

# Collection Development Policy

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<b>Approved by:</b>	OPL Board
<b>Accountability:</b>	Chief Executive Officer
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<b>Access to Collections Policy:</b>	September 23/10, Jan. 22/09, Nov. 24/05, Dec. 12/02 (Motion#: 13.06.56, 09.01.08, 05.11.114, 02.12.146)
<b>Responsibility for Selection Policy:</b>	June 27/13, Sep. 24/09, Feb. 23/06, Jan 2003 (Motion#: 13.06.53, 09.09.81, 06.02.24, 03.02.20)

## Purpose:

The collections at the Oakville Public Library are selected and maintained in support of the library's mission, vision, and values. This policy outlines the principles and criteria used by staff to develop and maintain the library's collections, while informing the residents of Oakville of the criteria used to select materials for inclusion in the library's collections.

## Scope:

This policy governs collections in all formats held by the Oakville Public Library and made available to the public. The policy aligns with the principles of universal and equitable access and is supported by [OPL's Intellectual Freedom Policy](#).

## Policy Statement:

The Oakville Public Library is committed to providing collections that:

- Respond to the diverse nature of the community, as well as the varied backgrounds and needs of citizens.
- Represent and inspire a wide range of ideas, creative thought, information, and viewpoints within the constraints of availability to purchase, space, and budget.
- Feature unique local history materials that are applicable to the community.
- Meet and anticipate the literacy, learning, informational, culture, leisure, and recreational needs of the community.

## Collection Principles and Guidelines:

### Accountability

Overall responsibility for library collections and authority for the Collection Development Policy lies with the Chief Executive Officer or designate. In practice, this responsibility is delegated to members of staff who are qualified by reason of education and training.

### Access to Collections

Physical access to items will not be restricted except to protect an item from damage or theft, or to ensure the widest possible use of materials by library customers. Library collections will not be marked or identified to show approval or disapproval of the contents. Materials are not sequestered to show approval, disapproval or judgement as to the suitability or content for a particular audience. **The placement of materials is determined solely at the discretion of the library, informed through best practices, education/training, and research.**

Honouring the legal requirements of the [Film Content Information Act](#), the library will restrict the availability of video games by classification where applicable. Films and TV shows rated “R” or 18A” are limited to customers 18 years of age or older. If a rating is not available for an item, yet it fulfils the library’s Selection Criteria, the item will be included in the collection without a rating.

Children and teens are entitled to access all materials provided by the library, except where limited by law. Oakville Public Library believes in the freedom of the individual and the rights and obligations of parents and guardians to develop, interpret and maintain their own code of values as a family. Parents/legal guardians and/or those responsible for the child are responsible for the selection, usage, and safe return of materials borrowed by their children. No item will be excluded from the library collection because it may come into the possession of children.

### Diverse and Inclusive Collections

Through the commitments outlined in OPL’s [Inclusion Policy](#), the library recognizes its responsibility to provide access to information in a variety of accessible formats and on a wide variety of subjects from a variety of perspectives including selection of materials by diverse authors and creators.

With an aim to creating diverse and inclusive collections, the library will:

- Seek content created by, and representative of, underrepresented and systemically oppressed groups protected by [The Canadian Charter of Rights and Freedoms](#).

- Offer content in multiple formats, to provide equitable access to individuals with varied abilities.
- Apply an inclusive lens to how materials and resources are catalogued, labeled, displayed and promoted.
- Advocate for inclusive and anti-oppressive cataloguing standards and strive to eliminate systemic oppression found in library classification.
- Seek feedback and suggestions from community groups and customers that serve or represent those of underrepresented and systemically oppressed backgrounds.

No materials are excluded from selection solely because of the "race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, age, record of offences, marital status, disability, family status, sex, sexual orientation and/or receipt of public assistance" of the creator of the work.

### **Selection Criteria**

The selection of materials is based on the professional judgement of library staff. Staff selection activities are supported by attention to review media, bibliographies and reviewing tools, consultation with the publishing industry, authoritative discussions of genres or subject areas, and recommendations from library users. At times, staff may consult with subject area specialists outside of the library.

Materials are selected according to the needs and interests of the community, access to other library resources and budget.

Selection decisions for all materials, whether purchased or donated, will take into consideration the following criteria:

#### **Demand**

- Anticipated or expressed needs and interests of the community;
- Popular and/or anticipated demand and current trends.

#### **Quality**

- Attention of critics, reviewers, and the public;
- Reputation and/or authority of the author/artist/creator/publisher;
- Skill, competence, and purpose of the author/artist/creator;
- Accuracy, clarity, comprehensiveness, and objectivity of the work;

### Subject Matter

- Significance, timeliness, or permanence of subject matter;
- Relationship to the existing collection;
- Representation of diverse points of view;
- Representation of Canadian and/or local perspectives;
- Representation of popular or important movements, genres or trends;

### Audience

- Suitability of subject, style, and reading level for the intended public library audience;
- Format of material, technical quality, and/or effectiveness of medium to content;

### Availability and Access

- Suitability of physical form for library use;
- Ease of use and remote access potential;
- Accessibility of material in other libraries, for free via the internet, or from other easily and freely accessible resources;
- Licensing requirements;
- Long term availability and perpetual access rights;

### Library Resources

- Purchase price and other budgetary considerations;
- Comparison of content and cost with other available formats;
- Staff expertise and customer assistance requirements;
- Physical space limitations in library facilities.

An item need not meet each of the above criteria to be acceptable for inclusion in the collection.

Oakville Public Library complies with any law enacted at the federal, provincial or municipal level and therefore does not acquire resources that violate the [Criminal Code](#) definition of “obscene material”, “sedition” or “hate propaganda” and the case law interpreting those provisions, including the application of [The Canadian Charter of Rights and Freedoms](#).

## **Community Language Materials**

Oakville Public Library collects materials in languages other than English and French that meet the needs of Oakville's diverse population. The decision to establish or discontinue a language collection is based on census data, input from the community and other supporting statistical evidence, and if the language is sustainable as a collection with readily available quality material, sufficient demand, and usage.

## **Customer Suggestions**

Library customers may make suggestions for the inclusion of material in the collection using the form available on the OPL website. Suggestions for purchase of books or other formats will be considered in accordance with the selection criteria outlined in this policy.

## **New Formats**

Careful consideration is given to the introduction of new formats to library collections. Budget considerations, community needs, and the probable impact on existing resources are all reviewed before items in a new format are selected and introduced. The selection of material in any new format may result in the library's decision to retire specific items or material formats from its collections in order to responsibly accommodate trends in customer demands and/or changes in technology.

## **Deselection and Collection Maintenance**

The Oakville Public Library strives to maintain strong physical collections while growing or providing access to content that reflects the increasing demand for information, books, music and videos in digital formats, as well as non-traditional library collections.

Qualified library staff regularly assess library material for condition, accuracy, currency and usage. To keep the collection timely and attractive, materials are deselected and withdrawn when they are found to be outdated, worn, redundant or outside the desired scope of the given area of the collection.

An item that is the subject of legal action of which the library becomes aware will be considered for temporary removal from the collection until the action is resolved. Depending on the outcome of the action, the item will be returned to the collection or permanently withdrawn.

Withdrawn or missing materials are not automatically replaced. In general, replacements are purchased following the general selection criteria. Several additional factors are, however, considered.

- Demand or public interest in the subject or material;
- Importance of title or material to the collection;
- Extent of the present library collection on the subject;
- Availability of new titles or material on, or related to, the subject;

- Historical value of the material.

### **Interlibrary Loan (ILLO) and Resource-Sharing**

Oakville Public Library is committed to resource-sharing with other libraries across the province and across Canada and provides Interlibrary Loan service for this purpose. Items that fall outside the library's selection criteria or that are "out of print" or temporarily unavailable can be requested by OPL customers from other library systems by using regular Interlibrary Loan services. Fees for the service occasionally apply on a cost-recovery basis. If an OPL cardholder loses an item borrowed from another library on their behalf they are responsible for all replacement charges from the lending institution.

In addition, the library may enter into partnerships with other libraries and organizations to assist in providing increased access to collections. These partnerships will be established in accordance with the criteria outlined in the Partnership Policy. Details of such partnerships will be outlined in operational procedures.

### **Local Collections**

Oakville Public Library has a particular interest in local history, genealogy, works by local authors, and other special and locally focused collections, whether or not such materials meet the selection criteria in other respects. Additional selection criteria may be developed and applied specifically to these collections whether they are considered for purchase or as donations. The library will collect items with a focus on the former areas of Oakville, Bronte and Trafalgar Township, as well as other areas of Halton Region. These collections will be developed to recognize the significance of local Indigenous Peoples and will reflect our commitment to continue the path toward Truth and Reconciliation.

Special efforts will be made to add works by local authors/artists to the collection. Works will be accepted if they are in a suitable format, fit the selection criteria and meet the local author/ artist eligibility requirements of Oakville Public Library. All other authors will fall under the regular selection process. All submitted works will be treated as donations, however we encourage authors to ensure that their materials are commercially available. This is the preferred method to acquire materials for circulation, and to ensure that the author/artist is adequately compensated for their work.

The library is not under any obligation to add to its collection everything about the area or produced by local authors, printers, or publishers if it does not seem to be in the public interest.

### **Donations**

Offers to donate items to the collection are appreciated; however, the majority of donations will not be accepted for inclusion in the collection due to associated processing costs that place a financial burden on the library. This supersedes any monetary gain from enhancement to our collection.

Donations of material specifically requested by library staff, gift copies from local authors/ artists, and donations of local or historically relevant content may be accepted with the understanding that such materials may still be sold at the library, donated, or disposed of elsewhere. Such items will be considered for inclusion according to the library's selection criteria.

Once received, donated materials become the exclusive property of the library. Classifications, shelving, access, location, deselection, and disposal will be determined by the library. The library cannot guarantee the permanence of a gift in the collection and the library has no obligation to inform the donor of the disposition of donated materials. Donated materials will not be evaluated for the purposes of issuing tax receipts.

### **Requests to Reconsider Materials**

The library recognizes that some materials offered by the library are controversial and may offend some customers. Not all items selected for inclusion in the library's collection will be suitable for every customer.

Selecting an item for a library collection does not constitute endorsement by the library of either the content, creator, or viewpoint expressed in that item, but rather is an affirmation of the principle of intellectual freedom.

Selection of an item cannot be influenced by any anticipated approval or disapproval of its intellectual content by sectors of the community. Customers have the right to express opposition to library material, and to reject it for their own personal use, but they may not restrict the freedom of others to make use of that same material.

The following will not cause an item to be automatically included or excluded from the collection:

- Race, religion, nationality or political views of an author;
- Frankness or coarseness of language;
- Controversial content;
- Endorsement or disapproval of an individual or group;
- Language in which the work is written or spoken.

Library customers who feel that an item in our collection falls outside the criteria outlined in this policy are asked to complete a written request using the Request for Reconsideration of Library Materials form (Appendix A).

The Oakville Public Library subscribes to a variety of third-party vendors that provide content for users of the library. The materials that are made available by these platforms are determined by the vendor, and not the library itself. In these circumstances, the library may be unable to assess the items for continued inclusion using OPL's Request for Reconsideration guidelines.

Reconsideration requests are reviewed and responded to by the Manager, Collection Development or a delegate. Decisions regarding challenged materials will be communicated to the individuals who initiated the requests following a thorough staff review process. The originator of the request may make an appeal about the decision in writing to the Chief Executive Officer (CEO) within seven days of the decision. The CEO is the final decision-maker on the request for reconsideration. Any decision relating to challenged materials is final and those materials will not be eligible for reconsideration for a period of three years.



## References and Related Documents:

### Oakville Public Library Policies

- Inclusion Policy
- Intellectual Freedom Policy
- Partnership Policy
- [Safety and Well-being of Children Policy](#)

### Legislation

- [Canadian Charter of Rights and Freedoms](#), s 7, Part 1 of the *Constitution Act*, 1982, being Schedule B to the *Canada Act 1982* (UK), 1982, c 11.
- [Film Content Act](#), 2020, S.O. 200, c. 17
- [Criminal Code](#), R.S.C., 1985, c. C-46
- [Human Rights Code](#), R.S.O. 1990, c. H. 19
- [Public Libraries Act](#), R.S.O. 1990, c. P. 44

### Other Documents

- [Canadian Federation of Library Associations \*Truth and Reconciliation Report and Recommendations\*](#), 2016
- [The Ontario Library Association Position on Children's Rights in the Library](#), 1998
- [The Ontario Library Association Position on Teen's Rights in the Public Library](#), 2010

## Request for Reconsideration of Library Materials

**Kindly complete all sections of the form below so that collections staff can fully understand your specific concerns regarding the item. Please use a separate sheet if necessary.**

Request Initiated By: \_\_\_\_\_

Library Barcode: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Daytime Phone Number: \_\_\_\_\_ Evening Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

If this request is made on behalf of an organization or group, please identify:

\_\_\_\_\_

**Author (if applicable):** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Format (e.g. book, DVD, CD):** \_\_\_\_\_

1. Have you read, viewed, or listened to this material in its entirety?

Yes \_\_\_\_\_ No \_\_\_\_\_

2. If no, which parts have you read/viewed/listened to? Please be specific.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. Please state your specific objections to this work. Cite pages or sections, if possible.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4. What do you think might result from reading, viewing or hearing this material?

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5. Have you seen/heard any promotions or read any reviews about this work? If so, please identify.

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6. What do you propose the library do about this material?

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7. Could you suggest alternative material in its place?

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8. Have you read the attached Collection Development Policy?

Yes \_\_\_\_\_ No \_\_\_\_\_

**This request will be reviewed by the Manager, Collection Development, and you will be informed of the decision.**

**Thank you for your comments.**

Customer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Staff Contact: \_\_\_\_\_ Branch: \_\_\_\_\_

The collection of information on this form is subject to the provisions of the Municipal Freedom of Information and Protection of Personal Privacy Act. This information is used for library-related purposes only. Please direct any inquiries to the Director, Customer Experience, Oakville Public Library, 905-815-2035.