

REPORT

Oakville Public Library Board

Meeting Date: November 21, 2024

FROM: Oakville Public Library

DATE: November 12, 2024

SUBJECT: Collection Development Policy – November 21, 2024

RECOMMENDATION:

That the Collection Development Policy be approved.

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- The current Collection Development Policy, approved on January 28, 2021 (Appendix B), is outdated and requires revision to reflect current practices and challenges.
- Policy revisions reviewed by Board on October 17, 2024:
 - 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.
 - Introduction of 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).
- The board's recommendations from the October 17, 2024 meeting have been incorporated into this revision.

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 The outdated language, references no longer relevant policies, and outdated legal frameworks, such as the Film Classification Act, requiring updating to align with the current legislation and operations of OPL.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:

The revised Collection Development Policy, following a thorough review of OPL practices and comparison with other libraries, emphasizes accessibility, community engagement, and diversity to better serve Oakville.

Key updates include simplified language for greater accessibility and renaming "Responsibility for Selection" to "Accountability," with collection management responsibility shifted from the Board to the CEO aligning this policy with other OPL policies. Donation guidelines now address financial considerations and clarify OPL's role in managing contributions. The Requests to Reconsider Materials section has expanded in alignment with OPL's Intellectual Freedom Policy, adding transparency to selection decisions and clarifying the appeal process.

Further specific changes include updated references to the Film Content Information Act, strengthened guidelines for diversity and inclusion, integrated Truth and Reconciliation principles, and refined criteria for digital and non-traditional collections like the Library of Things. The Multi-lingual Materials section has been renamed Community Language Materials, and new sections address emerging formats, interlibrary resource-sharing, and local collections, with a focus on Indigenous and local creators. These updates reinforce OPL's dedication to equitable access, intellectual freedom, and community-centered collection management.

The policy has been further revised based on Board feedback from the October 17, 2024 meeting to include:

- A new statement clarifying the material placement practice,
- The addition of video games under the legal enforcement section, and
- Updated language specifying that any item subject to legal action may be temporarily removed from the collection, with further action taken based on the legal outcome.

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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