

# REPORT

## Oakville Public Library Board

**Meeting Date: October 17, 2024**

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**FROM:** Oakville Public Library

**DATE:** October 8, 2024

**SUBJECT:** Collection Development Policy – October 17, 2024

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### **RECOMMENDATION:**

That the Collection Development Policy (Appendix A) be received for feedback.

### **KEY FACTS:**

The following are key points for consideration with respect to this report:

- The current Collection Development Policy, approved on January 28, 2021 (Appendix B), is outdated and requires revision to reflect current practices and challenges.
- New policy revisions include:
  - Updated language to reflect OPL's contemporary collection management practices.
  - Clarification of the scope of Intellectual Freedom in collection development.
  - Expanded sections addressing new formats and emerging community needs.
  - Alignment with updated legislation (e.g. Film Classification Act) and policies.
- The new policy introduces guidelines for transparency in material selection and reconsideration processes, providing a framework for community engagement on collections.
- The Request for Reconsideration of Library Materials Form has been reformatted and expanded to include an appeal process, timelines, and clearer procedures (Appendix C).

### **BACKGROUND:**

The Collection Development Policy was last reviewed and approved by the Oakville Public Library Board on January 28, 2021. Since that time, significant shifts in digital collections, the library of things, emerging formats, and legislation have rendered the

policy insufficient for OPL's current and future needs. The outdated language, references no longer relevant policies, and outdated legal frameworks, such as the Film Classification Act, requiring updating to align with the current legislation and operations of OPL.

The new Collection Development Policy reflects OPL's commitment to a diverse, inclusive, and community-centered collection. It provides clear principles that prioritize responsiveness to community needs, inclusion of marginalized voices, and the maintenance of comprehensive and forward-looking collections.

**COMMENT/OPTIONS:**

Significant revisions to the Collection Development Policy were made following a comprehensive review of OPL's current practices and a comparison with policies from other public libraries. The proposed updates emphasize accessibility, community engagement, and diversity. Several key changes were introduced in the updated policy.

First, the language throughout the policy was simplified to make it more accessible while maintaining the core principles. These revisions reflect OPL's commitment to providing collections that are more responsive to and tailored for Oakville's specific needs.

An important update includes renaming "Responsibility for Selection" to "Accountability" within the policy. The responsibility for managing library collections has been transferred from the Board to the CEO or their designate, aligning this policy with other OPL policies where the CEO holds the final decision-making authority regarding collection-related matters.

The section on donations has also been revised to better reflect current practices for receiving and handling donated materials. It outlines the financial challenges of integrating donated items into the collection and clarifies the library's responsibility in managing these donations.

Lastly, the Requests to Reconsider Materials section has been expanded to align with the recently updated Intellectual Freedom Policy. This update increases transparency regarding how intellectual freedom principles guide the selection process. It also offers additional clarity on the scope of requests considered and formalizes the appeal process, including specific timelines and a reformatted Request for Reconsideration form (Appendix C).

More specific changes introduced in the updated Collection Development Policy (Appendix A) compared to the previous version (Appendix B) include:

- Access to Collections: This section has been updated to replace references to outdated legislation with the current Film Content Information Act. It also clarifies that audiovisual material without an available rating (example—Netflix original content) may still be considered for inclusion if it meets the library's selection criteria.
- Diverse and Inclusive Collections: OPL's commitment to diversity and inclusion has been strengthened with clearer guidelines on how these principles inform collection decisions. This section has been moved earlier in the policy to reflect its significance in shaping OPL's approach to collection development.
- Indigenous, Inuit, and Métis Materials: In recognition of OPL's ongoing commitment to the Truth and Reconciliation process, the updated policy integrates these principles throughout the document, rather than confining them to a single section.
- Selection Criteria: The criteria for selecting materials have been updated to better support the inclusion of digital collections and the growing Library of Things. This section now provides greater clarity on how staff approach the selection process.
- Multi-lingual Materials: This section has been renamed Community Language Materials to better align with OPL's vision for a community-centered collection. Additional criteria have been added to ensure these collections remain sustainable in terms of quality materials and ability to meet demand.
- New Formats: A new section has been added to provide clarity on how decisions are made regarding the introduction and removal of various formats in library collections. This ensures that the library can adapt to emerging trends while responsibly managing its resources.
- Collection Maintenance Guidelines: Now renamed Deselection and Collection Maintenance, this section has been expanded to address the maintenance and deselection of non-traditional collections, such as the Library of Things, and to ensure the continuous vitality of OPL's physical collections.
- Interlibrary Loan (ILLO): This section has been renamed Interlibrary Loan (ILLO) and Resource-Sharing to reflect a broader scope of potential resource-sharing opportunities. The updated policy explains the existing ILLO service in greater detail and outlines possibilities for future partnerships.
- Local Collections: This section has been expanded to ensure that local collections are developed with a focus on the significance of local Indigenous Peoples and Truth and Reconciliation efforts. Further guidance is provided on selecting and acquiring materials from local authors and artists.

These updates ensure OPL maintains its leadership in providing a collection that supports the diverse and evolving needs of Oakville's community. The revised policy will guide OPL in its ongoing efforts to offer equitable access to information, foster intellectual freedom, and support community growth.

**APPENDICES:**

Appendix A - PS-005 - Collection Development Policy (2024).doc

Appendix B - PS-005 - Collection Development Policy (2021).pdf

Appendix C - OPL\_request-for-reconsideration-of-library-material-form.pdf

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