse learning community. We acknowledge long-standing systemic biases and structural inequities that have shaped how information is created, disseminated, organized, and accessed, as well as the role libraries have played in upholding these systems (Baildon et al., 2017; Bourg, 2016).

To dismantle these structures based on power and privilege, we strive to build intentional collections that recognize, value, and embrace the diverse experiences and multiple identities within our community. These identities and experiences include, but are not limited to, race, ethnicity, gender identity, socioeconomic status, sexual orientation, ability, culture, language, geographic origin, level of education, religion, age, and size. By purposefully developing diverse, equitable, and inclusive collections, we aspire to foster a community of scholars and lifelong learners who engage in critical inquiry and social justice that reflects their own backgrounds and the backgrounds of others.

Responsibilities

The ultimate responsibility for the library's collections lies with the Chief Executive Officer acting in accordance with the general policies established by the library board. Qualified library staff is responsible for following the guidelines established in both this policy and the Collection Development Plan while carrying out collection development tasks.

Some collection development duties are delegated to the professional staff of our suppliers. These people are recognized specialists in their field. They are asked to

select materials in their specialization area, staying within the provided budget and in adherence with this policy and the Collection Development Plan. Library staff always has the right to return any materials that do not meet the guidelines established by this policy.

Access to library collections is not restricted by age. Responsibility for the use of the collection by children rests with their parents or legal guardians. Selection of materials for the adult and teen collection is not restricted by the possibility that children may obtain, read or view such materials.

Selection

Criteria for Materials Selection

All acquisitions are considered in terms of some or all of the following:

- a) Expressed demand or anticipated relevance to the community;
- b) Interests and composition of the community and region;
- c) Local interest or significance particularly when selecting historical material;
- d) The suitability of the subject, style, format and reading level for the intended audience;
- e) Comments of publishers, reviewers and critics;
- f) Award-winning;
- g) Canadian author/content/relevance;
- h) Language of materials – as required in the community (e.g. children's French materials in support of local education programs);
- i) Reputation, skill, competence or significance of the originator of the work;
- j) Relation to the existing collection and other material on the subject;
- k) Suitability of the physical form and construction;
- l) Availability of the material throughout other libraries;
- m) Timeliness and accuracy of the information;
- n) Quality of writing, production and illustration;
- o) Budgetary, space and technology considerations;
- p) Additional criteria for electronic databases: ease of use and navigation, accessibility to multiple and remote users, scope and form of coverage, vendor support;
- q) Additional criteria for Internet documents and websites: authority, coverage, accuracy, relevance, quality of information, organization, currency and relation to informational requests from library users.

Items selected for the collection should meet most – not necessarily all of these criteria.

Materials not selected

The library shall not collect any original or historical artifacts, these items will be referred to the Dufferin County Museum and Archives (see local history policy).

The library does not buy textbooks used by local schools, colleges or universities, except when the textbooks provide the best coverage of a subject and are useful to the general public. The library does not normally purchase materials intended for audiences above the university undergraduate level. All curriculum-associated material is evaluated in terms of its value to the general public as well as the student population.

The Orangeville Public Library complies with laws enacted at all levels of government. It does not collect material, which has been designated obscene or pornographic under the Criminal Code of Canada or has been banned by the courts.

Duplication of Materials

Multiple copies of materials are purchased in response to user demand as evidenced by number of reserves, anticipated popularity, repeated requests and monitoring of the collection.

Interlibrary Loan

The Interlibrary Loan service does not relieve the library of its responsibility to develop its own core collection. However, the use of this service does supplement our collection, particularly when desired items do not meet our selection criteria or are out of print or otherwise unavailable.

Balanced Expenditures

In planning the annual materials budget, balanced consideration will be given to the following main areas of collection development:

- Current materials, to keep the collection up to date;
- Materials to build the collection in those areas in which it is lacking;
- Replacement materials for those necessary items that are damaged, stolen or lost.

In expending the materials budget, adequate and consistent attention shall be given to all major parts of the collection.

De-Selection

Criteria for Materials De-Selection

To keep the collection timely and attractive, materials are withdrawn when they are outdated, worn, or when circulation statistics indicate they are no longer used. Replacement of items depends upon the demand for that particular title, the availability of more current materials on the subject and the extent of the coverage of the subject in the collection. Withdrawn materials are sold, donated, or recycled.

Requests from Members of the Community

The library strongly encourages input from the community concerning the collection. A request for purchase procedure enables patrons to request that a particular item or subject be purchased by the library. All suggestions for purchase are subject to the same selection criteria as other materials and are not automatically added to the collection.

Requests for the re-consideration of, withdrawal of, or restricted access to a specific item in the collection from a member of the community must be received in writing by the CEO. Responses to these requests are guided by the board's position that:

1. The library believes in freedom of information for all and does not practice censorship. Many books are controversial, and any given item may offend some individual(s). Selection of material cannot be influenced by any anticipated approval or disapproval of its intellectual content by sectors of the community.
2. The library recognizes the right of any individual or group to reject library material for personal use but does not accord to any individual or group the right to restrict the freedom of others to make use of that same material.
3. Library board or staff do not advocate the ideas and opinions found in the library's collection. The presence of a book, periodical or other materials in the collection does not indicate an endorsement of its contents by the library.
4. Decisions made about challenged materials will be communicated to the originators of the requests following completion of a formal staff review.

Gifts and Donations

The library accepts gifts of books, other materials, or money for the purchase of library material with the understanding that they will be added to the collection only if appropriate, needed and contribute to a balanced collection.

The same criteria of selection and de-selection that are applied to purchase materials are also applied to gifts and donations.

Materials not added to the collection are sold, donated, or recycled.

Statement on Intellectual Freedom and Libraries



The **Canadian Federation of Library Associations** recognizes and values the Canadian Charter of Rights and Freedoms as the guarantor of the fundamental freedoms in Canada of conscience and religion; of thought, belief, opinion, and expression; of peaceful assembly; and of association.

The Canadian Federation of Library Associations supports and promotes the universal principles of intellectual freedom as defined in the Universal Declaration of Human Rights, which include the interlocking freedoms to hold opinions and to seek, receive and impart information and ideas through any media and regardless of frontiers.

In accordance with these principles, the Canadian Federation of Library Associations affirms that all persons in Canada have a fundamental right, subject only to the Constitution and the law, to have access to the full range of knowledge, imagination, ideas, and opinion, and to express their thoughts publicly. Only the courts may abridge free expression rights in Canada.

The Canadian Federation of Library Associations affirms further that libraries have a core responsibility to support, defend and promote the universal principles of intellectual freedom and privacy.

The Canadian Federation of Library Associations holds that libraries are a key institution in Canada for rendering expressive content accessible and affordable to all. Libraries are essential gateways for all persons living in Canada to advance themselves through literacy, lifelong learning, social engagement, and cultural enrichment.

Libraries have a core responsibility to safeguard and facilitate access to constitutionally protected expressions of knowledge, imagination, ideas, and opinion, including those which some individuals and groups consider unconventional, unpopular or unacceptable. To this end, in accordance with their mandates and professional values and standards, libraries provide, defend and promote equitable access to the widest possible variety of expressive content and resist calls for censorship and the adoption of systems that deny or restrict access to resources.

Libraries have a core responsibility to safeguard and foster free expression and the right to safe and welcoming places and conditions. To this end, libraries make available their public spaces and services to individuals and groups without discrimination.

Libraries have a core responsibility to safeguard and defend privacy in the individual's pursuit of expressive content. To this end, libraries protect the identities and activities of library users except when required by the courts to cede them.

Furthermore, in accordance with established library policies, procedures and due process, libraries resist efforts to limit the exercise of these responsibilities while recognizing the right of criticism by individuals and groups.

Library employees, volunteers and employers as well as library governing entities have a core responsibility to uphold the principles of intellectual freedom in the performance of their respective library roles.

Statement on Intellectual Freedom and the Intellectual Rights of the Individual



Introduction

The **Ontario Library Association** and its divisions are committed to the fundamental rights of intellectual freedom, the freedom to read and freedom of the press, as embodied in the Canadian Charter of Rights and Freedoms.

Ontario Libraries have the important responsibility to facilitate expressions of knowledge, creativity, ideas, and opinion, even when viewed as unconventional or unpopular. The Ontario Library Association declares its acceptance of the following principles for libraries:

1. Equitable access to library service to the public is based upon the right of the citizen, under the protection of the law, to judge individually on questions of politics, religion and morality.
2. Intellectual freedom requires freedom to critically examine and create other ideas, opinions, views, and philosophy of life, other than those currently approved by the local community or by society in general and including those ideas and interpretations which may be unconventional, uncommon or unpopular.
3. The free traffic in ideas and opinions is essential to the health and growth of a free society and that the freedom to read, listen, view, and create is fundamental to such free traffic.
4. Library governance ensures that the principles of intellectual freedom and expression of thought are upheld.

Library Service, Collections and Resources:

5. It is the responsibility of libraries to maintain the right of intellectual freedom and to implement it consistently in the selection of books, periodicals, films, recordings, and other materials including the provision of access to electronic sources of information and access to the internet. Materials are not excluded from library collections based on race, place of birth, origin, ethnic origin, ethnicity, citizenship, age, creed, disability, family structure, sex, and sexual orientation.
6. It is part of the library's service to its public to resist any attempt by any individual or group within the community it serves to abrogate, censor or curtail access to information, the freedom to read, view, listen or participate by demanding the removal of, or restrictions to library information sources in any format.

Library Programming, Events, and Space Bookings

7. It is the responsibility of libraries to maintain the right of intellectual freedom and expression by implementing it consistently when hosting programs and events within the public space of the library including rented public space by individuals and community organizations.
8. Libraries create welcoming community spaces where community members are free from discrimination and may engage in peaceful assembly. Libraries may cancel or deny permits to individuals or organizations when speech or displays are used in a way that is unlawful.

Applicable legislation:

Canadian Charter of Rights and Freedoms: Section 2(b) of the Charter of Rights and Freedoms protects “freedom of thought, belief, opinion and expression, including freedom of the press and other media of communication”.

Criminal Code: Section 63 pertains to Unlawful Assemblies and Riots. Section 297 pertains to defamatory libel. Section 318 pertains to hate propaganda.

Ontario Human Rights Code: Sub-section 13 pertains to infringing on freedom from discrimination.