



Section:	Board Policies	Policy No.:	OP-07
Sub-Section:	Operational	Effective Date:	November 30, 2023
Version:	6	Review Date:	November 2027
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 Intellectual Freedom and 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.

The content or manner of expressing ideas in material that is purposely selected to fill the needs of some Library customers may, on occasion, be considered offensive by other Library customers. The Library recognizes the right of any individual or group to reject library material for personal use but does not accord to any individual or group the right to restrict the freedom of others to make use of that same material.

Responsibility for children's or teens' choice and use of resources rests with their parent(s) or legal guardian(s). Selection for the adult collection is not restricted by the possibility that children or teens may access resources their parent(s) or legal guardian(s) may consider inappropriate. The Library believes in the freedom of the individual, and the right and obligation of parent(s) or legal guardian(s) to guide, develop, interpret, and maintain their own code of values in their family. The Library will not limit individuals' access to content included in its collections except where legislated by government or law.



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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 collection of materials representing varying points of view and which are of current interest and possible future significance, including materials that reflect current conditions, trends, and controversies. 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.
- C. A collection which presents a record of human experience with particular emphasis on Canadian culture and society, including a collection dedicated to local history.
- D. 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;
- Relevance to community customers;

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- 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.

2.2 The Library has an interest in local history and in works by local authors, illustrators and artists, but is not under any obligation to add to its collection everything about the area or produced by local authors, illustrators, or artists.

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 Except where limited by law, children and teens are entitled to access all materials provided by the Library. Parents and/or those responsible for the child are responsible for the selection, usage, and safe return of materials borrowed by

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their children.

- 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

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cost of the written appraisal or provide the appraisal to the Library.

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. Not all library suggestions will be added to the collection.

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:

Approved: November 30, 2023
March 4, 2021 (Appendix 1 only)
December 2019
October 2018
January 2012

Creation Date: November 17, 2005

Appendix 1

Ontario Library Association

Statement on Intellectual Freedom and the Intellectual Rights of the Individual

Introduction

The Ontario Library Association and its divisions are committed 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.

Ontario Libraries have the important responsibility to facilitate expressions of knowledge, creativity, ideas, and opinion, even when viewed as unconventional or unpopular.

The Ontario Library Association declares its acceptance of the following principles for libraries:

1. Equitable access to 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. Intellectual freedom requires freedom to critically examine and create other ideas, opinions, views, and philosophy of life, other than those currently approved by the local community or by society in general and including those ideas and interpretations which may be unconventional, uncommon or unpopular.
3. The free traffic in ideas and opinions is essential to the health and growth of a free society and that the freedom to read, listen, view, and create is fundamental to such free traffic.
4. Library governance ensures that the principles of intellectual freedom and expression of thought are upheld.

Library Service, Collections and Resources:

5. 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, and other materials including the provision of access to electronic sources of information and access to the internet. Materials are not excluded from library collections based on race, place of birth, origin, ethnic origin, ethnicity, citizenship, age, creed, disability, family structure, sex, and sexual orientation.
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6. It is 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, censor or curtail access to information, the freedom to read, view, listen or participate by demanding the removal of, or restrictions to library information sources in any format.

Library Programming, Events, and Space Bookings

7. It is the responsibility of libraries to maintain the right of intellectual freedom and expression by implementing it consistently when hosting programs and events within the public space of the library including rented public space by individuals and community organizations.
8. Libraries create welcoming community spaces where community members are free from discrimination and may engage in peaceful assembly. Libraries may cancel or deny permits to individuals or organizations when speech or displays are used in a way that is unlawful.

Applicable legislation:

[Canadian Charter of Rights and Freedoms](#): Section 2(b) of the *Charter of Rights and Freedoms* protects "freedom of thought, belief, opinion and expression, including freedom of the press and other media of communication".

[Criminal Code](#): Section 63 pertains to Unlawful Assemblies and Riots. Section 297 pertains to defamatory libel. Section 318 pertains to hate propaganda.

[Ontario Human Rights Code](#): Sub-section 13 pertains to infringing on freedom from discrimination.

Revision approved at the OLA AGM, January 30, 2020

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

The Library is a resource where many points of view and modes of expression can be examined without hindrance. Oshawa Public Libraries recognizes the right of individuals to express opposition to items selected for the library. While people have the right to reject for themselves items of which they do not approve, they do not have the right to restrict the freedom of others.

The Oshawa Public Libraries complies with any law enacted at the federal, provincial or municipal level, and therefore does not collect or maintain items which have been judged illegal by the higher courts in Canada. The relevant sections of the Criminal Code of Canada (<https://laws-lois.justice.gc.ca/eng/acts/C-46/>) are: sedition, hate, propaganda, and obscenity.

The following will not cause an item to be automatically included or excluded from the collection:

- Race, religion, nationality or political views of an author
- Frankness or coarseness of language
- Controversial content
- Endorsement or disapproval of an individual or group
- Language in which the work is written or spoken

Some of the Library's digital content is provided using third-party vendors. The Library subscribes to services in which the third-party vendor, and not Library staff, determines the specific titles or materials made available through the service. In these circumstances, the Library is unable to reconsider specific materials that library customers object to but may inform the third-party vendor of customer concerns and/or take these concerns into consideration in determining whether to continue using the vendor.

If a member feels that an item in our collection falls outside the criteria outlined in this policy, they are invited to complete a Request for Reconsideration Form. Customers must acknowledge having read the Collection Development Policy and Intellectual Freedom statements prior to completing the form.

Request for Reconsideration of Library Materials Form

Title of the item _____

Author _____

Type of material _____

Person making this request _____
(Please print name)

Address:

Street _____

City _____ Postal Code _____

Telephone _____

Library Barcode Number _____

I represent:

Myself () OR 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 _____