

Collection Development Policy

Authority: Library Board

Date Created: October 11, 2000

Date Reviewed:

Purpose

To provide general principles and criteria for developing and maintaining collections for the East Gwillimbury Public Library (EGPL) that support the Library's Strategic Plan and Mission Statement.

This policy also addresses local history, donations, local authors, suggestions for purchase, and requests for reconsideration of library materials.

Scope

The primary aim of selection is to provide customers with a broad selection of material to meet their education, recreational, cultural and information needs to enrich the lives of community members. Given these various roles of the collection, the Library's primary goal is to focus on popular and best-selling materials in all formats.

All Library customers have access to the collection through interbranch loan and through regular exchange of materials between branches. The size of a branch collection, and the formats of material in the collection, will vary based on community needs, available resources, hours of operation, and available space.

Responsibility for Selection and Deselection of Materials

The East Gwillimbury Public Library Board (the "Library Board") assumes ultimate responsibility for the collection and for implementation of the Collection Development Policy.

The Library Board delegates this responsibility to the Chief Executive Officer (the CEO) who may in turn delegate it to qualified Library staff. The CEO is also responsible for ensuring that the collection is properly maintained and organized and that effective collection control systems are in place.

Principles of Selection

1. Intellectual Freedom

The Library Board endorses the Ontario Library Association Statement on the Intellectual Rights of the Individual (as amended in 2005), which is attached as Appendix A, and the Canadian Library Association Statement on Intellectual Freedom (as amended in 2015), which is attached as Appendix B. The Library Board believes in the freedom of the individual and in the right and obligation of parents to develop, interpret, and enforce their own code of acceptable conduct within their own households.

2. Selection Criteria

To build collections of merit and significance, materials must be measured by objective guidelines. Clearly, however, an item need not meet all of the criteria in order to be acceptable. When judging the quality of materials, several standards and combinations of standards may be used, as some materials may be judged primarily on artistic merit while others are considered on the basis of scholarship, their value as human documents, or their ability to satisfy the recreational and entertainment needs of the community. Materials that are prohibited under Canadian law will automatically be excluded from the Library's collections.

3. Balance

The primary aim of selection is to establish a balanced collection which adequately represents various points of view on a subject for a diverse population. Library collections will strive to reflect our community's diversity without endorsing any viewpoint.

The Library Board recognizes that some materials are controversial and that a given item may offend some customers. Selection of materials will not be made on the basis of anticipated approval or disapproval by any sector of the community, but solely on an evaluation of literary or artistic merit, authenticity of the material, honesty of presentation, use to the community, and the other criteria set out in this policy. In the case of controversial issues, an effort is made to see that all points of view are represented.

The Library Board does not advocate particular beliefs or points of view. The presence of an item in the Library does not signify an endorsement of the ideas it contains.

The Library Board's position is that people have the right to reject for themselves material of which they do not approve, but that they do not have the right to restrict the freedom of others.

4. Access to Collections

The Library provides physical access to collections except to protect an item from damage or theft. Customers of all ages will have access to all collections. When children are accessing the collection, it is the responsibility of parents and guardians to oversee use of the collection. Please note:

- Responsibility for the reading and viewing activities of children and young adults rests with their parents or legal guardians. Selection of materials for the collection will not be restricted by the possibility that children or young adults may obtain materials that their parents consider inappropriate.
- Customers are asked to use special care when accessing our Local History collections.
- Generally, only permanent adult card holders may borrow unique technology items. In cases where customers under 18 borrow specialty items, it is the responsibility of the parent or guardian to ensure the safe use and return of such items.

5. Considerations in Selection of Material

Library staff responsible for collection development will consider the following general points when making purchasing decisions:

- Suitability for meeting the needs of the community or appeal to the interests of the community
- Artistic excellence, literary merit, technical quality, or quality of presentation
- Reputation, skill, and competence of the originator of the work
- Accuracy, authority, and objectivity
- Balance of viewpoints in the collection (challenging, extreme, or minority points of view may be represented though the quantity may be limited)
- Clarity, accuracy, and logic of presentation
- Comments by reviewers or critics
- Customer suggestions

- Originality of thought
- Permanent value
- Popular demands and current trends
- Relation to existing collections and other material on the subject
- Budget and space considerations
- Suitability of physical format for library use
- Access to materials from other libraries, on the Internet, or from other publicly accessible resources
- Unique value as it contributes to social issues of current interest

Items do not need to meet all of this criteria to be selected for purchase. Selection may be based on demand alone.

6. Suggestions for Purchase

The Library encourages users to make suggestions to develop our collections. Suggestions are reviewed according to the Collection Development Policy.

7. Format

The selection criteria set out in this policy will be applied to selection and deselection of all Library materials, regardless of format. The content of material, rather than format, will determine its appropriateness for the collection.

The selection of material in a new format may result in the Library's decision to retire specific items or material formats from its existing collections in order to accommodate trends in user demands and/or changes in technology.

Formats may be removed or discontinued from the collection if they become outdated and/or unused by the community.

Special Collections

1. Canadian Materials

The Library Board recognizes its responsibility to make Canadian materials available and therefore endeavors to develop a collection that includes works by significant national and local authors, artists, filmmakers, producers, and composers.

2. French Language Materials

The Library recognizes the need to provide information in both of Canada's official languages. The Library currently maintains collections of adult and juvenile French language materials. Budget considerations, community demand, and census figures on home language and mother tongue for the Town of East Gwillimbury will be used as a guide when purchasing French materials for the collection. The Library will supplement its French collections by participating in the interlibrary loan network as needed.

3. Multilingual Language Materials

The Library will attempt to meet the needs of customers requiring materials in languages other than English or French through its multilingual collections. Purchase of such materials will be balanced against budget considerations, community demand, and the overall needs of the community. Census figures on home language and mother tongue for the Town of East Gwillimbury will be used as a guide purchasing multilingual materials for the collection. The Library will supplement its multilingual collections by participating in the interlibrary loan network as needed.

4. Government Documents

The Library purchases some government publications based on the importance of the publication, its usefulness to the community, and public interest. Some municipal and regional government publications are also collected, but the Library does not attempt to maintain complete archives of publications for any government level.

Governments publish most items only in electronic format, for distribution on the Internet. The Library provides access to these publications through the public Internet workstations that are located in both branches.

5. Literacy Materials

The Library strives to assist members of the community who wish to increase their English literacy competency. A collection of literacy materials is maintained to meet the needs of independent learners, new readers, ESL students, and tutors.

6. Textbooks

The Library does not proactively select textbooks used in schools, colleges, or universities, except when they provide the best coverage of a subject and are also useful to the general public. A book will neither be included nor excluded solely on the basis that it is a textbook. When appropriate, referrals may be made to the collections of local educational institution libraries.

Local History**1. Summary of Collection**

As part of its mandate to celebrate East Gwillimbury's heritage, the Library collects materials concerning the history of East Gwillimbury. The Library does not attempt to maintain an all-inclusive or archival collection of local history materials, nor does it carry out a comprehensive program of restoration or conservation of rare local history materials.

Items in the collection may include:

- Works and primary source material documenting local history and genealogy
- Local research in various formats
- Memorabilia and clippings
- Oral histories
- Cemetery records
- Photographs and negatives, and copies of photographs
- Monographs
- Newspapers and other local publications
- Posters, brochures, pamphlets, and event program
- Personal papers, including correspondence
- Maps
- Information in electronic or digital format, when appropriate

The local history collection is non-circulating. Duplicate copies of some material may be acquired for the circulating collection.

2. Criteria for Selection of Local History Materials

Selection will follow the general principals outlined in the Collection Development Policy, with additional specific criteria:

1. Geographic coverage: The Library will collect material pertaining to the history of East Gwillimbury and its surrounding areas if it relates to East Gwillimbury
2. Time period: Material will be collected dating from the earliest period possible to the present time.
3. Subjects: All subjects pertaining to history and genealogy will be collected, including materials which contribute to knowledge of social, civic, religious, economic and cultural life, past and present.
4. Format: The Library will collect print and non-print material, (either originals or reproductions), including books, diaries, newsletters, bulletins, reports, speeches, photographs, scrapbooks, cemetery records, census information, municipal records, works by local authors or publishers, pamphlets, local newspapers, magazines, maps, atlases, personal manuscripts and business or institutional archives, video recordings, microfilm, sound recordings, databases, digital collections, and pertinent memorabilia. Works set in the area may be included.

Not collected are items best displayed in a museum or items that need to be repaired or kept in a controlled climate to discourage disintegration or aging.

3. Local History Loans & Preservation

1. These materials must stay in the Library at all times and are not subject to interlibrary loan. Customers may copy items in the collection in accordance with the *Copyright Act of Canada (R.S.C., 1985, c. C-42)* in such a manner that the item(s) will not be damaged in the process. The reference staff will make this determination.
2. These materials may be loaned to other institutions for display purposes with the approval of the CEO. Such requests must be made in writing and will require documentation.
3. Original items requiring professional archival conservation may be copied for use by the Library, and then offered to a professionally-run archive in Ontario.
4. The Library will accept the loan of appropriate material for the purposes of obtaining copies to be added to the collection and for exhibits, with permission of the owner. A receipt form and loan agreement (see Appendix D) will be prepared including a list of the materials, their owner designated value, and the parameters of the loan period. The form will be

signed by both the owner and a designated library staff member. See also *Art Exhibit and Display Policy*.

4. Digitization

When applicable, the Library follows best practices in digitization standards to support digital access to local history materials. We support open access with regard to any digitization initiatives while respecting the terms of donor agreements, copyright, and applicable law and legislation.

5. Local History Partners

The Library will endeavor to partner with other organizations and interested parties to ensure East Gwillimbury history reaches the widest possible audience for the purposes of discovery and community engagement.

Donations

The Library accepts donations of books and other materials in good condition but reserves the right to refuse any donation based on content or volume, in consideration of staff time needed to process donations.

The Library will consider accepting gifts of significant historical value to East Gwillimbury as far as it fits within the Collection Development Policy. Gifts are reviewed by staff before being accepted. Tax receipts may be requested for items over \$50.00 that are added to the library collection.

The Library retains exclusive ownership of all donated materials, and no condition may be imposed by the donor relating to any item after its acceptance by the Library. Donated materials may be discarded, donated, or sold.

Cash donations and bequests for the purchase of materials may be made to the Library. The donor may request that such funds be used for the development of specific collections, but the Library reserves the right to select materials that it deems appropriate in accordance with criteria set out in this policy.

Local Authors

The Library accepts donations of books and other materials by local authors. Consideration for adding the material to the Library collection is at the sole discretion of the Library and will be evaluated based on the Selection Criteria outlined in the Collection Development Policy. The Library retains exclusive ownership of all donated materials, and no condition may be imposed by the donor relating to any item after its acceptance by the Library.

The Library will consider purchasing items by local authors, provided it contains an ISBN number and is available to purchase through the Library's book vendor. Consideration for adding the material the Library collection is at the sole discretion of the Library and will be evaluated based on the Selection Criteria outlined in the Collection Development Policy.

Collection Maintenance

In order to maintain a high-quality and active collection, the following materials will be withdrawn from the collection:

- Materials that no longer meet the selection criteria set out in this policy
- Materials that are outdated
- Materials which are no longer of interest to the community
- Materials in overstocked collections
- Damaged or worn out material

Collection maintenance procedures will include special considerations for unique items of value to the community.

External Resources

1. Interlibrary Loan

EGPL uses Interlibrary Loans as a supplementary service to its existing collections. Customers with a valid EGPL card may request materials from other libraries (provincially and nationally) to provide materials EGPL does not own.

2. Shared Resources

Opportunities to access external resources via consortia/pools will be considered and selection/addition of items will be in accordance with the criteria of this policy.

The Library aims to enhance the information services offered by schools and other organizations within the Town of East Gwillimbury. Customers will be referred to other community resources as needed.

Request for Reconsideration of Library Materials

The Library recognizes the right of an individual or group to make a complaint to the Library about the inclusion of material in the collection. Requests for reconsideration of items in the collection should be submitted to the Library for review and appropriate action on the form called "Request for Reconsideration of Library Materials" (Appendix C). The Library will respond formally in writing.

The following will not limit an item from being included or excluded from the collection:

- Race, religion, nationality or political views of an author
- Brazen or coarse language
- Controversial content
- Endorsement or disapproval of groups or persons
- Type of language spoken or written

The Library abides by all levels of law, thus it does not purchase items prohibited by the the Criminal Code of Canada.

The Library is committed to meeting the needs of persons with disabilities and will provide, upon request, alternate formats and communication supports, in compliance with the *Integrated Accessibility Standards Regulation, Ontario Regulation 191/11* and the *Accessibility for Ontarians with Disabilities Act, 2005 (AODA)*.

Approved Date: February 24, 2020	Motion #: SR2020-13
Effective Date: February 24, 2020	

Appendix A: Ontario Library Association Statement on the Intellectual Rights of the Individual

In affirming its commitment 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, the Ontario Library Association declares its acceptance of the following propositions:

1. That the provision of 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. That intellectual freedom requires freedom to examine other ideas and other interpretations of life than those currently approved by the local community or by society in general, and including those ideas and interpretations which may be unconventional or unpopular.
3. That freedom of expression includes freedom for a creator to depict what is ugly, shocking and unedifying in life.
4. That free traffic in ideas and opinions is essential to the health and growth of a free society and that the freedom to read, listen and view is fundamental to such free traffic.
5. That 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, other materials, and in the provision of access to electronic sources of information, including access to the internet.
6. That it is therefore 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 or curtail access to information, the freedom to read, view and listen by demanding the removal of, or restrictions to library information sources in any format.
7. That it is equally part of the library's responsibility to its public to ensure that its selection of material is not unduly influenced by the personal opinions of the selectors, but determined by the application of generally accepted standards of accuracy, style and presentation.

Approved, OLA Board of Directors, December 2003
Reaffirmed, OLA Board of Directors, December 2005

Appendix B: Canadian Federation of Library Associations Statement on Intellectual Freedom

The Canadian Library Association recognizes and values the Canadian Charter of Rights and Freedoms <http://laws-lois.justice.gc.ca/eng/Const/page-15.html> 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 Library Association supports and promotes the universal principles of intellectual freedom as defined in the Universal Declaration of Human Rights <http://www.un.org/en/documents/udhr/index.shtml>, 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 Library Association 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 Library Association affirms further that libraries have a core responsibility to support, defend and promote the universal principles of intellectual freedom and privacy.

The Canadian Library Association 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.

Approved by Executive Council ~ June 27, 1974
Amended November 17, 1983; November 18, 1985; and September 27, 2015

Appendix C: East Gwillimbury Public Library Request Form for Reconsideration of Library Materials

Please complete and return to library staff.

Request initiated by:

Name: _____

Address: _____

Telephone: _____ **Email:** _____

Identify the material in question (e.g. Title, author, edition/version, etc.)

To what in the material do you object? Please be specific:

Do you wish to be informed of our decision: yes no

Signature: _____ **Date:** _____

Freedom of Information: Personal information on this form is collected under the authority of the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, chapter M.56, to be used in the management and administration of library services.

Staff use only

Received by: _____ Date: _____

Appendix D: Loan of Local History Materials Agreement

Received from Name (print): _____

Address: _____

Phone: _____

Email: _____

The following objects are deposited on loan to the East Gwillimbury Public Library subject to the conditions as noted in this agreement.

Description of Owner's Objects Deposited On Loan:

Lender's Insurance Company (if applicable): _____

Agent: _____

Policy #: _____

Expiry Date: _____

Loan Agreement Conditions

1. The property listed within this agreement is hereby deposited on the understanding between the Lender and the East Gwillimbury Public Library Board that the Board will not be responsible for the care of the property beyond the normal precautions employed by the Board with its own property.
2. The property listed belongs to the Lender and photos taken by anyone other than Library Staff or authorized Library Volunteers (for the purposes of digitization) must be authorized by the Lender (see below).
3. The Board may, at any time within its discretion, request in writing that the Lender retrieve the loaned property from the Board. If the loaned property is not retrieved within six months of the said written request, it is hereby agreed that the loaned property shall become the property of the Board.
4. The provisions hereof shall be binding on Lenders, their heirs, legal representatives and assigns.
5. Items on loan will be returned only upon surrender of this agreement or upon written order of Lenders or their duly authorized agent.

Permission for Photography

I will allow general photography for the following purposes (please circle all that apply):

- Promotion of show on library website or literature
- Promotion of show in local newspapers
- Other _____
- I want to be contacted before any photography is publicly disseminated

Signature of Lender

I hereby acknowledge that I/We have reviewed the above agreement, understand its terms, and agree to be bound by the said terms.

Date signed: _____

Signature of Lender

Library Acknowledgement

The East Gwillimbury Public Library Board gratefully receives the objects listed above for the purpose of:

Obtaining copies to be added to the collection, *or*

Display at the _____ Branch

from _____ [start date] to _____ [end date].

Signature of Authorized Library Staff

Freedom of Information: Personal information on this form is collected under the authority of the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, chapter M.56, to be used in the management and administration of library services.