



Collection Development Policy

Board motion number: 2025-053

Date of next review: September 2028

Date: September 24, 2025

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 this policy is to provide staff with the necessary guidelines to assist in the development of the collection, ensuring alignment with library goals, and to inform the public about the principles by which materials are selected for inclusion in the library collection.

Values

- **Inclusivity:** We support and protect accessible, equitable service that respects the needs and individual experiences of all – everyone is welcome.
- **Curiosity:** We encourage creativity and innovation by providing opportunities for the community to come together, explore and discover.
- **Lifelong Learning:** We foster a love of literacy in all its forms to advance awareness and build skills.
- **Intellectual Freedom:** We provide access to diverse expressions of knowledge and ideas that inspire freedom of thought.
- **Trust:** We act with integrity, accountability and transparency in our delivery of excellent service.

Objectives

The Orangeville Public Library's collection is a comprehensive compilation of print and non-print resources tailored to the diverse needs of our community. In alignment with our values, we are committed to:

- Providing materials in a variety of formats and for all age groups;
- Responding to the community's evolving interests and needs;
- Reflecting the diversity within our community;
- Upholding intellectual freedom as essential to an informed, democratic society; and
- Supporting our roles as a community partner, a promoter of literacy in all forms, and a hub for entertainment, lifelong learning, and discovery.

Intellectual Freedom and Human Rights

The 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).

Staff strive to curate collections that recognize, value, and embrace the diverse experiences and identities within the community, including but not limited to race, ethnicity, gender identity, socioeconomic status, sexual orientation, ability, culture, language, geographic origin, level of education, religion, age, and size.

The library is committed to ensuring access to information for all and refrains from practicing censorship. While many books are controversial and may offend some individuals, material selection is not influenced by potential approval or disapproval from any community sector.

The library upholds the right of individuals or groups to reject library materials for personal use, but it does not grant the right to restrict others' freedom to access the same materials.

The Library Board and 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 imply library endorsement of its content.

Access to the collection is not restricted by age. Responsibility for children's use of materials rests with their parents or guardians. Selection of materials for the adult and teen collection is not constrained by the possibility that children may access such materials.

Responsibilities

The Chief Executive Officer (CEO), in accordance with general policies established by the Board, is responsible for the library's collection. Qualified staff adhere to these guidelines during collection development. Some duties are delegated to professional staff of our suppliers, who select materials within their specialization, budget, and aligned with this policy.

Collection Evaluation and Data-Driven Decision Making

The library is dedicated to an ongoing process of evaluation and data collection to gain insight into the composition and usage of our collection. This continual analysis informs our decisions regarding acquisitions, de-selection, and necessary adjustments to ensure that our offerings remain relevant and effective for our community's evolving needs.

Criteria for Materials Selection

Materials, regardless of form, are evaluated according to criteria such as:

- a) Expressed demand or anticipated relevance to the community.
- b) Interests, language and composition of the community and region.
- c) Local interest or significance especially for historical material.
- d) Suitability of subject, style, format and reading level for the intended audience.
- e) Comments from publishers, reviewers and critics.
- f) Awards or nominations.
- g) Canadian author, content or relevance.
- h) Reputation, skill, competence or significance of the originator of the work.
- i) Relation to the existing collection and other material on the subject.
- j) Physical form and construction suitability.
- k) Availability in other formats or in other libraries.
- l) Timeliness and accuracy.
- m) Writing, production and illustration quality.
- n) Budgetary, space, technology and safety considerations.
- o) Additional criteria for electronic databases or products: ease of use and navigation, accessibility to multiple and remote users, scope and form of coverage, vendor support, privacy considerations, reporting of usage statistics and price.
- p) Additional criteria for Internet document and website links in the catalogue or on our website: authority, coverage, accuracy, relevance, organization, currency and relation to informational requests from library users.

Not all criteria listed will be relevant to all material. Exceptions will be made at the discretion of designated staff and the CEO.

Materials not selected

The library refers original or historical artifacts to the Museum of Dufferin per our local history policy.

Textbooks are generally not collected unless they offer the best coverage of a subject useful to the general public. Materials above university undergraduate level are not normally purchased.

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

Generally, the library acquires a single copy of a title; however, additional copies or various formats may be procured at our discretion, guided by community demand and popularity of the material. The possession of any format of a title is recognized as ownership within our collection.

Interlibrary Loan

This service supplements our ability to provide material for our community, particularly where the request is for older material, languages we don't collect, multiple copies of the same title or formats that we don't own.

Participation in Consortiums

The library may participate in consortiums where collections are shared, and purchasing responsibilities may be external. Similarly, some eResources provide pre-built collections of material as opposed to individual titles purchased by the library. We remain committed to ensuring that any materials acquired through these partnerships align with our Collection Development Policy and uphold our library's values.

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 fill gaps in the collection.
- Replacements for damaged, stolen or lost items.
- Both print and non-print materials.
- New collections.

Criteria for Materials De-Selection

Materials are withdrawn when outdated, worn, or no longer circulating. Replacement is contingent on demand, availability of updated material, and existing subject coverage. Withdrawn materials are sold, donated, or recycled.

Requests for Purchase or Reconsideration of Material

Community input is strongly encouraged. Purchase requests are subject to the same selection criteria as other materials – inclusion is not guaranteed.

Requests for reconsideration of material must be received in writing by the CEO. Responses to these requests are guided by the Board's position on Intellectual Freedom and Human Rights as stated above. Forms are available through our website or staff.

Gifts and Donations

Donations are accepted with the understanding that they will be included only if they are appropriate, needed, and contribute to a balanced collection. The same selection and de-selection criteria apply. Materials not added to the collection are sold, donated, or recycled.

Related Documents

Local History Policy
Resource Sharing Interlibrary Loan Policy
Donations and Sponsorship Policy
Statement of Vision and Values
Strategic Plan and Actions
Equity, Diversity and Inclusion Policy

CFLA 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.