



Section:	Board Policies	Policy No.:	OP-07
Sub-Section:	Operational	Effective Date:	October 18, 2018
Version:	3	Review Date:	October 2022
Policy Name:	Collection Development Policy		

Collection Development Policy

Background

The Collection Development Policy of the Oshawa Public Libraries is intended to outline Library Board policy for the development, responsibility, and maintenance of the Library collection and to outline processes for members of the public to provide input.

Policy Objective

To guide staff in the acquisition of material that is of current interest and/or lasting value to existing or potential Library users.

To inform Library customers of the policy and principles upon which collection development and selection decisions are made for Oshawa Public Libraries' collections.

Intellectual Freedom

1. The Oshawa Public Libraries endorses the Ontario Library Association's Statement on the Intellectual Rights of the Individual (Appendix #1) and the Position Statement on Intellectual Freedom and Libraries (Appendix #2) adopted by the Canadian Federation of Library Associations in 2016.
 2. In providing collections that represent a wide range of ideas, creative thought, information and viewpoints, the Library Board recognizes Section 2 (b) of the Canadian Charter of Rights and Freedoms, which guarantees freedom of thought, belief, opinion, and expression.
 3. The Oshawa Public Libraries recognizes the right of any individual or group to reject library material for personal use. The Oshawa Public Libraries does not concur with any individual or group who endeavours to restrict the freedom of others to make use of that same material.
 4. Except where legislated by government or law, children are entitled to access all materials provided by the Oshawa Public Libraries. Parents and legal guardians have the sole right and responsibility for supervising the use of Library materials by their children.
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Goals of the Collection

The purpose of the Oshawa Public Libraries' collection is to support the Libraries' overall mission: Enriching the lives and potential of the people of Oshawa by connecting them to the world of information and each other.

Reflecting this mission, the Oshawa Public Libraries' goals in collection building are to create:

- A. A collection which enables the free expression of ideas essential to an informed and responsible citizenry.
- B. A broad-based collection in which no established or emergent field of thought is overlooked or unduly favored.
- C. A general level collection of materials in various formats to serve our community's needs for recreation, information, love of reading, life-long learning, and personal growth. Direct support of formal curricula is not a goal of collection building. Textbooks will not be purchased for this purpose.
- D. A collection which presents a record of human experience with particular emphasis on Canadian culture and society, including a collection dedicated to local history.
- E. A collection which includes formats to facilitate equity of access to persons with print disabilities. Community demand, availability, technological trends, budget, and impact on existing resources will be assessed before introducing new formats. The introduction of new formats to the collection may result in the Library's decision to discontinue existing formats.

PROCEDURES

1. Responsibility for the Collection

The Oshawa Public Library Board is ultimately responsible for the collection. The Board delegates this responsibility to the Chief Executive Officer, who in turn delegates it to professional staff.

2. Selection Criteria

Library staff consider:

- Popular demand for material;
- Current trends in customer demand regarding content and format;
- Metrics and statistical reports regarding collections and usage trends;
- Suitability of format for Library use, and for customer convenience and ease of use;
- Suitability of subject, style, and reading level for the intended audience;

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- Relevance to community customers;
- Importance as a record of the times;
- Relationship to the existing collection and other materials on the subject;
- Currency and reliability of content;
- Reputation, skill, competence or significance of the author;
- Attention of critics, reviewers and the public;
- Reputation of the publisher or producer;
- Clarity, accuracy, and logic of presentation;
- Quality of writing and/or visual art;
- Timeliness or permanence of the work;
- Comprehensiveness and depth of treatment;
- Representation of various viewpoints in the collection;
- Purchase price and other budgetary considerations; and
- Availability in the marketplace.

2.1 Oshawa Public Libraries provides access to or arranges for the provision of access to accessible materials, where such materials exist in the marketplace, according to standards established by federal and provincial legislation, including the *Accessibility for Ontarians with Disabilities Act (AODA)*. This includes collecting a variety of formats, which support people in ways they prefer or require, in order to access and use content. Special collections and archival materials are exempt in some areas.

3. New Formats

3.1 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 are selected and introduced to collections in a new format.

3.2 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 to responsibly accommodate trends in customer demands and/or changes in technology.

4. Access to Collections

4.1 For customer-information purposes and the guidance of borrowers, DVDs owned by Oshawa Public Libraries are labeled with viewer classification codes outlined in the Film Classification Act available from the Ontario Film Review Board. If a viewer classification code is not available from the Ontario Film Review Board, the Library may use Canadian Home Video Association and the Motion Picture Association of America classification codes.

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4.2 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.

4.3 The Library does not mark selected materials in order to indicate approval or disapproval of item contents or attempt to expurgate information contained in selected items.

5. Resource Sharing/Inter-Library Loan Services

5.1 Items that fall outside the selection criteria of the Library or that are "out of print" or temporarily unavailable can be requested by Library customers from other library systems by using regular Inter-Library Loan services. Fees for the service occasionally apply on a cost-recovery basis.

5.2 Application for Inter-Library Loan service can be made at any local library branch of the Library or using the online request form.

6. Reconsideration of Library Materials

6.1 Any Library user who wishes to challenge an item in the collection may submit a written "Request for Reconsideration of Library Material" form (Appendix #3) which will be reviewed.

6.2 The final decision concerning Library materials rests with the CEO and the Library Board.

7. Donations and Unsolicited Materials

(See the Donations, Gifts and Sponsorship Policy for more information.)

7.1 The Library is pleased to receive gifts of money or materials. Upon request, official receipts will be issued to donors for gifts of money received in the amount of \$25 or greater.

For new gifts-in-kind or services-in-kind, an official receipt will be issued for the fair market value or invoiced price. A copy of any such invoice must be provided before a receipt can be issued.

For used gifts-in-kind, an official receipt will be issued for the fair market value based on a written appraisal from a qualified appraiser or the Library's assessment of fair market value. The Library reserves the right to require the donor to pay the cost of the written appraisal or provide the appraisal to the Library.

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- 7.2 Donated materials will be subject to the same criteria for inclusion in the collection as purchased materials. The Library reserves the right to refuse gifts and/or donations which it deems inappropriate or unsuitable for the Library's mission, goals, objectives and best interests.
- 7.3 The Library will not accept materials which are not outright gifts. Donated materials will be used or disposed of at the Library's discretion.
- 7.4 Funds given conditional on expenditure for particular materials or types of materials will not be accepted unless the conditions facilitate the Library's own Goals of the Collection as outlined in this policy.
8. Requests for Purchase
- 8.1 Library users may place formal requests for the purchase of collection materials by completing a Purchase Request form provided by the Library.
- 8.2 Suggestions for purchase for the collection from the public are subject to the same criteria for selection as other acquisitions.
9. Maintenance of the Collection
- 9.1 The ongoing maintenance of the Library's collection is essential in order to offer a collection that is useful, accessible, and relevant.
- 9.2 Items will be removed from the collection in accordance with the Library's developed Weeding Guidelines. Weeding Guidelines criteria include outdated materials, materials no longer of interest or in demand, duplicates, worn or damaged copies. Frequency of circulation, community interest, and availability of newer and more up-to-date materials are of prime consideration.
- 9.3 It will be the Libraries' objective to replace lost, missing, or withdrawn items which continue to be in demand or to play a valuable role in the collection, subject to market availability.
- 9.4 An item that is the subject of a libel action of which the Library becomes aware will be removed from the collection until the action is finally resolved when, depending on the outcome of the action, it will be returned to the collection or permanently withdrawn.



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DOCUMENT CONTROL

Revision Dates: **October 2018**
 January 2012

Creation Date: **November 17, 2005**

Appendix 1

All selections must respect the principles of intellectual freedom expressed in the Ontario Library Association's Statement on the Intellectual Rights of the Individual Endorsed by the membership of the OLA at the 96th Annual General Meeting, 1998.

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.

Appendix 2

Canadian Federation of Library Associations/Fédération canadienne des associations de bibliothèques

Statement on Intellectual Freedom and Libraries

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

- The Canadian Federation of Library Associations recognizes and values the Canadian Charter of Rights and Freedoms 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 Federation of Library Associations supports and promotes the universal principles of intellectual freedom as defined in the Universal Declaration of Human Rights, 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 Federation of Library Associations 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 Federation of Library Associations affirms further that libraries have a core responsibility to support, defend and promote the universal principles of intellectual freedom and privacy.
 - The Canadian Federation of Library Associations 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.
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- 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.
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Appendix 3

Request for Reconsideration of Library Materials

Title of the item _____

Author _____

Type of material _____

Person making this request _____
(Please print name)

Address _____

City _____ Postal Code _____

Telephone _____

Library Barcode Number _____

I represent:

Myself ()

A group/organization called _____

Please answer the following questions as completely as possible:

1. Have you reviewed the guidelines set out in the Library's Collection Development Policy? (www.oshawalibrary.on.ca) Yes () No ()
2. Have you read/viewed/listened to the entire work you wish the Reconsideration Committee to review? Yes () No ()

If not, which part/s have you read/viewed/listened to? _____

3. Please state why you believe customers should not have access to this work.

Signature _____ Date _____
