

Collection Development Policy

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Approved by:	OPL Board
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Access to Collections Policy:	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)
Responsibility for Selection Policy:	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 guidelines to assist library staff in development and maintenance of the library's collections, while informing the residents of Oakville of the principles by which materials are selected 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 is in accordance with the principles of universal and equitable access and is supported by [OPL's Intellectual Freedom Policy](#).

Policy Statement:

The Oakville Public Library strives to provide collections that:

- Recognize the diverse nature of the community, as well as the varied backgrounds and needs of citizens.
- Represent 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 present and future literacy, learning, informational, culture, leisure and recreational needs of the community.

Collection Principles and Guidelines:

Responsibility for Selection

The Oakville Public Library Board assumes overall responsibility for library collections and authority for the Collection Development Policy. The Library Board delegates this responsibility to the Chief Executive Officer, who may further delegate to members of staff who are qualified by reason of education and training.

Access to Collections

Except where limited by law, children and teens are entitled to access all materials provided by the library. 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. In support of this belief, parents and/or those responsible for the child are responsible for the selection, usage, and safe return of materials borrowed by their children. No items will be excluded from the library collection because it may come into the possession of children.

The library may control use of any collection material in order to protect items deemed susceptible to theft or damage by users, or to ensure the widest possible use of materials by library customers.

Honouring the legal requirements of the [Film Classification Act](#), the library may restrict the availability of material by film classification where applicable.

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. Placement of materials is solely at the discretion of OPL. The library will not limit availability of collections based on the location or classification for specific audiences.

Selection Guidelines

The selection of materials is based on the professional judgement of library staff. Materials are selected according to the needs and interests of the community, access to other library resources and budget.

A range of objective measures and standards are applied when selecting resources.

Some or all of the following criteria may be taken into consideration during the selection process for all materials, whether purchased or donated:

- Anticipated or expressed needs and interests of Oakville's diverse community;

- Representation of Canadian and/or local perspective;
- Reputation and/or significance of the author/illustrator/publisher;
- Skill, competence and purpose of the author/illustrator/creator;
- Artistic presentation and experimentation;
- Comments of professional and independent critics and reviewers;
- Accuracy, authority and objectivity of the work;
- Representation of popular or important movements, genres or trends;
- Suitability of subject, style and reading level for the intended audience;
- Format of material, technical quality, and/or effectiveness of medium to content;
- Insight into human and social condition;
- Importance as a document of the times;
- Relationship to the existing collection;
- Budgetary considerations;
- Suitability of physical form for library use;
- Physical limitations of the buildings.

Selection guidelines for digital resources also includes:

- Ease of access;
- Hardware / Network requirements;
- Comparison of content with other available formats;
- Licensing requirements;
- Staff training and customer assistance requirements;
- Cost considerations in relation to the overall development of the collection.

Oakville Public Library 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](#).

Multilingual Materials

Oakville Public Library collects materials in languages other than English and French that are relevant to the community. The decision to establish or discontinue a language

collection is based on census data, input from the community and other supporting statistical evidence.

Indigenous, Inuit and Métis Materials

In the spirit of Truth and Reconciliation and the Ninety-Four [Calls to Action](#), the Oakville Public Library collects materials related to Indigenous, Inuit and Métis cultures and peoples in all available formats. The library's collection will include titles by and about Canada's, and specifically Ontario's, Indigenous, Inuit and Métis communities and will include titles presented in the First Nation Community Reads program.

Diverse and Inclusive Collections

Through the commitments outlined in OPL's [Inclusion Policy](#), the library recognizes its responsibility to provide access to information 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](#)
- 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.

Customer Suggestions

Library customers may make suggestions for the inclusion of material in the collection using the form available on the OPL website. Decisions for purchase are guided by the principles and guidelines outlined in this policy.

Interlibrary Loan (ILLO)

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. Library staff will make referrals for ILLO in situations where this is the most appropriate means of providing suitable material to meet the customer's needs. Fees for the service occasionally apply on a cost-recovery basis.

Local Collections

Oakville Public Library acknowledges a particular interest in local history, genealogy, works by local authors and other special and locally focused collections. 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. The Library cannot guarantee that these collections will be comprehensive or archival.

Donations

In accordance with the [Donations, Sponsorship, Naming Rights and Third Party Fundraising Policy](#), Oakville Public Library accepts donations of print and non-print materials which can be integrated into existing collections and which fit the library's selection guidelines as outlined above. The Library reserves the right to refuse donations which it deems inappropriate, unsuitable or do not meet selection guidelines.

For up-to-date information on what type of materials the library accepts, customers should visit the library's website.

Classifications, shelving, access, location and disposal will be determined by the library. The library reserves the right to discard, recycle or repurpose of donations not added to its collection. The library does not evaluate materials for tax receipt purposes.

Collection Maintenance Guidelines

Collection Maintenance is the continuous systematic withdrawal of materials to maintain the integrity of the library's collection. This is essential to ensuring the vitality, size and scope of the overall library collection.

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

Replacement of items depends upon the demand, availability of more current materials, market availability for repurchase and the extent of the coverage in the collection.

Requests to Reconsider Materials

The library recognizes that some materials are controversial and that any given item may offend some customers. Not all items selected for inclusion in the collection will be suitable for every customer.

Library customers who object to materials located in the collection are asked to complete a written request using the *Request for Reconsideration of Library Materials* form (Appendix B).

Decisions made about challenged materials will be communicated to the originators of the requests following the completion of a formal staff review. The final decision concerning library materials rests with the Chief Executive Officer.

References and Related Documents:

Oakville Public Library Policies

- [Donations, Sponsorship, Naming Rights and Third Party Fundraising Policy](#)
- Inclusion Policy
- [Intellectual Freedom 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 Classification Act](#), 2005, 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

- [Truth & Reconciliation: Calls to Action](#) , 2015
- [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?

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

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

7. Could you suggest alternative material in its place?

8. Have you read the attached Collection Development Policy?

Yes _____ No _____

This request will be reviewed by the Manager, Collection Operations, 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.